

# **Trotwood-Madison High School**

*4440 North Union Road*

*Trotwood, Ohio 45426*

*(937) 854-0878*

## **Student Handbook**

**2019-20**



*Student Name* \_\_\_\_\_

# Table of Contents

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DISTRICT INFORMATION.....	5
Board of Education Members/Central Office Administrators	
Building Leadership	
Guiding Principles	
Mission Statement/Beliefs/Guiding Principles	
How to Effectively Communicate with School Officials	
Parent Records Release for 18 Year Old Students	
Handbook Pledge	
SECTION I-Student Conduct.....	14
Student Code of Conduct	
Removal from School: Emergency Removal, Suspension, Expulsion .....	19
Permanent Exclusion .....	21
Hallway & Lunchroom Expectations	
Search and Seizure .....	22
Student Parking .....	23
Senior Participation in Year-End Ceremonies .....	23
School Resource Officer .....	24
Attendance Policies.....	25
Bullying and Other Aggressive Behavior .....	26
Computer Use .....	31
Personal Communication Devices (PCDs) .....	34
SECTION II-General Information .....	37
School Hours .....	38
Equal Education Opportunity .....	39
Sexual Harassment .....	39
Enrollment/Withdrawal Information .....	40
Medical Information .....	42
Student Safety/Safe School Helpline .....	44

## SECTION II-General Information (continued)

Students With Special Needs .....	46
Protection and Privacy of Student Records .....	47
Student Fees and Fines .....	49
Lockers, Lost and Found, Contacting Your Student .....	50
Nutrition .....	51
Dress Code .....	52

## SECTION III-Academics..... 53

Field Trips .....	54
Evaluation & Grading Scale .....	55
Homework Policy .....	55
Teacher Qualifications .....	57
Graduation & Class Rank .....	57
Criteria for Alternative Pathway to Graduation .....	59
Diploma with Honors .....	60
Award of Merit .....	61
Graduation Ceremony .....	62
Educational Option (PSEO, CFP, PEO) .....	63
Counseling and Guidance Services .....	64

## SECTION IV - Student Activities..... 65

Clubs and Activities .....	66
----------------------------	----

## SECTION V-ATTENDANCE..... 67

Attendance, Tardiness, Dismissal, Vacations, Class Attendance

*This student handbook was developed to answer many of the commonly asked questions that students and parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that parents and students are responsible for knowing. Become familiar with the following information and keep the handbook available for frequent reference. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal. This handbook replaces all prior handbooks and other written material on the same subjects.*

**NOTE:**

This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies (Brd. Pol.) and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in June, 2018.

This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of June, 2018. If any of the policies or Administrative Guidelines referenced herein are revised, the language in the most current policy or Administrative Guideline prevails. Copies of current Board policies and Administrative Guidelines are available from the building principal and on the District's web site.



## **Trotwood-Madison City Schools Board of Education**

Denise Moore-President

Vanessa Jeter-Freeman-Vice President

Michael Andrews, Member

Myra Bozeman, Member

Norman Searce III, Member

## **Central Office Administrators**

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Marlon Howard

Treasurer/CFO  
Janice Allen

Director of Human Resources  
Mary Martin

Director of Curriculum and School Improvement  
Lisa Minor

Director of Operations  
Marlon Howard

# **Trotwood-Madison High School Leadership**

**Principal**  
Michael McCray

**Assistant Principals**  
Courtney Blake  
Dawana Coleman

**Athletic Director**  
Frank Russo

## **Dear Families,**

Welcome to the 2019-20 school year! I am excited about another great year and I'm honored you have chosen Trotwood-Madison City Schools for your child's education. We take our responsibility very seriously and are fully committed to giving every child an excellent educational experience.

I encourage you to take full advantage of the essential information and resources provided in this handbook. Our teachers and staff are dedicated to serving our students and providing a challenging and supportive learning environment. We also understand that engaged family members and guardians are critical partners in ensuring students exceed expectations. Our mission is to deliver a great public education to every student, every day—and we need your full involvement, support and engagement to be successful.

This handbook is an agreement between you, your student, your school and the district. You and your student both have rights in education, as we all have a shared responsibility in ensuring your student gets the high quality education he/she deserves. Trotwood-Madison has a duty and honor to grow and challenge your child academically, socially and emotionally. This handbook serves as a pledge that we will work with each other to make that happen.

Our commitment to you is that we will provide a positive school culture through processes designed to help students build positive relationships and healthy social skills. We also commit to giving all students access to the services they might need, such as special education or English learner services.

Please use this handbook as a reference guide throughout the school year. If you need additional assistance, contact our building at 937-854-0878.

Sincerely,

Michael J. McCray  
Principal

Courtney Blake  
Assistant Principal

Dawana Coleman  
Assistant Principal

# INTRODUCTION

## Handbook Purpose

The Trotwood-Madison City Schools (TMCS) 2019-20 Student-Parent Handbook was written in accordance with the policies of the Trotwood-Madison City Schools Board of Public Education and the regulations of the Ohio Department of Education.

The Student-Parent Handbook includes the rights and responsibilities of the school community, a range of disciplinary responses, and policies of TMCS. All members of the school community, including students, parents and guardians, principals, school staff, and the district office have rights and responsibilities that support a strong school community. Disciplinary responses focus on promoting positive responses, intervention strategies and the use of suspensions only as a disciplinary measure of last resort.

## Handbook Principles

The 2019-20 Student-Parent Handbook is based on the five principles listed on the next page. These principles provide an important foundation to guide behavior, both individually and in interpersonal relationships. If students abide by these principles, the learning environment in the school will be strengthened.

The Student-Parent Handbook applies to students at all times while they are on TMHS property during school hours, immediately before and after school while traveling in TMCS-sponsored transportation, and at any school-sponsored event, including field trips. Students may be subject to disciplinary action by the school if their actions off-campus create an unsafe or disruptive school environment, interfere with educational purpose or constitute a threat to the health, safety or welfare of a student or students and/or school personnel.

If it is determined students have engaged in cyberbullying during non-school hours and the behavior seriously affects the climate and safety of other students in the school, TMHS may implement intervention or disciplinary responses included in its Student-Parent Handbook.

TMHS recognizes additional steps must be taken when students with disabilities are disciplined. The Student-Parent Handbook requires principals and school staff to follow Board policies, the administrative regulations of the Superintendent of Schools, and state and federal laws concerning the discipline of students with disabilities, including procedures for determining manifestation (that is, whether the behavior is linked to a student's disability), conducting Functional Behavioral Assessments and developing Behavior Intervention Plans. TMHS is also committed to using this code fairly and without discrimination based on a student's Individualized Education Program (IEP), 504 Plan, race, ethnicity, national origin, gender, gender identity, sexual orientation or religion.

## School Climate and Culture

TMCS defines school climate as the elements in a school associated with relationships, teaching and learning, physical environment and safety. Positive relationships are critical to creating a positive school climate. School leaders set the tone and expectations for the entire school community, paving the way for all members of that community to take simple, yet meaningful, steps to improve school climate.

### Schools with a positive climate and culture have:

- ◆ Positive relationships with all stakeholders, parents and guardians, students, teachers and school staff.
- ◆ Training and resources to resolve conflicts peacefully and respectfully, with suspensions only as a disciplinary measure of last resort.
- ◆ Supports for students who are experiencing emotional crisis, trauma or serious challenges in their homes and communities.
- ◆ Engaging academic and extracurricular activities for students that meet behavioral and academic needs.
- ◆ Effective communication among schools, parents and communities.
- ◆ Clean and well maintained environments that clearly demonstrate school pride and love of learning.
- ◆ A learning environment where students and staff feel physically and emotionally safe.

## High School Guiding Principles

The following Five Principles guide our thoughts and actions at Trotwood-Madison High School.

### FIVE PRINCIPLES

- 1 My words, actions, and attitudes demonstrate respect for myself and others** at all times.
- 2 I seek to correct harm that I have caused to others** in the school community.
- 3 I demonstrate pride in myself, in my future and in my school** by arriving on time, dressed appropriately and prepared to focus on my studies.
- 4 I always seek the most peaceful means of resolving conflict** and obtain the assistance of teachers, administrators or school staff when I am unable to resolve conflicts on my own.
- 5 I take pride in promoting a safe and clean learning environment** at my school.



## **MISSION STATEMENT**

(Brd. Pol. #2105)

The mission of the Trotwood-Madison City Schools is to graduate all students prepared to excel in a global society with a commitment to lifelong learning by guaranteeing a challenging curriculum facilitated by an innovative and dedicated staff, community participation and state-of-the-art resources in a stimulating atmosphere.

## **BELIEFS**

We believe that learning is a lifelong process.

We believe that each individual is unique.

We believe that all people are capable of achieving success.

We believe that there is strength in diversity.

We believe that all people have value.

We believe that involvement is essential for a community to be successful.

## **GUIDING PRINCIPLES**

Our work will be aligned with our common mission, vision, values, and goals.

We will assure achievement for all students using a system of prevention and intervention.

We will not work in isolation, but rather in collaborative teams focused on teaching and learning.

We will use data to guide decision making and continuous improvement.

We will gain active engagement from family and community.

We will build sustainable leadership capacity.

We will communicate to students they are important, they are valued, and we will not let them fail.

# How to Effectively Communicate with School Officials

## *Trotwood-Madison City Schools Office of the Superintendent*

Many parent and community questions are easily and completely answered by communicating directly with the educator in charge of the class or program. Each situation should first be addressed at whatever level the initial action was taken with appeals moving on to the next level on the chain of command. Please follow the protocols below so we can provide fast, efficient service.

### On matters **Involving Curriculum, Instruction, School Improvement & Special Education**

- |   |                                     |
|---|-------------------------------------|
| a) Classroom Teacher                            | c) Dir. Of Curr., Instr., SI & SPED |
| b) Principal                                    | d) Superintendent                   |
| c) Special Education Supervisor (if applicable) | e) Board of Education               |

### On matters **Involving Athletics**

- |                      |                       |
|----------------------|-----------------------|
| a) Coach             | d) Superintendent     |
| b) Athletic Director | e) Board of Education |
| c) Principal         |                       |

### On matters **Involving Student Discipline**

- |                                    |                                    |
|------------------------------------|------------------------------------|
| a) Classroom Teacher               | d) Coordinator of Student Services |
| b) Dean of Students (WBV/MS/HS)    | e) Superintendent                  |
| c) Principal f) Board of Education |                                    |

### On matters **Involving Facilities/ Grounds/ Buildings**

- |  |                       |
|--|-----------------------|
| a) Principal                               | d) Superintendent     |
| b) Building/Grounds/Maintenance Supervisor | e) Board of Education |
| c) Director of Operations                  |                       |

### On matters **Involving Transportation**

#### **Discipline**

- a) Bus Driver
- b) Transportation Supervisor
- c) Dean of Students
- d) Principal
- e) Superintendent
- f) Board of Education

#### **Routes**

- a) Transportation Supervisor
- b) Director of Operations
- c) Superintendent
- d) Board of Education

### On matters **Involving Nutrition Services**

- |                                  |                   |
|----------------------------------|-------------------|
| a) Building Food Service Manager | d) Superintendent |
|----------------------------------|-------------------|

# Trotwood-Madison City Schools



Trotwood-Madison City Board of Education Building



Trotwood-Madison Early Learning Center



Madison Park Elementary School



Westbrooke Village Elementary School



Trotwood-Madison Middle School



Trotwood-Madison High School

Trotwood-Madison City Schools  
3594 North Snyder Road  
Trotwood, Ohio 45426

I, \_\_\_\_\_, consent to the release of my educational records to my parent(s) or guardian(s) listed below for the purpose of keeping them informed about my education at Trotwood-Madison High School. I understand that education records include, but are not limited to, information about my academic standing, disciplinary issues, and financial obligations to the school.

I acknowledge that I may submit a subsequent notification in writing directing the school to no longer release information to any or all of the individuals listed below.

Trotwood-Madison High School is authorized to release information to the following individuals (please print):

Name	Relationship to Student
------	-------------------------

Name	Relationship to Student
------	-------------------------

Name	Relationship to Student
------	-------------------------

Name	Relationship to Student
------	-------------------------

Date	Student's name (please print)
------	-------------------------------

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Student's date of birth

\_\_\_\_\_  
Student's date of birth

\*\*Please return form to Trotwood-Madison High School-4440 North Union Road-Trotwood

Trotwood-Madison City Schools  
2019-20

Acknowledgement of Receipt  
of the Student Code of Conduct

Student Agreement

I, \_\_\_\_\_ (print student's name) have received and read the Student Code of Conduct for the Trotwood-Madison City Schools. I am aware of my rights and responsibilities under the Student Code of Conduct. Furthermore, I understand that appropriate student behavior will result in interventions and consequences as stated under the Student Code of Conduct.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Parent/Guardian Agreement

Dear Parent or Guardian:

Trotwood-Madison City Schools believes that you should be informed regarding our effort to create and maintain a safe and secure learning environment for all students. Please read the Student Code of Conduct and sign the document below to acknowledge your receipt and understanding of the Student Code of Conduct.

I am the parent or guardian of the above named student. I received and read the Student Code of Conduct. I understand that by signing this document, I agree to support and promote the goals of the Student Code of Conduct and make every effort to work with the school in resolving all disciplinary matters.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

# SECTION I -

# STUDENT

# CONDUCT



*This policy applies to all conduct which occurs at schools, buildings, grounds and vehicles owned or controlled by the Board and at all interscholastic competitions, extra-curricular events, going to and from school, and all other programs and activities sponsored by Trotwood-Madison City Schools or in which Trotwood-Madison is a participant. Misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property may result in disciplinary action. Misconduct regardless of where/when it occurs that is directed toward a School District official or School employee, or the property of an official or employee, may result in disciplinary action.*

*The chief goal in discipline is to develop self-discipline in each student so that the student might control his/her own conduct both in and out of school and later as an adult. Ultimately, it is the Principal's responsibility to maintain order. The School is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm, and consistent for all students in the School. Because it is not possible to list every misbehavior that occurs, those not listed in this section, will be responded to as necessary by staff.*

## **Trotwood-Madison City Schools Introduction and Philosophical Basis**

The Trotwood-Madison City School District believes in restorative practices in student discipline. We take a more restorative approach to manage and respond to student behavior rather than make decisions from a zero-tolerance policy. Our vision is to create alternatives to traditional, punitive discipline, which are often exclusionary, and instead, keep our kids in school. The Trotwood-Madison City Schools Student Code of Conduct supports our schools in maintaining safe, nurturing, participatory and productive learning environments. In order to maximize learning time and promote positive behaviors, every school must establish multi-tiered systems of support for students' social, emotional and behavior needs. This includes developing clear expectations, teaching social-emotional competencies, and fostering positive relationships among all members of the school community.

It is the responsibility of both student and parent/guardian to know the rules of the Student Code of Conduct and to support the fair and impartial administration of the rules. With age and maturity, students will be expected to assume greater responsibility for their actions. Students are responsible for accepting the consequences for actions that may violate the Student Code of Conduct.

It is the responsibility of the parent/guardian to ensure that their child behaves appropriately and demonstrate respect for all school staff, especially teachers, at all times. In turn, the district will do its part to assist students with learning from their mistakes in order to maintain a healthy culture and climate conducive to achieving positive learning outcomes. The progressive discipline structure of this Student Code of Conduct provides opportunities to intervene with students who struggle with maintaining desirable behaviors early in the process, and holds students accountable for their actions, should the behavior become chronic and/or more aggressive.

The level of discipline imposed shall be based on the severity of the misbehavior. Administrators reserve the right to upgrade the level of the offense and the severity of discipline depending on the details of the incident. Each level represents progressively more serious misbehavior and consequences.

**Level 1 Offenses** – (Conduct that impedes the orderly operation of classrooms, schools and/or district vehicles) cover students who commit, attempt to commit, aid or abet the commission of, conspire to commit, or participate in any manner, even though unaccomplished, any of the offenses designated in this section. A student charged with behavior that is classified as a Level 1 offense should receive corrective strategies in the classroom and/or building and not be excluded from school. However, repeated and /or serious violations may rise to Level 2 or Level 3 disciplinary action.

Infraction of Expectations	Corrective Strategies	Range of Discipline Actions
<p style="text-align: center;"><b>LEVEL 1</b></p> <p>Tardiness to bus stop/school            Failure to comply with School/Bus Rules            Out of Assigned Area or intentionally riding the wrong bus            Leaving School Grounds w/out permission            Cheating            Cellular Telephone/Technology Violation            Computer/Technology Misuse (Minor)            Confrontation            Disobedient/Insubordination            Disrespectful Language            Disruptive (Unruly) Behavior or Play            Dress Code Violations            Inappropriate Activity            Lying/Misrepresentation            Prohibited Items            Public Displays of Affection            Pushing/Shoving            Unauthorized Use of Medications            Unauthorized Sale/Distribution of Materials</p>	<p>Range of Corrective Strategies Prior to Administering Discipline</p> <p>Apology Letter            Review of Matrix of Expectations            Assignment            Re-teach Behavior            Coaching            Reflective</p>	<p>The principal or designee may select at least one of the following from Level 1 actions. Principals may authorize use of Level 2 actions for repeated, serious, or habitual Level 1 Incidents.</p> <p style="text-align: center;"><b>LEVEL 1 ACTIONS</b></p> <p>After School Detention            Behavior Contract            Confiscation            Daily/Weekly Report            In-school suspension            Lunch Detention            Mentoring            Parent outreach            Peer Mediation            Parent Guardian attends school w/student            Referral to school support            Restitution</p>



**Level 2 Offenses** - (Serious misconduct) are more serious than Level 1 incidents. These behaviors significantly interfere with the learning process and/or the well-being of others. Repeated and/or serious violations may result in Level 3 disciplinary action.

Infraction of Expectations	Corrective Strategies	Range of Discipline Actions
<p style="text-align: center;"><b>LEVEL 2</b></p> <p>Body part hanging outside of the bus window            *Referral to School Based Support Service            Mandatory</p> <p>Bullying/Cyber bullying *            Cheating Severe            Firecrackers/Poppers            Forgery of Document of Signature            Gambling            Harassment *            Menacing Statements, Non-Criminal *            Petty Theft or Stealing &lt;\$300            Physical Aggression *            Physical Confrontation*            Possession of Other Instruments or Objects            Possession of Tobacco Products/ e-cigarettes **            Profane or Obscene Language            Repetitive Disruptive Behaviors *            Repetitive Disobedience*            Severe Inappropriate Activity *            Sexual Harassment *            Threat, non-criminal *            Un-served Afterschool Detentions            Un-served Friday/Saturday            Vandalism &lt;\$500</p> <p>* Referral to School Based Support Service            Mandatory</p>	<p>Range of Corrective Strategies Prior to Administering Discipline</p> <p>Apology Letter            Assignment            Coaching            Investigation            Reflective            Review of Matrix of Expectations            Stay Away Agreement            Victim Safety Plan            Witness Statements</p>	<p>Where appropriate Principals or designees should apply discipline in a progressive manner. The principal or designee can select one of the strategies from Level 1, as well as one action from Level 2.</p> <p style="text-align: center;"><b>LEVEL 2 ACTIONS</b></p> <p>Parent outreach            Peer Mediation            Behavior Contract            Create home/school communication system            Check in-Check Out            Community Service            Confiscation            Daily/Weekly Report            Days Held in Abeyance Tobacco Alternative Program ** **            1st Offense – 5 days OSS/3 in Abeyance with attendance at Alcohol Tobacco or Other Drugs Program**            Friday School Detention            In-school suspension            Loss of Privileges            Mentoring            Parent Guardian attends school w/student            Restitution            Saturday School Detention</p> <p>** 1<sup>st</sup> Offense – 5 days OSS/ 3 in Abeyance with attendance at Alcohol Tobacco or Other Drugs Program.</p>

**Level 3 Offenses** - (Illegal and/or serious...or health-threatening [physical and/or mental] as defined by state, county, or federal laws and/or school standards). A student charged with behavior that is classified as Level 3 may be removed from the school immediately and may be expelled for up to eighty (80) days, or under limited circumstances, up to one (1) year.

Infraction of Expectations	Corrective Strategies	Range of Discipline Actions
<p style="text-align: center;"><b>LEVEL 3</b></p> <p>Alcohol ***            Arson / Tampering with Fire Equipment ****            Breaking and Entering/Burglary            Computer/Technology Misuse (Major)            Counterfeit or Misrepresented Document            Drug Paraphernalia Drugs/Imitation Drugs Represented as Drugs (under the influence/possession/use/storage)***            Extortion/Blackmail/Coercion            False Fire Alarm/ 911 Call Bomb Threat ****            Fighting            Hazing            Inappropriate Lewd, or Obscene Act            Major Disruption of a School            Opened emergency door on the bus            Physical Attack            Possession of a Knife or Other Potentially Dangerous Item            Possession of a Firearm, Handgun, Rifle, Shotgun****            Possession, Use, Sale, Storage or Distribution of an Explosive Device****            Reckless Vehicle Use            Robbery            Sale, Intent to Sell, or Distribution of Drugs, Imitation Drugs, Represented as Drugs, or Prescription Medications****            Stealing &gt;\$300            Sexting***            Sexual Assault            Sexual Misconduct            Trespassing            Unauthorized use of Prescription Medications***            Use of Intoxicants***            Vandalism &gt;\$500            Verbal Assault</p> <p><i>*Referral to School Based Team Mandatory</i></p>	<p>Range of Corrective Strategies Prior to Administering Discipline</p> <p>Investigate Witness Statements            Notify School            Referral to School-Based Services            Resource Officer            Stay Away Agreement            Victim Safety Plan</p>	<p style="text-align: center;"><b>LEVEL 3 ACTIONS</b></p> <p>Confiscation (where applicable)            Community Service            Days Held in Abeyance            Identify a mentor and establish a schedule to meet            In School Suspension            Loss of Extra-Curricular Activities            Recommended for Expulsion ****            Suspension from School / Bus 3-10 days</p> <p><i>*** 1st Offense – 10 days OSS/ 5 in Abeyance with attendance at District approved Alcohol or Other Drugs program</i></p> <p><i>*** Repeated Alcohol or Other Drugs offense during same calendar year – REQUIRE a 10-day out-of-school suspension and Principal can recommend for expulsion.</i></p> <p><i>*Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules. This is especially true for infractions involving drugs, alcohol, tobacco use, or harassment.</i></p>

### **Suspension of Bus Riding Privileges**

The Administrator in charge will notify the student of the reason.

The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing.

After that informal hearing, the Principal, Unit/Assistant Principal, or other Administrator will decide whether or not to suspend his/her bus riding/ transportation privileges for all or part of the school year.

Parents will be notified, in writing within one day, of the reason for and the length of the suspension.

Bus suspensions are not appealable.

### **Videotapes on School Buses**

The Board of Education has installed video cameras on school buses to monitor student behavior. If a student misbehaves on a bus and his/her actions are recorded on videotape, the tape will be submitted to the Principal or designee and may be used as evidence of misbehavior.

### **Discipline of Students with Disabilities**

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (I.D.E.I.A.), the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973.

### **Removal from School**

(Brd. Pol. #5605, 5610, 5611)

Formal discipline involves removal of the student from school. It includes emergency removal for one (1) school day, suspension for up to ten (10) school days, expulsion for up to one hundred eighty (180) school days or the number of days remaining in a semester (whichever is greater), and permanent exclusion. Any student who is expelled from school for more than twenty (20) days or if the expulsion will extend into the following semester or school year, will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion.

## **Suspension Procedures**

The student will be given a written letter or intent to suspend during a conference with the School Principal indicating the basis for the proposed suspension.

The student will be given an opportunity to explain his/her view of the underlying facts.

After the information hearing, the School Principal will determine whether or not to suspend the student.

If the decision is made to suspend the student, parents will be notified within one (1) day of the suspension.

This notice will include the reasons for suspension, the right to a hearing, and the Board's designee for the appeal.

Students who are suspended are not permitted to participate in any extracurricular activities during the dates of the suspension.

If the suspension is appealed to the Board's designee, the appeal shall be conducted in a private hearing. A verbatim transcript will be made.

If the decision, after the appeal, is to uphold the suspension, the next step in the appeal process is the Court of Common Pleas.

During the appeal process, the student shall not be allowed to remain in School.

## **Expulsion Procedures**

An expulsion is a removal for more than ten (10) consecutive days.

The parent will receive a formal letter of notification of the expulsion.

This notice will include:

- the reasons for the intended expulsion;

- notification of the opportunity to appear in person before the Superintendent or Hearing Officer to challenge the reasons for the expulsion and/or explain the student's action; and

- notification of the time and place to appear.

A formal hearing will be scheduled no earlier than three (3) and no later than five (5) school days after the sending of the notice.

The student may be represented by his/her parents, legal counsel, and/or person of his/her choice at the hearing.

Parents may request an extension of time for the formal hearing. During this time the student will not be allowed to return to School.

Following the hearing, the Hearing Officer will make a recommendation to the Superintendent; only the Superintendent may expel a student from school.

If a student is expelled, the student's parents will be provided with written notice within two (2) school days of the imposed expulsion.

This notice will include:

- the reasons for the expulsion;

- the right of the student, the student's parent(s)/guardian(s), or custodian(s) to appeal the expulsion to the Board or its designee;

- the right to be represented in all appeal proceedings;

- the right to be granted a hearing before the Board or its designee; and

- the right to request that the hearing be held in executive session.

No later than fourteen (14) days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing to the Board of Education.

A hearing on the requested appeal will be formal, with an opportunity for sworn testimony and to be held in executive session, unless parent(s)/ guardian(s) request otherwise.

During the appeal process, the student shall not be allowed to return to School.

If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas.

Expulsion for certain violations, including use or possession of alcohol or drugs, may result in revocation of a student's driver's license.

Expulsion proceedings will continue even if the student withdraws from school prior to the hearing or the decision to impose the expulsion.

The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

## **Permanent Exclusion Procedures**

Permanent exclusion removes a student from schools in the State of Ohio on a permanent basis. This process is formal and may follow an expulsion with proper notification to the parents.

The offenses for which permanent exclusion are authorized are:

- conveying deadly weapons onto School property or to a School function;
- possessing deadly weapons onto School property or at a School function;
- carrying a concealed weapon onto School property or at a School function;
- trafficking in drugs on School property or at a School function;
- murder, aggravated murder on School property or at a School function;
- voluntary or involuntary manslaughter on School grounds or at a School function;
- assault or aggravated assault on School property or at a School function;
- rape, gross sexual imposition or felonious sexual penetration on School grounds, or at a School function, when the victim is a School employee; or
- complicity in any of the above offenses, regardless of the location.

## **Hallway Expectations**

(These expectations are not specifically addressed in the code of conduct and may be subject to Level 1-2 consequences.)

- Students are required to walk in an orderly manner.
- Students are to keep hands and feet off of the walls and to themselves.
- Students should not be wandering in the hallways. Passes MUST always be used when unaccompanied by an adult.
- Students should not run in the hallway.

## **Lunchroom Expectations**

(These expectations are not specifically addressed in the code of conduct and may be subject to Level 1-2 consequences.)

- Students should demonstrate respectable behavior while waiting in the lunch line and enter the cafeteria in an orderly manner.
- Students should make one trip through the line except with teacher permission.
- Students should clean up the floor/table area before emptying their tray.
- Students are not to take food from the cafeteria.
- Students should wait to be dismissed.
- Students should not bring fast food, soda, or drinks in glass containers.

## **Under what circumstances are School authorities authorized to search a student?**

- School authorities may search the person or property of a student whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules.
- Property includes, but is not limited to vehicles, purses, knapsacks, gym bags, etc.
- Search does not require the student's consent.
- Student lockers and desks are the property of the District and may be searched at any time.
- Random canine searches of any property may be conducted at any time.
- Video cameras may be used in public areas and on school buses. Observation of video from cameras shall be done only by those who are authorized to view student records and in accordance with Board Policy.
- Anything that is found in the course of a search, that could be used as evidence of a violation of School rules or the law may be taken, held, or turned over to the police.
- The School reserves the right not to return items which have been confiscated.

## **Search and Seizure**

(Brd Pol. #5771, 7440)

### **Outside of District personnel, who may interrogate a student and under what circumstances can the interrogation take place?**

The School recognizes its responsibility to cooperate with law enforcement and public child welfare agencies.

Investigation by law enforcement and public child welfare agencies can take place at School in emergency situations or if the violation being investigated occurred on School property.

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning.

Before students are questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and the administrator (or a designated guidance counselor) will remain in the room during questioning.

If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or a designated guidance counselor) will remain in the room during questioning.

If the law enforcement agency removes a student from school, the building administrator will notify a parent.

### **Arson, Unauthorized Use of Fire, Setting Off False Alarms, Filing False Emergency Reports, Tampering with Fire Equipment, Bomb threats, or Inducing Panic**

Any act which could inflict bodily harm or create a disruption in a school building, on school property, at any school related activity, or directed toward any school property. A student who commits, aids, or assists another in committing any of the above infractions shall be deemed equally responsible for the offence and may receive the same consequence.

#### ***CONSEQUENCES:***

Student/principal conference, out-of-school suspension, referral to the Superintendent of Schools with recommendation for expulsion. Trotwood police may be notified. All students involved may lose driving privileges.

### **Traffic Accidents on School Grounds**

Any student involved in a traffic accident on school grounds is required to notify TMHS administrator immediately to secure assistance with the exchange of vital information. Students who fail to follow this policy will be subject to the following consequence.

#### ***Consequence:***

Student/principal conference, Detention, Friday School Detention, ISS, Out-of-School Suspension and/or loss of driving privileges.

### **Student Parking**

Students who drive to school and park in the student parking areas are not required to purchase and display, from the rear view mirror, an official grade-appropriate current year parking permit. Students are prohibited from parking in the front visitor lot, teacher parking lots, athletic lot, or the lawn around the building.

The parking grants the student the **privilege** to park a vehicle on school property with agreement and acceptance of the following conditions:

1. Student vehicles may be parked in the student parking areas only.
2. Student vehicles are not permitted to be parked in the Band Lot after 3:10 p.m. on days during which there is any scheduled band activity.
3. Students may not have in any vehicle parked on school property any alcohol, drugs (except prescription medication for which a school medication form has been filed with the school nurse), tobacco products, weapons, knives (except knives or other cutting objects approved for usage in a class taken by the student), other items which students are prohibited from having on school property under the rules, regulations, and/or policies of the school or other items deemed by the administration to be detrimental to the health and safety of students, faculty, staff, or administration.
4. The Trotwood-Madison City School District, its board members, administration, staff and employees are not responsible for the damages to the student vehicle while on school property or for the loss of any personal property from such vehicle while on school property.
5. The school administration has the right to search and/or inspect vehicle(s) on school grounds, when there is a reasonable suspicion that the vehicle contains an item or items described in the above stated item #3.
6. The student to whom the owner of the vehicle shall be responsible for all items found in the vehicle.
7. Students can loss-parking privilege if they are driving reckless in school parking lot area.

### **Senior Participation in Year-End Ceremonies**

Seniors eligible to graduate are expected to follow TMHS rules and regulations and behave in a respectful manner. Participation in year-end graduation activities is a privilege and not a guaranteed right. Eligible students will receive a diploma, but can be denied the privilege of participating in year-end activities such as the senior picnic, any recognition assembly and/or the commencement ceremony. Candidates for graduation are expected to exhibit mature behavior. If students do not wear the proper attire, act immaturely, try to gain attention, have intoxicants in their systems, and/or show disrespect toward their peers, the ceremony, or their teachers, they will be removed immediately from the ceremony by security. Decoration of cap and gown is prohibited. All rules and regulations of the rented facility are also in effect.

### **Unauthorized Sales/Fundraisers**

Students are not permitted to sell any items for personal profit on school premises. Examples: calculators, watches, soft drinks, snacks. All fundraisers must be approved by the Principal.

## SCHOOL RESOURCE OFFICER

Following tragic school violence incidents in 1999, the Trotwood-Madison City Schools entered into cooperative agreements with the local law enforcement agencies to provide School resource Officers in schools. School and law enforcement officials have developed a beneficial, cooperative working relationship to enhance school safety.

The School Resource Office is in school to assure the peaceful operation of school-related programs. The School Resource Officer is, first and foremost, a police officer and must fairly and consistently enforce laws. With regular attendance in schools, the officers have become more involved in student discipline and have taken action in incidents such as fights, thefts, and harassments, which before were just handled through school disciplinary procedures. The net effect has been a safer school environment but the punishment for misbehavior on certain offenses has increased with both the school officials and law enforcement officers (officers have read student suspected of violations their Miranda rights and contacted parents) having taken action.

School Resource Officers have also made presentations to classes and acted as resources for teachers. The officers, while not professional counselors, have worked with students showing signs of extreme stress, anger, and peer conflicts as officers have notified school officials and parents that danger signs are evident and the student needs some personal attention.

A School Resource Officer is NOT the school disciplinarian. It is not this individual's job to check hall passes or to enforce school dress codes or to conduct routine locker searches. The School Resource Office is not here to turn the school into a "jail" of sorts by making sure students are in class on time. However, the School Resource Officer CANNOT turn a blind eye to violations of the law, whether the violation takes place at school or elsewhere in the community. **Fundraising by Student Groups**

Fundraising or collection of money for any reason, whether for charity or other causes that may arise, must be coordinated through the Principal's office before any group or club makes any contractual agreement or promise of any kind. Permission must be obtained from the principal one month in advance of any high school fundraising that may take place in the high school.

### MEMBERSHIP IN SECRET SOCIETY

Membership in a secret society (fraternity, sorority, gangs) or soliciting for membership is forbidden, whether or not the society exists wholly or partially in school.

### NOTE POLICY VIOLATION

Failure to submit for absence within three (3) days will result in the absence being classified as "unexcused".

Consequences:

First Offense: Warning issued and review of policy with student

Second Offense: After School Detention

Third and Succeeding Offenses: Extended School Detention assigned: Selective Intervention. Due to the recurring nature of this offense, additional consequences may apply. This includes, but is not limited to, privileges associated with lunch, parking, and attendance/participation in extra-curricular event.

Should Selective Intervention be assigned due to "Failure to Serve Extended School Detentions", the student will also be required to serve the Extended School Detentions and be assigned the necessary number of daily lunch detentions until all remaining Extended School Detentions are served.



## **ATTENDANCE POLICIES**

**Beginning school bell** – 8:00 a.m. Students who arrive late to school must sign in at the attendance window in the Main Hallway.

<b>Absences are counted as follows:</b>
Absent two (2) to three and one-half (3.5) – student is considered absent one-half day.
Absent more than three and one-half hours (3.5) – student is considered absent a full day.

### **Athletic Participation**

A student athlete must be in attendance one-half to participate in a scheduled game the same day.

***One-half day is defined as three periods.***

**Attendance**— According to state law, a student must attend school until age 18 except when one or more of the following applies:

- In accordance with state regulations, a parent/guardian note is a request that school officials excuse a student’s absence for a specified reason. The validity of any absence request shall be determined by the principal.
- A student whose physical condition may prohibit attendance at school may apply to the Attendance/ Resource Teacher for Home Instruction provided he/she has a physician’s statement documenting his/her condition.

**Absences**—Parents are requested to call the attendance office each day a student will be absent from school. Phone calls will be made to parents who have not called school before 9:00 a.m. Parents who have not communicated by phone must provide a written note when the student returns to school as to the reason for the absence. If no note is received with three days, the absence will remain unexcused.

Students missing seven (7) days or who have ten (10) tardies will receive a letter from the high school coordinating principal requiring documentation from either a physician, dentist, nurse practitioner, or a physician assistant for future absences to be excused. The medical documentation must be renewed each school year.

### **DEFINITION OF TRUANCY AND EXCESSIVE ABSENCES – Per House Bill 410**

Administrators on their designee will monitor these thresholds and coordinate absence intervention team meetings as needed.

<b>Definition of ‘habitual truant’ changed from days to hours. The new definition is:</b>
Absent 30 or more consecutive hours with or without a legitimate excuse;
Absent 42 or more hours in one school month with or without a legitimate excuse;
Absent 72 or more hours in one school year with or without a legitimate excuse.
<b>Definition of ‘excessive absences’:</b>
Absent 38 or more hours in one school month with or without a legitimate excuse;
Absent 65 or more hours in one school year with or without a legitimate excuse.

**We encourage parents to provide documentation for medical appointments.**

## BULLYING AND OTHER AGGRESSIVE BEHAVIOR

(Brd. Pol #5517)

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while in route to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

- A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
- B. violence within a dating relationship.

“Electronic act” means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

## **BULLYING AND OTHER AGGRESSIVE BEHAVIOR (cont.)**

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/ cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies (AG 5515.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

## **BULLYING AND OTHER AGGRESSIVE BEHAVIOR (cont.)**

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

### **Complaints**

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher or school administrator. Such complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building principal for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

### **Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

## **BULLYING AND OTHER AGGRESSIVE BEHAVIOR (cont.)**

### **Reporting Requirement**

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

### **Immunity**

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

### **Notification**

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian. The statement may be sent with regular student report cards or may be delivered electronically.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

### **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and aggressive behavior and bullying in general, will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy to the extent that State or Federal funds are appropriated for this purpose.

## **BULLYING AND OTHER AGGRESSIVE BEHAVIOR (cont.)**

### **Education and Training (cont.)**

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the building principal to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students to the extent that State or Federal funds are appropriated for these purposes. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

# Computer Use by Students

(Brd. Pol. #7540 and 7540.03)

## Student Network and Internet Acceptable Use and Safety

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The Board of Education is pleased to provide Internet services to its students. The District's Internet system has a limited educational purpose. The District's Internet system has not been established as a public access service or a public forum. The Board has the right to place restrictions on its use to assure that use of the District's Internet system is in accord with its limited educational purpose. Student use of the District's computers, network and Internet services ("Network") will be governed by this policy and the related administrative guidelines, and the Student Code of Conduct. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have no right or expectation to privacy when using the Network (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the Network).

The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The instructional use of the Internet will be guided by the Board's policy on instructional materials.

The Internet is a global information and communication network that provides an incredible opportunity to bring previously unimaginable education and information resources to our students. The Internet connects computers and users in the District with computers and users worldwide. Through the Internet, students and staff can access up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

First, and foremost, the Board may not be able to technologically limit access, through the Board's Internet connection, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources that have not been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (e.g. filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act.

## Computer Use by Students (cont.)

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents assume risks by consenting to allow their child to participate in the use of the Internet. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

### **Pursuant to Federal law, students shall receive education about the following:**

- Safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications the dangers inherent with the online disclosure of personally identifiable information
- The consequences of unauthorized access (e.g., "hacking") cyberbullying and other unlawful or inappropriate activities by students online, and unauthorized disclosure, use, and dissemination of personal information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school. Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

The Superintendent shall prepare guidelines that address students' safety and security while using e-mail, chat rooms, instant messaging and other forms of direct electronic communications, and prohibit disclosure of personal identification information of minors and unauthorized access (e.g., "hacking") and other unlawful activities by minors online.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.



## Computer Use by Students (cont.)

Students shall not access social media for personal use from the District's network, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent and Technology Coordinator as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the Network.



## Personal Communication Devices (PCDs)

(Brd. Pol. #5136)

Students may use personal communication devices (PCDs) before and after school, during after school activities (e.g., extra-curricular activities) at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)), and/or other web-enabled devices of any type. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school, or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Also, during after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school day or a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file. If the violation involves potentially illegal activity the confiscated-PCD may be turned-over to law enforcement.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.



## **CONSEQUENCES FOR VIOLATING THE CELL PHONE (AND OTHER TELECOMMUNICATIONS DEVICE) POLICY**

While we concede that smart phones offer learning opportunities, students do not need them during class time because they all have access to Chromebooks. Cell phone usage during class is largely a distraction from academics and leads to a possible drop in performance. We fully understand that sometimes students are simply using phones during that time to covertly meet up with friends, ultimately leading to a distraction away from their learning. Students will still be able to utilize their phones outside of classroom time such as in the hallway between classes, before and after school and during their lunch period. We ask you to speak to your child prior to the first day of school to support our efforts with this learning policy. Students who fail to comply with this policy will face disciplinary consequences consistent with our code of conduct. While we certainly understand that many students are connected to their phones, it is getting in the way of the learning process and we are compelled to make this change.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation .

The below are guidelines, but the administrators reserve the right to upgrade the level of the offense and the severity of discipline depending on the details of the incident.

### **1st Offense**

- Written warning.
- The item will be confiscated by the teacher and will be returned to the student at the end of the school day.
- Student and parents should understand that all phone violations beyond the first offense shall result in consequences including the temporary loss of the possession of the phone.

### **2nd Offense**

- Students will receive a Friday School or (2) days of Lunch Detention.
- The item involved in a 2nd offense shall be retained by the school for the remainder of the day. A parent or legal guardian must pick up the phone during operational hours, which are generally 7 a.m. – 3:30 p.m., Monday through Friday.

### **3rd Offense**

- Students will receive (2) Friday School or (5) days of Lunch Detention.
- The item involved in a 3rd offense shall be retained by the school for the remainder of the day. A parent or legal guardian can pick up the phone during operational hours, which are generally 7 a.m. – 3:30 p.m., Monday through Friday.

### **4th Offense**

- One (1) days of ISS.
- The item involved in a 4th offense shall be retained by the school for one (1) week.
- After the 4th offence, the student and parents must meet with a Building Administrator to develop a behavior plan before the student is allowed to have a cell phone at Trotwood Madison High School for the remainder of the school year.

### **5th Offense\*\***

- Two (2) days of ISS.
- The item involved in a 5th offense shall be retained by the school for two (2) weeks.
- After the 5th offence, student and parents must meet with Assistant Principal to review the behavior plan before the student is allowed to have a cell phone at Trotwood Madison High School for the remainder of the school year.

\*\* Confiscated devices can be picked up by a parent/legal guardian between 8:00 a.m. and 3:30 p.m. Monday – Friday, after the confiscation period has elapsed.

## CONSEQUENCES FOR VIOLATING THE CELL PHONE (AND OTHER TELECOMMUNICATIONS DEVICE) POLICY (cont.)

Student refusal to turn over a confiscated cell phone may result in further disciplinary action.

A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned-over to law enforcement .

School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules.

Trotwood Madison High School is not financially responsible for phone service contracts or bills for any phone, including confiscated phones. Students and parents should not expect exceptions to be made regarding the confiscation periods of cell phones.

Students must keep their cell phones and devices OFF during class time; after the instructional day ends, messages can be retrieved once phones are turned on. Parents are strongly encouraged to stress the importance of student compliance with the cell phone policy, as the policy will be strictly enforced.

## SECTION II-

## GENERAL

## INFORMATION



## **School Hours**

(Brd. Pol. #8220)

The starting/ending times for **Preschool** students are:

9:00 AM to 11:30 morning classes

12:30 PM to 3:00 afternoon classes

The starting/ending times for **ELC grades K-1** students are:

9:00 AM-starting time

3:00 PM-dismissal time

The starting/ending times for **Madison Park grades 2-3** students are:

9:10 AM-starting time

3:10 PM-dismissal time

The starting/ending times for **Westbrooke Village grades 4-5** students are:

9:20 AM-starting time

3:20 PM-dismissal time

The starting/ending times for **Middle School grades 6-8** students are:

8:00 AM-starting time

2:30 PM-dismissal time

The starting/ending times for **High School grades 9-12** students are:

8:00 AM-starting time

2:30 PM-dismissal time

## Equal Education Opportunity

(Brd. Pol. #2260)

This District provides an equal educational opportunity for all students. Any person who believes that he/she has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer: Tyrone E. Nadir

Complaints will be investigated in accordance with the procedures described in the Administrative Guidelines. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

## Sexual Harassment

(Brd. Pol. #3362)

The Trotwood-Madison City School District will not tolerate the sexual harassment or intimidation by any staff member, student, visitor, school policy, or practice. Each school has an appointed sexual harassment officer to assist in the enforcement of this policy.

## Enrollment and Withdrawal Information

(Brd. Pol. #5111, 5112, 5113, 5114, 5120, 5130)

### *Who is eligible to enroll?*

- Ohio law requires students to enroll in the school district in which their custodial parent or legal guardian resides.
- A child must be five (5) years old on or before September 30 of the year of entrance to kindergarten.
- Homeless students meeting Federal guidelines may enroll under guidance of the District Liaison for Homeless Children.
- New students 18 years of age or older are not required to be accompanied by a parent when enrolling.
- A student who has a duly executed grandparent power of attorney or caretaker authorization.
- Foreign exchange students from recognized and approved student programs.
- Students approved by the Board of Education as tuition-paying students.
- Children of full-time employees who have been approved by the Board of Education.

A student recently discharged or released from the custody of the Department of Youth Services (DYS) with appropriate documentation.

### *Who is not eligible to enroll?*

- A student who is currently serving a suspension or expulsion at another District.
- A student whose parent/guardian does not reside in the school district.

### *What documents are needed to enroll?*

- Picture ID for parent/guardian
- Birth certificate
- Updated shot record
- Proof of residency (home purchase agreement, appropriate lease agreement, current DP&L or Vectren bill)
- Withdrawal from previous school
- Proof of custody (if applicable)

Presenting a false record or falsifying records is an offense under Section 37.10, Penal code, and enrollment of the child under false documents subjects the person to liability for tuition or other costs. TEC Sec. 25.002(3)(d).



***What do I do if my address or telephone number changes after my child has enrolled?***

- Parents are REQUIRED to immediately notify the School of any changes.

In the event we are unable to make contact with designated emergency contact persons, Trotwood Police may be contacted for assistance.

***How are classroom schedules/assignments made?***

The Principal will assign each student to the appropriate classroom or program.

***What is the procedure for withdrawing from school?***

- Parent/guardian notifies the school office of intent to withdraw.
- All bills and fees must be paid.
- Picture ID for parent/guardian
- All school property must be returned before the student's last day.

Progress report will be sent home with the student or mailed to the new school with other records if all bills/fees are current.

***What if I still owe bills or fees and I withdraw my child?***

- No official transcript will be issued and sent to the new school.
- State testing records will be sent to the new school.

## Medical Information

(Brd. Pol. #5310, 5320, 5330, 5341, 8450)

### *What is an Emergency Medical Authorization and why is it required?*

- The form that tells the school what you want done for your child should they become injured or a medical emergency occurs.
- The form is required by Ohio law to be completed annually.
- The form must be on file with the school by September 4 or the student cannot continue to attend school.
- It is provided at the time of enrollment and at the beginning of the year (form 5341F1-see sample in Addendum 4).

Students will not be allowed to participate in any activity off school grounds without an Emergency Medical Authorization on file.

### *What are the immunization requirements?*

All students grades Pre K-12 must be current on poliomyelitis, varicella (chicken pox), diphtheria, pertussis, tetanus (DPT), measles, mumps, rubella (MMR), and hepatitis B immunizations.

In addition, students who attend kindergarten must have two doses of varicella (chicken pox).

Students who enter the 7<sup>th</sup> grade must have a Tdap booster.

MCV4 7<sup>th</sup> and 12<sup>th</sup> grades

If the student does not have the necessary immunizations or an authorized exemption, they may be excluded from school until they have been completed.

### *Can my child take prescription medication at school?*

- Yes, under strict guidelines.
- Forms #5330-F1 (see samples in Addendum 4) must be completed by the parent and the physician/licensed health care professional authorized to prescribe drugs, annually prior to administration or with medication changes.
- Medication must be delivered to the school office by the parent/guardian in the original container properly labeled. Students may not transport medication on the school bus.
- Medication will be secured in the office unless the physician has indicated it is for an emergency allergic reaction or is an asthma inhaler (Form #5330-F3).
- Each administration of medication will be logged by the person administering the medication.
- Parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- Remaining medication must be picked up when discontinued or at the end of the year. Unclaimed medicine will be destroyed by school personnel.

### ***Can my child take nonprescription medication at school?***

Yes, under strict guidelines.

Form #5330-F1a must be completed by the physician/licensed health care professional authorized to prescribe drugs and parent/guardian.

Medication will be secured in the office.

Medication may not be shared or distributed to other students.

Distribution of medication of any kind will be a violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision.

### ***How does the school control the spread of communicable disease?***

- A student may be removed or isolated if he/she has been ill or exposed to a communicable disease.
- Upon return to school, the student must check in at the clinic prior to being admitted to the classroom.
- When appropriate, the Montgomery County Public Health Department may advise the school on proper measures to control the spread of communicable diseases.
- Students are expected to take precautions to follow universal procedures in order to reduce risks and minimize and/or prevent the potential for accidental infection.

### ***What happens if my child becomes ill or injured while at school?***

- Minor injuries will be treated in the clinic and the student will be returned to class.
- If medical attention is required, the Emergency Medical Authorization instructions will be followed.
- If a child becomes ill at school, he/she will report to the office. The parent will be called if necessary.
- A child with a temperature of 100, vomiting, or showing other signs of illness will be sent home.
- The child should remain at home until he/she is temperature free for 24 hours without use of Tylenol, aspirin, etc.
- Upon return to school, the student must check in at the clinic prior to being admitted to the classroom.

## Student Safety

(Brd. Pol. #5340, 7440, 8400, 9150)

Student safety is the responsibility of both students and staff. We have installed cameras and video equipment to monitor our buildings, buses, and grounds. The purpose of this equipment is to assist the school in providing a safe and secure environment for its students, staff and general public. The school reserves the right to use tapes in disciplinary occurrences. Observation of video from cameras shall be done only by those who are authorized to view student records and in accordance with Board policy.

### *How does the school prepare for disasters?*

Fire drills are held monthly in each building.

Tornado drills are held monthly during tornado seasons.

Crises drills are held periodically.

All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures.

### *What measures are in place to ensure the safety of my child?*

- All doors are kept locked
- Visitors may only enter and exit the building through the main entrance.
- All visitors/parents must stop in the office for a pass and sign in and out.
- Parents must obtain a pass in order to accompany their child to the classroom.
- Students may not bring visitors to school without prior written permission from the Principal.
- Staff is expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are “hanging around” the building after hours.
- Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- Adult staff members are used to enforce safety rules before and after school.
- Cars may not park in the fire lanes (along the curb in the front and the rear of the building). Those found to be in violation are subject to ticketing by the Trotwood Police and/or Fire Department.
- Students are not allowed to open the door for anyone.
- Classroom visits must be scheduled in advance with the building principal. The principal will accompany parents to classrooms for the scheduled observation. All observations will not exceed 15 minutes.

## Stay Safe, Speak UP!

*What is this hot line and how does it work?*

- This program is designed so that students, parents, staff, and community can report situations which contain threats and/or illegal activity that could harm children in our school.
- The program allows communication on issues that would have previously gone unreported, resulting in the reduction of wrongdoing and school abuse.
- Our school has contracted with a company called PublicSchoolWORKS to provide this service.
- Any facts, remarks, or actions that could jeopardize the safety of our children, staff, or school should be reported.
- Examples might include:
  - Abuse (Physical or Mental)
  - Alcohol/Drugs/Tobacco
  - Bullying/Harassment/Intimidation
  - Discrimination
  - Hacking/Cyber Crime
  - Health Concerns
  - Suspicious Behavior
  - Violence (Teen Dating Violence/Fighting)
  - Theft
  - Threats (Bomb, Physical, Other)
  - Talk of Suicide/Self Abuse
  - Vandalism
  - Weapons/Dangerous Items
  - Options for reporting these issues are:
    - Call 1-866-listen2me (1-866-547-8362). When you call this number you have the option to either talk with a live attendant or leave a message on an answering machine.

Go to our district website (<http://www.trotwood.k12.oh.us>) and click on the button:



- After you finish your call, the district will receive a confidential report from PublicSchoolWORKS. Your issue will then be investigated by our district and appropriate action will be taken.
- To ensure your information is sufficient, please give names, times, and event details which you feel we should know. Please try to provide as much information about the situation as possible.
- Remember, this service is for the safety of everyone.

## Students With Special Needs

(Brd. Pol. #2260.01, 2460, 5111.01)

### Students with Disabilities

*What is the definition of a disability and how is it determined?*

- Based on the American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act, a person with a disability is anyone who:
    - has a mental or physical impairment that substantially limits one or more major life activity;
    - has a record of such an impairment; or
- is regarded as having such an impairment.

*What is the District's responsibility?*

- To find students who have a disability.
- To review and assess the student to determine if they are eligible for services.
- To provide access to appropriate educational accommodations if the child is determined to be eligible.

Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. (Section 504) and State law.

Contact Eddie Sample at (937) 854-3050 Ext. 1119 to inquire about evaluation procedures, programs, and services.

### Homeless Students

*What can I expect if I am a homeless student?*

Under the homeless child and youth law a student will:

- Be provided with a free and appropriate public education in the same manner as other students served by the District.
- Be eligible to receive transportation services.
- Be allowed to receive additional educational services if eligible.
- Receive meals under school nutrition programs.

Not be denied enrollment based on lack of proof of residency.

## Protection and Privacy of Student Records

(Brd. Pol. #2416, 8310, 8315, 8330, 8350)

The School District maintains many student records including both directory information and confidential information. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

There will be occasions during this school year when your student and/or their class may have photographs and/or videos taken of them during various activities. Although these reproductions may be viewed on the web site via internet access, the student's name will not be used, nor will Trotwood-Madison City Schools authorize the release of photographs/ videos for commercial gain.

If you do not want to grant permission for these reproductions to be used, written notification must be provided to the school.

### *What is included in directory information?*

- The student's name, address, and telephone number.
- The student's date and place of birth.
- The student's major field of study.
- The student's participation in officially-recognized activities and sports.
- The student's height and weight, if a member of an athletic team.

The student's dates of attendance, graduation, or awards received.

### *Who can be provided directory information?*

- Directory information can be provided upon request to any individual, other than a for-profit organization.
- The Board will provide access or release directory information to Armed Forces recruiters.
- Parents may refuse to allow disclosure of this information upon completion of the form provided to your student at the beginning of the school year.

Instructions on how to prohibit release may also be found in the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice located in the Staff and Student Services.

### *What about the other records of my student?*

Contact Arron Gregory in writing to request, review, or amend a record. An appointment with the appropriate person will be provided.

Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)



## **Student Fees and Fines**

(Brd. Pol. #2520, 6152)

*Will there be charges associated with my student's education?*

- Students will be provided necessary textbooks for courses of instruction without cost.
- Trotwood-Madison City Schools charges specific fees for some activities and materials used in the course of instruction at the High School level only (see page 24).
- Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks, and for damage to school buildings or property.
- Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.
- If a student damages or loses school property, the student/parent will be required to pay for the replacement or repair.
- If damage or loss was intentional, the student will be subject to discipline according to the Student Code of Conduct.
- Students can avoid late fines by promptly returning borrowed materials.
- Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

Fees may be waived for those students who qualify for fee waivers (forms are available in the office). The waiver does not apply to extracurricular activities and student enrichment programs that are not a required part of a course of instruction. Please contact the building secretary for a fee waiver.

We will bill students quarterly for current fees and for unpaid fees from prior years.

Students must be current on quarterly fee payments to participate in field trips, dances, and special events.

We add a charge for a cap and gown to all 4+ year students.

All accounts payable to the District must be cleared by the published deadlines or prior to the last school day in June, whichever comes first.

Graduation tickets or items from vendors for seniors will not be issued until all financial obligations have been met.

Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

Seniors will not be permitted to participate in senior activities, including graduation.

## **School Cancellation**

*How will I know when school is cancelled?*

- Information will be released to local radio and TV stations. Our District will be listed as Trotwood-Madison City Schools.

Notification will also be provided by the district's automated telephone messaging system.

## **Lockers**

*Where should books and personal items be kept?*

All students will be assigned a locker.

Lockers remain the property of the School Board and periodic inspections will be made without notice.

Students are to use only the locker assigned to them and are not to share a locker with a friend.

All personal items and books, when not in use, are to be kept in lockers.

Students are not to tamper with another locker or give their combination to another person.

## **Lost and Found**

*What do I do if my student loses something?*

- A lost and found area is located in each building. Students should check there for missing items.
- The School cannot be responsible for lost items.

Unclaimed items will be donated to charity at the close of the quarter.

## **Contacting Your Student**

*How can I contact my student should the need arise?*

- Parents may contact the office during school hours.
- Office phones may not be used for personal calls except in an emergency (to be determined by the Principal).
- Parents may leave a message for their student during school hours.

**Nutrition**  
(Brd. Pol. #8500, 8531)

*What are the specific guidelines associated with the breakfast and lunch programs?*

Trotwood-Madison participates in the USDA National School Lunch Program (NSLP), providing breakfast and lunch to every student.

Starting in the 13-14 school year, Trotwood enrolled in what is called the Community Eligibility Program (CEP).

CEP provides breakfast and lunch to all students (regardless of income) at no cost.

The district no longer requires the use of free and reduced income applications.

**Breakfast**

Each student is allowed one breakfast.

Elementary level students (ELC included) that eat breakfast in the classroom are served breakfast as one unitized meal.

Middle School and High School students may be able to refuse one component depending on the offerings for that day.

Any unwanted items can be placed on a share table/location and offered to students who may want seconds.

Effective July 1<sup>st</sup> 2014, every breakfast counted must include a fruit.

**Lunch**

Each student is allowed one lunch.

A lunch option called Offer vs. Serve is available in all buildings that allow students to select items they want rather than take all of what is offered that day.

Students receiving a lunch in all buildings must take at least three (3) or more of the (5) components offered but may take all (5) if desired.

Those bringing a lunch from home may buy milk, juice and extra items available for purchase at the register.

All students are expected to remain at school during the lunch period.

Students may not bring pop or fast food for lunch.

Trotwood Nutrition Services is happy to offer mypaymentsplus.com as a way to put money on a student's lunch account to pay for extra items as well as a way to see a history of those purchased items. For questions regarding the website and user support, please contact mypaymentsplus.com directly.

Menus are updated monthly and are posted to the district website as close to the beginning of each month as possible. Items on that menu are subject to change due to shortages and other unforeseen circumstances.

Contact Mr. James Putman, Supervisor of Nutrition Services, at (937) 854-3050 Ext. 1120 with any questions/comments/concerns.

*What should I do if my student has a food allergy or sensitivity?*

Parents of students who have special food-related problems are asked to contact the building office staff or they may bring a lunch.

## **Dress Code**

(Brd. Pol. #5511)

### ***What is the dress code for the school?***

Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.

Clothing and grooming should communicate positive messages only – alcohol/drugs, profanity, sexual suggestion, or anything that we could interpret as such is not allowed in school or at school events.

Clothing and grooming should be school appropriate and in good taste – anything that might detract from an educational environment will not be allowed in school or at school events, including sagging pants and pajamas.

All types of headgear should be removed while in the building unless for religious reasons – we will confiscate property until the end of the school year.

Students will comply with special dress required in certain classes (e.g. physical education/swimming).

Students will not wear house shoes while at school. Flip flops and other flimsy footwear are not to be worn at school – safety is our major concern.

Students who are representing the School at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

The building administration reserves the right to determine what appropriate dress is.

Appropriate sized pants and belts are to be worn.

Jeans with holes are not permitted.

Appropriate ripped jeans not revealing skin are acceptable.

### ***What is considered appropriate dress?***

Students should consider the following questions when dressing for school:

- Does my clothing expose too much? (No)
- Does my clothing advertise something that is prohibited to minors? (No)
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (No)
- Am I dressed appropriately for the weather? (Yes)
- Do I feel comfortable with my appearance? (Yes)

# SECTION III-

# ACADEMICS



## Field Trips

(Brd. Pol. #2340)

*What are field trips and what are the requirements for participation?*

- Field trips are academic activities that are held off school grounds.
- Prior to any field trip, a note is sent home with each student describing the trip and explaining any fees involved.
- No minor student may participate without parental consent and a current emergency medical form on file.

Students who violate school rules may lose the privilege to go on field trips.

What are the rules that apply to field trips?

The Student Code of Conduct applies to all field trips.

Attendance rules apply to all field trips.

Medications approved for administration at school will be administered while on field trips.

Alternative assignments will be provided for any student whose parent does not give permission for the student to attend.

Evaluation  
(Brd. Pol. 5420)

*How will I be able to keep up with my student's academic progress?*

Parents will be provided information on a regular basis and whenever concerns arise using multiple methods.

Many times it will be the responsibility of the student to deliver the information.

The School may use the mail or hand deliver when appropriate.

Parents have the option of receiving communication via e-mail and/or facsimile by providing a note to the office.

Parents may access Progress Book through the district web site at [www.trotwood.k12.oh.us](http://www.trotwood.k12.oh.us). Access information is provided by the school.

Academic progress conferences (parent-teacher) will be held at least twice during the school year. All conferences need to be scheduled (please see the calendar for scheduled dates).

Report cards are sent out quarterly to inform parents of student progress.

Interim reports will be issued during the middle of each quarter.

Should you need to talk to the teacher about your student's progress, please call to schedule an appointment to prevent interference with classroom instruction.

*What are the requirements for students to be promoted to the next grade?*

Semester classes: Final grade is determined by the following formula:

Quarters 1, 2 – 40% each; Exam grade – 20%.

Year long classes: Final grade is determined by the following formula:

Quarters 1, 2, 3 and 4 – 20% each; Exam grade – 10% each semester.

In order to receive credit for a semester class, you must have a minimum 1.0 GPA for that course.

Credits for classes passed are posted at the semester for semester classes and at end of the school year for year long classes.

A system of grading will be devised for each quarter by the teacher, based upon projects, written assignments, tests, participation, and other requirements, being completed satisfactorily at the end of each quarter.

You have the responsibility to contact the teacher for making up missed assignments, reports, and tests.

Work completed and submitted during a suspension will be graded for full credit.

If you have an excused absence, you have the same number of days to complete work for which you are absent.

If you believe a grade is incorrect, you must indicate this in writing to the building Principal within two (2) weeks of grade cards being distributed.

We have an exam schedule for 1<sup>st</sup> and 2<sup>nd</sup> semester exams. You must obtain your Unit Principal's permission to reschedule an exam due to extenuating circumstances.

## Weighted Grading Scale

GRADE	POINT VALUE	HONORS POINT VALUE	AP/PSEO POINT VALUE
A+ (97-100)	4.5	4.7	4.9
A (93-96)	4.3	4.5	4.7
A- (90-92)	4.0	4.3	4.5
B+ (87-89)	3.5	3.7	3.9
B (83-86)	3.3	3.5	3.7
B- (80-82)	3.0	3.3	3.5
C+ (77-79)	2.5	2.7	2.9
C (73-76)	2.3	2.5	2.7
C- (70-72)	2.0	2.3	2.5
D+ (67-69)	1.5	1.7	1.9
D (63-66)	1.3	1.5	1.7
D- (60-62)	1.0	1.3	1.5
F (0-59)	0	0	0

- *Students must have a 3.0 average to be on the Honor Roll.*

### Homework Policy (Brd. Pol. #2330)

*Will my student have homework, and if so how will that work affect the grade?*

The assignment of homework can be expected.

Homework is assigned regularly, is reasonable, meaningful, and reflects the objectives of the instructional program.

Homework is a part of the student's preparation for the achievement tests and graduation.

All homework assignments are expected to be completed at home.

Students must maintain a homework notebook listing assignments, due dates, and dates turned in.

Parents should provide a space and quiet time for their student to complete the homework each night.

Grades will not necessarily be given for each assignment, but completion or non-completion will be recorded.



## **Teacher Qualifications**

(Brd. Pol. #2261.02)

*Are all teachers qualified to teach the courses/grade levels assigned to them?*

- All teachers hold valid teaching licenses issued by the Ohio Department of Education (ODE). All teachers have earned a bachelor's degree as a minimum; many have earned advanced degrees.

Contact Mrs. Mary Martin, Director of Human Resources at (937) 854-3050 Ext 1123 for further information.

## **Graduation**

(Brd. Pol. #5460, #5464)

*What are the requirements for graduation?*

In order to graduate from Trotwood-Madison High School, students must fulfill ALL credit and course requirements and pass all portions of the Ohio Graduation Test.

If the student record cannot officially verify passing any section of the Ohio Graduation Test, the State of Ohio considers the student as needing to pass all sections of the tests.

For students enrolled in special education, the criteria for graduation and the extent of participation in the State-mandated assessment tests will be determined by the IEP team.

To receive a diploma all students must:

Have passed all five sections of the Ohio Graduation Test

Earned at least 21 credits in specified content areas (below)

The current requirement of 21 credits is as follows:

English 9, 10, 11, and 12

3 credits of Social Studies (which includes American History and Government)

½ credit of Physical Education

½ credit of Health

3 credits of Science

4 credits of Math,

½ credit Personal Finance

½ credit Business

1 credit Fine Arts

Early graduation candidates should discuss criteria with the appropriate Counselor.

## Class Rank

Class rank is determined by the grade point average at the end of each school year. The student having the high cumulative Grade Point Average (GPA) at the conclusion of the school year will be the highest ranked student in the class.

### Valedictorian and Salutatorian

Class rank will serve as one of three measures to determine the Valedictorian and Salutatorian. The Valedictorian and Salutatorian will be determined at the end of the third quarter of the graduating year. Students receiving home instruction for non-medical reasons are ineligible for either designation.

A combination of points from the measures defined below will determine Valedictorian and Salutatorian.

Weighted Cumulative GPA	Rigorous Course-work	ACT	Total
3 points for highest GPA in strictly academic subject area courses	2 points for each AP or Academic CC+ class	2 points for an ACT composite score of 25 or greater	Cumulative # of points earned from the three categories
1 point for second highest GPA in strictly academic subject area courses	1 point for each honors or career tech class, including MVCTC courses		

### Example

John Smith

Jane Smith

Measure	Point(s)		Measure	Point(s)
Cumulative G.P.A. =	3		Cumulative G.P.A. =	1
AP English 12	2		AP English 12	2
CC+ English 1100	2		CC+ English 1100	2
CC+ Chemistry	2		CC+ Chemistry	2
CC+ Western Civiliza-	2		CC+ Western Civiliza-	2
ACT = 24	0		ACT = 26	2
<b>Total</b>	<b>11</b>		<b>Total</b>	<b>11</b>

In the event of a tie, as illustrated above, we will award the Valedictorian or Salutatorian based on the highest ACT score. In the example, Jane would be named Valedictorian and John the Salutatorian given each's ACT score. If their scores are equal, students will be awarded Co-Valedictorian or Salutatorian status. The new criteria will begin with next year's incoming freshman (Class of 2021).

## **Criteria for Alternative Pathway to Graduation**

1. On the one [OGT]...for which the person failed to attain the designated score, the person missed that score by 10 points or less;

Note: *This means a scaled score of at least 390 on the failed OGT.*

2. Has a 97 percent school attendance rate in each of the last four school years, excluding any excused absences;

Note: *Excused absences are defined by local school district policy.*

3. Has not been expelled from school...in any of the last four school years;

Note: *The statute does not address other student disciplinary outcomes, such as suspension.*

4. Has a grade point average of at least 2.5 out of 4.0, or its equivalent as designated in rules adopted by the State Board of Education in the subject area of the [failed OGT];

Note: *The conversion chart can be found on the Ohio Department of Education Web site at [www.ode.state.oh.us](http://www.ode.state.oh.us), keyword Alternative Pathway.*

5. Has completed the [State] high school curriculum requirements...in the subject area [of the failed test];

Note: *This applies to a student's eligibility to be considered for an alternative pathway only. To receive a diploma, the student must also satisfy school district graduation requirements.*

6. Has taken advantage of any intervention programs provided by the school district or school in the subject area [of the failed OGT]...and has a 97 percent attendance rate, excluding any excused absences, in any of those programs that are provided at times beyond the normal school day, school week or school year or has received comparable intervention services from a source other than the school district or school;

Note: *Students are only subject to this criterion if they were offered intervention. If so, the attendance requirement refers to their rate of participation.*

7. Holds a letter recommending graduation from each of the person's high school teachers in the subject area [of the failed OGT]...and from the person's high school Principal.

Note: If the student's teacher from a specific course is no longer available, a person with sufficient knowledge to make an informed recommendation may substitute.

*Timelines and criteria are available in the Counseling Center or on the ODE website ([www.ode.state.oh.us](http://www.ode.state.oh.us)).*

Source: Ohio Revised Code (ORC) §3313.615

## DIPLOMA WITH HONORS

Ohio Revised Code 3301-13-07 establishes the criteria for awarding the Diploma with Honors. Criteria is as follows:

<b>CRITERIA FOR EARNING AN HONORS DIPLOMA</b>		
<i>Students need to fulfill all but one criterion for any of the following Diplomas with Honors</i>		
Subject	High School Academic Diploma with Honors	Career-Technical Diploma with Honors
English	4 units	4 units
Mathematics	4 units, including Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content	4 units, including Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content
Science	4 units, including physics and chemistry	4 units, including physics and chemistry
Social Studies	4 units	4 units
Foreign Language	3 units, including at least 2 units in each language studied	Not counted toward requirements
Fine Arts	1 unit	Not counted toward requirements
Career-Technical	Not counted toward requirements, and may not be used to meet requirements	Now counted in Electives
Electives	Not counted toward requirements	4 units of Career-Technical minimum. Program must lead to an industry recognized credential, apprenticeship, or be part of an articulated career pathway which can lead to post secondary credit.
Grade Point Average	3.5 on a 4.0 scale	3.5 on a 4.0 scale
ACT/SAT Score [excluding scores from the writing sections]*	27 ACT / 1210 SAT	27 ACT / 1210 SAT
Additional Assessment	Not applicable	Achieve proficiency benchmark established for appropriate Ohio Career-Technical Competency Assessment or equivalent

## Award Of Merit

The requirements listed below have been adopted for the "Award of Merit". This certificate will be awarded by the State Board of Education to all those who meet the requirements specified in A and C or B and C.

A. College Prep Requirements--complete the following minimum requirements:

English - 4 credits (may include 1 credit of fundamentals of speech)

Mathematics - 3 credits (must include 1 credit of Algebra and 1 unit of Geometry)

Science - 3 credits (must include 2 credits from among Biology, Chemistry, and Physics)

Social Studies - 3 credits (must include 2 credits of History and 1/2 unit of Civics/Government)

Foreign Language - 3 credits (must include no less than 2 credits of any language for which credit is sought, i.e.; 3 credits of one language or 2 credits each of two languages)

Complete 2 credits from one or more of the following, or 2 additional credits from one or more of the areas listed A1 through A5 above

business

computer science

visual or performing arts

Courses for which high school credit has been given in the eighth grade, or as part of the post secondary option, apply to the criteria for the "Award of Merit". However, at least 21 credits must be earned in grades 9-12 for graduation.

B. Vocational Curriculum Requirements

1. Complete a vocational occupational preparation program

2. Complete the following curriculum requirements

a. English - 4 credits

b. Mathematics - 3 credits

Science - 3 credits

Social Studies - 3 credits

C. Performance Criteria (applies to both curricula)

Maintain above average attendance for grades 9-12 (compared to a four-year state average).

Demonstrate outstanding achievement in the curriculum as evidenced by one of the following: earning the equivalent of an overall grade point average of 3.25 on a four point scale for grades 9-12; earning the equivalent of an overall grade point average of 3.5 on a four point scale for grades 11 and 12; or ranking in the top 24% of the class, whichever is more inclusive.

Participate in co-curricular, extracurricular, or community activities in accordance with procedures established by the District Board of Education.

Demonstrate outstanding citizenship/character traits in accordance with criteria established by the District Board of Education.

## Participation in Graduation Ceremony

*What are the requirements for students to participate in graduation exercises?*

- Participation in graduation activities is a privilege.
- To be eligible to participate the student must:
  - Complete all credit requirements and pass all required portions of the Ohio Graduation Test by the graduation date.
  - Have all school fees paid in full before caps and gowns can be picked up (some additional fees may be added later if books and other materials are not returned).
  - Attend the REQUIRED graduation practices and the graduation line-up.

Comply with the dress code for the graduation ceremonies.

*What is the dress code for graduation?*

Ladies:

Pastel or white dresses

White shoes

Stockings—either white or natural color—no bare legs

Dress length – the dress should not hang below the bottom of the robe.

No purse

Gentlemen:

Dark pants – no jeans

White shirt with dark tie

Dark shoes and socks

Both Ladies and Gentlemen:

No athletic shoes

No sunglasses

No shorts

No cameras, camcorders, or mobile phones

*Are there any consequences for failure to comply with graduation requirements?*

Failure to fulfill all of the above requirements will result in your elimination from the graduation ceremonies.

Any misbehavior during the last few days of the school year, or during graduation practice, may result in a loss of privileges to participate in graduation practices and the graduation ceremony.

Any misbehavior at commencement will result in the withholding of the student's diploma/transcripts and may result in removal from the ceremony.

## **Educational Options (Including Post Secondary Options – SB140)**

(Brd. Pol. #2271)

### *What is a Postsecondary Enrollment Options program (PSEO)?*

Educational options are available to students pending approval and a signed parent permission form.

The Postsecondary Enrollment Options Program has been established to permit high school students, grades 9-12, to earn college and high school graduation credit through the successful completion of college courses.

Students must have a 3.0 GPA in the subject area in which they want to take a college course, and fulfill the criteria of the accepting college.

The process for application for PSEO must be completed by the published date.

## **Credit Flexibility Plans (CFP)**

(Brd. Pol. #2370)

### *What is a Credit Flexibility Plan (CFP)?*

- Credit Flexibility Plans (CFP) are educational experiences where the primary acquisition of knowledge and skills takes place outside of Trotwood-Madison High School's classrooms.

Students are required to have prior approval for CFP before the experience is initiated.

### *What are the experiences associated with credit flexibility?*

There are two types of CFP experiences: Learning-based and Assessment-only.

Learning-based CFPs are those in which the student will be actively working to learn new content.

At the conclusion of the experience, achievement of learning objectives must be demonstrated as defined by the approved CFP.

These opportunities may include but not be limited to: Independent study, private instruction, performing groups, internships, community service, apprenticeship, work study, and online courses.

Assessment-only CFPs are those in which the student is able to demonstrate their knowledge and understanding of a course's content *without* participating in a new learning experience.

Students will be required to take the appropriate semester exams and demonstrate skill achievement (lab demonstration, research papers, etc.) within 6 weeks of plan approval.

The minimum achievement level for credit to be obtained using an assessment only CFP is 80%.

- Trotwood-Madison City Schools are not responsible for any cost incurred from a student's participation in a CFP.

Students interested in utilizing this alternate learning experience should contact their guidance counselor.

## **Physical Education Option (PEO)**

(Brd. Pol. #2370)

*What is a Physical Education Option and what are the associated requirements?*

- Eligible students may use a Physical Education Option (PEO) to be excused from physical education coursework as a graduation requirement.
- Eligible students are enrolled at the high school and participate in interscholastic athletics, marching band (which includes drill team), or cheerleading for at least two full seasons.
- Daily participation paralleling the official sports season must be completed at a 90% attendance level in the specific activity in order for the physical education requirement to be excused.
- Sports seasons are determined by the official starting date of the activity and conclude with the final formal activity of the group.
- Students who have received a passing grade and maintained a 90% attendance rate in the Junior Reserve Officer Training Corps (JROTC) course each year for two years will also be excused from the high school physical education requirement for graduation.

Students interested in using the PE Option should contact their guidance counselor.

## **Counseling and Guidance Services**

(Brd. Pol. #2411)

*What is the purpose of the Guidance Center?*

- Counselors will provide assistance in monitoring academic progress and aiding with schedule changes.
- Counselors will provide information to assist with career planning as it relates to work and the requirements for specific occupations.
- Counselors will provide social guidance to assist students with the development of appropriate relationships with others as well as the discovery of strengths, weaknesses, interests, and potentialities.

Students may also receive assistance with situations that might involve other students and/or friends.

*What is the process for meeting with a counselor?*

- The student or their teacher may make an appointment.
- Counselors may also be contacted by calling the school office.
- Throughout the school year, students may be called to the guidance office to check on student progress or to determine if there are needs that should be addressed.



SECTION IV-

STUDENT

ACTIVITIES



## **School-Sponsored Clubs and Activities**

(Brd. Pol. #2430)

### ***What are the requirements for participation in school sponsored clubs/activities?***

- Extra-curricular activities do not reflect the District curriculum.
- All students are permitted to participate in the activities of their choosing as long as they meet the eligibility requirements.
- Participation in these activities is a privilege and not a right.
- Students may be prohibited from all or part of their participation by authorized school personnel without further notice, hearing, and/or appeal rights in accordance with Board Policy.

### ***Criteria to participate in OHSAA sanctioned sports***

- In order to maintain eligibility for grades 9-12, you must have received passing grades in a minimum of five (5) one credit courses, or the equivalent, in the immediately preceding grading period.
- The eligibility or ineligibility of a student continues until the start of the fifth school day of the next grading period, at which time the grades from the immediately preceding grading period become effective
- After establishing ninth-grade eligibility, you are permitted only eight (8) semesters of athletic eligibility.
- When a high school student (grades 9-12) turns 20 years of age, he/she becomes ineligible for interscholastic athletics.
- If your parent(s) or legal guardian live outside of Ohio, you are ineligible unless one of the exceptions to the residence bylaw is met.
- If you compete on a non-school team or in nonschool competition as an individual in the same sport during your school team's season (example: non-school soccer during the school's soccer season), you may lose eligibility
- If you compete under a name other than your own or provide false information in an attempt to establish athletic eligibility, you may immediately become ineligible.
- Before the student's first practice (or prior to the student's first participation should he/she join the team after the season has started), each student must have had a physical examination within the past year and an examination form signed by a medical examiner must be on file at your school
- Physical examinations are valid for participation for 13 months from the date of the exam except for those that take place from May 1-June 1. Those exams are valid for one year plus through the end of the next school year's spring sports season

“Students and parents are responsible for verifying NCAA Academic-Eligibility Clearinghouse Rules” Website: [www.ncaa.org](http://www.ncaa.org) Telephone: 1-877-262-1492

# SECTION IV-

# ATTENDANCE



## **Attendance**

(Brd. Pol. #5200)

### ***What are the attendance requirements?***

- Ohio Revised Code (ORC) indicates that it is the responsibility of the parents to assure the regular daily school attendance of their student(s) unless absence is the result of one of the following:
  - Personal illness (a written physician's statement verifying the illness may be required).
  - Illness in the family necessitating the presence of the student.
  - Necessary work at home due to absence or incapacity of parent(s)/ guardian(s).
  - Death in the family.
  - Quarantine of the family home.
  - Observation or celebration of a bona fide religious holiday.
  - Out-of-state travel (up to a maximum of four (4) days per school year) to participate in a District approved enrichment or extracurricular activity. Any classroom assignments missed due to this absence must be completed by the student.
  - Such good cause as may be acceptable to the Superintendent.
  - Unexcused absence from school (truancy) is not acceptable.

A parent note does not automatically excuse an absence or tardy from a truancy referral.

### ***What happens when absences become excessive?***

A student will be considered habitually truant if:

- The student is absent without a legitimate excuse for 72 or more hours in a school year.
- A student will be considered chronically truant if the student is absent without a legitimate excuse for:
  - 30 or more consecutive hours
  - 42 or more hours in one (1) school month
  - 72 or more hours in one (1) school year
  - If a student is deemed a habitual truant, this will require the student to be assigned to an absence intervention team at the direction of the Superintendent or designee. As required by law, the student and parent/guardian will be required to participate in the intervention plan.

Ohio Law requires a complaint to be filed with the Montgomery County Juvenile Courts if the student fails to make satisfactory progress during the intervention plan.

### ***What should I do if my student has a legitimate absence?***

- Call the school before 8:00 AM to report the child's absence.
- When a student returns to school after absence, he/she must bring a note from his/her parent or guardian stating the reason for each absence. The note must include a working number to contact the parent.
- Only three (3) absences will excused per quarter; unless under a physician's care for an extended period of time (see next bullet).
- In the event of prolonged absence (1+weeks), contact your Principal/Unit Principal's secretary for work assignments and provide a doctor's statement upon return.
- If a student is absent from school for any reason, he/she is not eligible for a perfect attendance award.
- A student will be considered absent ½ day if they arrive after first lunch begins.
- Accordingly, a student must be present during the full day to be eligible to attend extra-curricular school functions scheduled for that day.

### **Tardiness**

(Brd. Pol. #5230)

### ***What happens if my student is late to school?***

- Being on time for school is very important.
- Students are expected to be in their classrooms prior to the starting time. Students will be considered tardy if they arrive after that time.
- Excused tardy is one where the student has a specific doctor or dental note for that date and time or something from the court indicating that the student must be present for that specific date and time.
- Unexcused tardy is one that does not fall in the excused area.
- Violations for unexcused tardy will follow the discipline code and will be progressive. Whenever a student's tardiness becomes excessive or the reasons for a student's tardiness become suspect, the school attendance officer will be assigned to initiate an investigation and he/she may call Children's Services (CSB).

No student will be permitted to return to a classroom to pick up forgotten items after their dismissal time unless the student is accompanied by school staff personnel.

## **HIGH SCHOOL ATTENDANCE PROCEDURES**

**Beginning school bell** – 8:00 a.m. Students who arrive late to school must sign in at the attendance window in the Main Hallway.

Absences are counted as follows:

Absent two (2) to three and one-half (3.5) – student is considered absent one-half day.

Absent more than three and one-half hours (3.5) – student is considered absent a full day.

**Athletic Participation** – A student athlete must be in attendance one-half to participate in a scheduled game the same day. One-half day is defined as three periods.

**Attendance** – According to state law, a student must attend school until age 18 except when one or more of the following applies:

In accordance with state regulations, a parent/guardian note is a request that school officials excuse a student's absence for a specified reason. The validity of any absence request shall be determined by the principal.

A student whose physical condition may prohibit attendance at school may apply to the Attendance/Resource Teacher for Home Instruction provided he/she has a physician's statement documenting his/her condition.

**Absences** – Parents are requested to call the attendance office each day a student will be absent from school. Phone calls will be made to parents who have not called school before 9:00 a.m. Parents who have not communicated by phone must provide a written note when the student returns to school as to the reason for the absence. If no note is received with three days, the absence will remain unexcused. Students missing seven (7) days or who have ten (10) tardies will receive a letter from the high school coordinating principal requiring documentation from either a physician, dentist, nurse practitioner, or a physician assistant for future absences to be excused. The medical documentation must be renewed each school year.

### **DEFINITION OF TRUANCY AND EXCESSIVE ABSENCES – Per House Bill 410**

Definition of 'habitual truant' changed from days to hours. The new definition is:

Absent 30 or more consecutive hours with or without a legitimate excuse;

Absent 42 or more hours in one school month with or without a legitimate excuse;

Absent 72 or more hours in one school year with or without a legitimate excuse.

Definition of 'excessive absences':

Absent 38 or more hours in one school month with or without a legitimate excuse;

Absent 65 or more hours in one school year with or without a legitimate excuse.

Administrators on their designee will monitor these thresholds and coordinate absence intervention team meetings as needed.

**We encourage parents to provide documentation for medical appointments.**

## **Dismissal**

(Brd. Pol. #5230)

### ***What is the procedure if I need to pick my student up from school early?***

No student may leave school prior to dismissal time without a parent or guardian either submitting a signed written request or coming to the School office personally to request the release.

No student will be released to a person other than a custodial parent/ guardian without written authorization signed by the custodial parent/ guardian.

A driver's license or other picture identification will be required.

We discourage early dismissals for reasons other than doctor's appointments or emergency

### ***What will happen if I do not pick my student up at dismissal time?***

- Our utmost concern is for the safety of our students.
- If a student is dropped off at school prior to the first bell, not picked up after any school event (*within ½ hour*), or the parent is not present at the bus stop when the bus arrives, any one of the following may occur:
  - A charge of \$25.00 per hour or any part of the hour will be imposed;
  - Children's Services Board and/or Trotwood Police will be contacted;
  - The child will be transported to the Trotwood Police Department.
- Any change in routine dismissal procedure requires written permission from the student's parent or guardian. Please notify the office 1 hour before dismissal. (This includes students walking, riding a city bus, or a school bus.)
- Changes will be allowed for emergencies only and must be approved by the Building Principal.

**THERE WILL BE NO EXCEPTIONS TO THIS POLICY!**

## **Vacations**

### ***What should I do if my vacation occurs during the school year?***

- It is recommended that parents not take their students out of school for vacations.
- Removal could be subject to truancy regulations.
- Students going on trips or vacations should bring a note from their parent/guardian one week before the absence. These absences will be noted, but not excused.
- Make-up work must be arranged prior to the absence and must be turned in the first day the student returns to school.