

## **DEAR STUDENTS AND PARENT/GUARDIAN,**

This publication has been prepared to inform and help you understand your involvement in the day-to-day operations of Middletown High School.

It provides you with our basic school philosophies and services, and encourages your responsible conduct in the activities of the school. It is not intended to be a final or inclusive document. Changes may be made by the Administration throughout the school year as circumstances warrant.

Please read through this booklet carefully and completely. It is your responsibility to become acquainted with its content. Each student is expected to have the handbook in school with him/her on a daily basis. Handbook replacements will cost \$5.00.

## **WHAT EVERY MIDDIE PARENT/GUARDIAN NEEDS TO KNOW!!!!**

Middletown High School has a fairly liberal dress code which is in effect at all school functions. This includes the academic day and extends to school dances, plays, musical performances, and sporting events. All students are issued IDs with official Middletown High School lanyards so that we can better ensure student safety at all times. Students are not permitted to deface the ID in any way. First violations of any aspect of our ID system result in a warning, with progressive disciplinary action taken as needed.

### **Hall Passes:**

All students will be issued 10 hall passes quarterly. At any time that a student needs to leave class, s/he can do so only with an official pass. If the student does not have a pass and is in the hall, s/he is considered to be truant and is subject to disciplinary action.

### **Attendance:**

If a student is going to be successful in school, s/he has to be in school. This is not to suggest that the administration of Middletown High School does not expect for students to be ill, have family emergencies, or other matters of concern which remove them from school. The school can accept up to seven (7) notes from parents/guardians excusing students' absence. After that point, a doctor's note, according to Board Policy, is required in order for absences to be excused. Also, all notes for absence must be turned in **within 5 days** of the student's return to school. Requests for students to be excused for family vacations must be submitted a week prior to the vacation date.

### **Discipline:**

All Middletown High School students will be held to a high standard in relation to their personal conduct while in the building. Students are expected to arrive at school on time, be in their classes with appropriate materials in a timely fashion, and, most importantly, respect one another. Respect for one another must be exhibited in all school venues: buses, cafeteria, halls, classrooms, passing from the main building to Manchester, and at all extracurricular events. Further in this planner, you will find a detailed Code of Student Conduct which spells out clearly what behaviors students can and cannot exhibit. It is essential for parents/guardians and students to read this so that disciplinary infractions which prohibit success at MHS can be avoided.

### **Cell Phones and other Electronic Equipment:**

While we realize that most of our students have access to cellular phones, we do not permit them to be displayed during the school day. Similarly, students are not permitted to have CD players, headphones, or other such material on their person during the day. If a student is observed in possession of such equipment, it is confiscated and returned to the parent/guardian on the first offense. If a subsequent violation occurs, the equipment is held for the remainder of the semester and the student receives a Thursday School.

### **Traffic and Parking:**

**Students who drive to school must realize that doing so is a privilege**, not a guaranteed right. The school requires that students purchase parking permits with priority given via grade level. Students with a total of 14 or more unexcused absences from the previous school year will automatically be ineligible for this privilege. Students who have 5 unexcused absences or tardies per **grading period** will have their parking permits revoked. In order for permission to be regained, students must purchase another permit if such is available. Following correct procedure when driving at school is mandatory. If students operate vehicles recklessly, driving privileges will be revoked.

**Graduation:**

Seniors who have completed credit requirements for graduation, **but have not passed all parts of the required state proficiency exam** (Ohio Graduation Test) will **NOT** be allowed to participate in graduation ceremonies.

**MOST IMPORTANTLY, WE WANT ALL STUDENTS  
TO SUCCEED AND ENJOY THEIR MHS YEARS!!!**

**MIDDLETOWN HIGH SCHOOL**

**MISSION STATEMENT**

**Middletown High School commits to preparing all students to meet the challenges of an ever-changing world**

This commitment provides to all students:

- \* comprehensive and challenging educational program in a safe and healthy environment;
- \* educational activities designed to enhance the knowledge and skills necessary for citizens to function in and contribute to a democratic society;
- \* opportunities for students to participate in a learning environment that promotes self-esteem, integrity, teamwork, leadership, diversity, respect, and responsibility;
- \* educational experiences that complement students' abilities and interests and will promote lifelong learning.

**VISION STATEMENT**

Middletown High School will achieve excellence in literacy and learning

**BELIEF STATEMENTS**

- \* All students, regardless of their socioeconomic background or previous level of achievement, can learn complex academic and technical concepts in an environment that encourages students to make the effort to succeed;
- \* All students can and are expected to achieve higher academic and vocational standards;
- \* Students planning to go to work or attend a two-year, post-secondary institution should combine college preparatory level academic courses with modern vocational courses in a planned program of study;
- \* Vocational courses should integrate challenging academic and technical content, and the academic courses should be taught in a way that engages students in authentic learning activities and allows them to apply the knowledge to real-world situations;

\* Students who enroll in “basic” and “general” courses in high school are often overlooked and under-educated, i.e., these students qualify for a diploma but are not prepared for life and the world of work;

\* Students who enroll in “basic” and “general” course work in high school need and deserve as much encouragement, rigorous course work and faculty guidance as students who plan to enter a four-year college or university;

\* Middletown High School has a unique opportunity to prepare career-bound students to communicate, solve real problems, perform real tasks and produce real products-on the job and in further education.

## **MIDDLETOWN HIGH SCHOOL VALUES**

1. Respect diversity among and by all groups.
2. Teach in a manner that exhibits a committed and unified effort to guide students in knowing both what and how to learn.
3. Create an environment where all students can learn and will not fail.
4. Work collegially to better address curricular issues, standardized testing and diverse student needs.
5. Use intervention strategies to address the needs of students who fail to master what we try to teach and test.

## **MHS CURRENT FOCUS - Reading & Writing Across Curriculum**

1. High standards and course content
2. Guidance: Connections with students and parents
3. Flexible use of time
4. Varied instructional strategies

### **Students:**

The faculty, staff and administration would like to take this opportunity to welcome you to Middletown High School. The entire school community trusts that you will take advantage of the opportunities for personal growth that MHS offers.

As a Middletown Middie, each of you is an important member of a large student body. This is a student body which is rich in tradition and diversity. Each of you brings vitality and life to the school through your interests, attitudes, emotions, and efforts. In return, the faculty and staff of MHS hope to provide you with quality educational opportunities which will stimulate your intellectual curiosity while cultivating your talents and creativity. Middletown High School is intended to be a setting that will test your ideas, values, and judgments while preparing you for life beyond high school.

We invite you to accept the following standards as guidelines for a successful career at Middletown High School:

### **As a Middletown Middie, I will:**

1. Have a high regard for myself and others as unique and valuable individuals.
2. Exhibit pride in myself through my speech and behavior and be willing to treat every other person and their property with respect.
3. Make an honest effort to do my best in my school work and activities in order to know the satisfaction of achievement and success.
4. Believe that a significant part of my school experience includes service to others.
5. Accept the benefits and responsibilities that are mine as a citizen of my school, my community, and my country.

## ADMINISTRATIVE OFFICES

**Principal** Mr. Dennis Newell 420-4500  
**Asst. Principals** Mrs. Carmela Cotter 420-4522  
Dr. Ken McDowell 217-2606  
Mr. Carter Reedy 217-2606  
Mr. Todd Hall 217-2605  
Mr. Derrick Richardson 217-2605  
**School Nurse** Michele Trainer 217-2616  
**School Resource Officer** Officer Phil Salm 420-4500  
**Athletic Director** Gary Lebo 420-4515

## MIDDLETOWN HIGH SCHOOL BUILDING SECURITY

Students are permitted to enter Middletown High School at 6:30 a.m. Those students entering MHS prior to 6:45 a.m. must report to the school cafeteria. Failure to follow this policy is a violation of the Code of Student Conduct.

Students in the building after 2:45 p.m., must be supervised by a faculty member, sponsor, or coach.

All exterior doors, with the exception of those by the main office, will be locked at 7:30 a.m., preventing entry. Exit through these doors, however, is possible at all times.

**NOTE: In accordance with the Districts Dress Code Policy, upon entering the building, students are required to go immediately to their lockers and remove coats, jackets, hats, etc. Students having classes at Manchester School are permitted to wear their coats while traveling between buildings.**

### STUDENT SERVICES / COUNSELING

The guidance program at Middletown High School consists of counseling and informational services, college planning activities and testing procedures. It is the goal of the guidance office to help the student to understand his/her potential, to assist in the recognition of the dignity, worth and needs of the individual and to help each student make appropriate plans for his/her future. The guidance counselors register all new students, make necessary adjustments in student schedules, complete information needed for student transfers, schedule parent conferences as needed and make appropriate referrals. Counselors also assist students in selecting courses for high school. Guidance involves the cooperation and assistance of students, parents, teachers and administrators.

Students may see a counselor before or after school, or by completing a request form that is available in the Student Services office. The counselor will issue a call slip to the student indicating the date and time of the scheduled appointment. In an emergency or urgent situation, a student needs only to request from the classroom teacher permission to see the counselor.

Important test dates for the 2008-09 school year are as follows:

### ACT SAT

#### Test Date Test Date

Sept. 12, 2009	Oct. 10, 2009	Mar. 13, 2010
Oct. 24, 2009	Nov. 7, 2009	May 1, 2010
Dec. 12, 2009	Dec. 5, 2009	June 5, 2010
Feb. 6, 2010	Jan. 23, 2010	

Apr. 10, 2010

June 12, 2010

**It is important to note that student schedules will not be changed after the 3rd week of school unless approved by an administrator. However, any error on a schedule will be corrected immediately.**

#### COMPUTER/ON-LINE SERVICES

##### Acceptable Use Policy

The Board of Education recognizes that technology can greatly enhance the instructional program, as well as the efficiency of the District and school site administration. The Board also realizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks. Computers and use of the District's network or on-line services network are to support learning and to allow people to interact with many computers. The Internet allows people to interact with hundreds of thousands of networks. All computers are to be used in a responsible, ethical and legal manner. Failure to adhere to this policy and guidelines below may result in disciplinary actions governed by law, Board of Education Policy, and all policy regulations. Unacceptable uses of the computer/network include but are not limited to the following:

1. Violating the conditions of the Ohio Revised Code dealing with students' and employees' rights to privacy;
2. Using profanity, obscenity or other language which may be offensive to another user or intended to harass or bully other users.
3. Copying commercial software in violation of copyright laws;
4. Using privately-owned software without the expressed permission of the staff member in charge of the computer and/or without meeting the tests of legality, appropriateness and relationship to curriculum;
5. Using the network for unauthorized financial gain, for unauthorized commercial activity or for any illegal activity;
6. Accessing inappropriate material; and
7. Downloading and/or uploading programs, applications, files, updates or plug-ins without the permission and supervision of the staff member in charge of the computer and which are not used for school-related purposes.

Because access to on-line services provides connections to other computer systems located all over the world, users (and parents of users, if the user is under 18 years old) must understand that neither the school nor the District can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive. The District does not condone the use of such materials; neither does the District warrant that the network will be error-free or uninterrupted.

School employees, students and parents of students must be aware that the privilege of accessing on-line services may be withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established by the school and the District. This policy is part of the Middletown City School District's Code of Student Conduct, the MCSD Teachers' Handbook and MCSD Classified Employees' Handbook.

#### COMPUTER/ON-LINE SERVICES

##### Acceptable Use Policy

##### Student Regulations

The following guidelines and procedures are to be followed by the students of Middletown City Schools who are authorized to use the District's computers, local area network or on-line services

(electronic mail, Internet, commercial services). These guidelines and procedures will be reviewed periodically and are subject to revision as needed.

Violations of any of the following guidelines or procedures may result in any or all of the following sanctions:

1. The student may lose privileges;
2. The District may seek reimbursement for repair, replacement, or any cost incurred by the District due to vandalism;
3. Additional disciplinary action may be determined in line with the Code of Student Conduct;
4. When applicable, law enforcement agencies will be involved.

#### General Usage

1. Illegal activities are strictly prohibited.
2. Users shall not use the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or Board policy.
3. Users shall not transmit lewd, vulgar, indecent or plainly offensive speech.
4. Users shall not transmit material that is threatening or harassing and that is based on race, color, national origin, sex, disability or age that
  - (a) Is so severe, pervasive, or objectively offensive, and that undermines and detracts from the educational experience, that an individual is effectively denied equal access to the District's resources and opportunities;
  - (b) Is reasonably expected to create a substantial disruption or interference with the work of the District or the rights of other individuals.
5. Users shall not transmit material that is threatening or harassing and that is based on factors other than race, color, national origin, sex, disability or age that
  - (a) Is so severe, pervasive, or objectively offensive, and that undermines and detracts from the education experience, that an individual is effectively denied equal access to the District's resources and opportunities;
  - (b) Is reasonably expected to create a substantial disruption or interference with the work of the District or the rights of other individuals.
6. Rules and regulations of network etiquette are subject to change by the administration.
7. Any form of vandalism is prohibited. Vandalism includes uploading/downloading any inappropriate materials, creating or using computer viruses and/or any attempt to harm, physically damage, or destroy equipment, materials, or the data of another user.
  8. (a) A user shall report any security problem or misuse of the network or its computers to a teacher, principal, or immediate supervisor.
  - (b) Accidental site hit(s) will be documented by a staff member and copied and sent to the building tech leader(s), building principal(s) and the District technology office. (An accidental site hit occurs when a user unknowingly goes to a web site which would be considered inappropriate for viewing. The user should immediately notify a staff member.)
9. Users are not permitted to violate regulations prescribed by the District's on-line service provider. The District's online provider is the Southwestern Ohio Computer Association (SWOCA). The Acceptable Use Policy for SWOCA is linked to the district's web page.
10. The user in whose name the District's on-line service account is issued is responsible for its use at all times.
11. The computer and/or network are not to be used (accessed) for unauthorized financial gain or authorized commercial activity.

12. The network should not be used in such a way that it will disrupt the use of the network by others.

#### Privacy Issues

1. Users shall have no expectations of privacy. All communications and information that is accessible through a District computer is property of the District. District personnel may view files, communications, and any other computer or network communication at any time for any reason.
2. Students must not reveal personal information or that of staff or fellow students.
3. Users must not read other users' mail or files without consent of the user; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy modify or forge other users' mail.
4. The user shall use the network only under his/her own account password. All violations of this policy that can be traced to an individual account name will be treated as the responsibility of the owner of that account and of the individual committing the violation, if not the owner. Under no conditions should one give his/her password account number to another user. Impersonation for any purpose is not permitted.

#### Communications

##### Electronic Mail - Email

1. Email accounts for students and staff members are to be established using procedures outlined by the District office. A request must be completed by the staff member for an individual staff account. Staff members may request individual student accounts. The official District sanctioned email account is the only one to be used on school computers by students and staff. Email accounts through search engines, web sites, or other Internet programs, such as Yahoo and HotMail, are not permitted on school computers. School email accounts need to be monitored by user names, computer, date, and time in order to track proper email use.
2. The use of email accounts by students must be school-related or under teacher supervision.
3. Students receiving an email account must have a signed user agreement form on file and purpose of use must be correlated to the curriculum.
4. The use of a MCSD student email account on any computer other than a District computer is strictly prohibited unless authorized by appropriate school personnel.

#### Instant (Real Time) Communications

1. The use of real time communications programs by students is strictly prohibited.

#### Chat Rooms

1. The independent, unsupervised, un-approved use of chat rooms by students is strictly prohibited.
2. The use of a chat room for a teacher-controlled activity is only permitted with curriculum connection and an application pre-approved by the building principal twenty-four hours before the scheduled activity. Any inappropriate occurrence should be documented on the approval form and returned to the building principal.
3. For all chat room activities, a single computer will be used with one (1) student/teacher controlling input to the chat area for the entire class.

#### Web Exploration

##### Student Web Use

1. All student web activities will be limited to teacher-directed assignments or activities.
2. Students may only use the web for the purpose of searching for information based on assignments or activities by their teacher.

#### Web Page Development - (links)

1. Posting of web pages from school computers to servers accessed through web sites, such as Geocities, is not allowed. Posting school-related web pages and projects by students on sites other than the Middletown City School District web site is prohibited.

#### Downloading Programs and Information

1. Installing or adding any programs, applications, files, updates, or plug-ins to a school computer is to be done only after permission is obtained from the staff member in charge of the computer.
2. The downloading of appropriate files for research and classroom use is permitted by teachers as long as they follow copyright laws and the District software policy.

#### Copyright

1. Copyrighted materials may not be placed on the system without the author's permission and/or possession of legally purchased software or license covering its use.
2. Copyrighted materials taken off the system and/or locally owned software shall be subject to all copyright laws.

### **VACATION/HOLIDAYS**

August 18, 2009	-	First Day for Freshmen Only
August 19, 2009	-	First Day for All Students
September 5, 2009	-	Labor Day
November 26, 27, 2009	-	Thanksgiving Break
December 24, 2009 thru Jan. 5, 2010	-	Christmas Break
January 18, 2010	-	Legal Holiday for Martin Luther King, Jr. Birthday
February 15, 2010	-	President's Day Observed
March 29 thru April 5, 2010	-	Spring Break
May 24, 2010	-	Last Day for Students
<b>May 26, 27, &amp; 28 (*)</b>	-	<b>Additional days to be used if District is required to make up calamity days.</b>

### **CALENDAR OF EVENTS FOR**

### **MIDDLETOWN HIGH school**

### **2009/2010**

9/02	Picture Day
9/24	Senior Meeting
10/8 & 9	Seniors order Announcements and Cap n' Gowns during lunch
10/1	MHS Open House (part of Homecoming Weekend Kick-Off)
10/3	Homecoming Dance
10/6	Picture Retakes
10/8 & 9	Seniors place announcement & cap & gown orders
11/13	Senior Panoramic Picture
11/19	Parent/Teacher Conferences (3 PM - 8:30 PM)
1/20	Activity Pictures

2/18 Freshmen order class rings  
 4/28 Class ring delivery  
 5/8 Prom  
 5/11 Cap & gown delivery  
 5/11 Senior Awards (8:30 AM)  
 5/12 Underclassmen Awards (8:30 AM)  
 5/24 Graduation (7:00 PM Princeton Pike Church of God)  
 Note: Dates are subject to revision

## **BELL SCHEDULE 2009 - 2010**

### **Daily Schedule**

Breakfast Program	6:45	-	7:11			
First Period and Homeroom	7:15	-	8:05			
Second Period	8:09	-	8:55			
Third Period	8:59	-	9:45			
Fourth Period	9:49	-	10:35			
Fifth Period	10:39	-	12:35			
Group A	10:39	-	11:09	-	Lunch 11:13	- 12:01
	-	Class				
	12:05	-	12:35	-	Intervention	
Group B	10:39	-	11:04	-	Intervention	11:08 -
	11:38	-	Lunch			
	11:42	-	12:35	-	Class	
Group C	10:39	-	11:32	-	Class 11:36	- 12:06
	-	Lunch				
	12:10	-	12:35	-	Intervention	
Group D	10:39	-	11:32	-	Class 11:36	- 12:01
	-	Intervention				
	12:05	-	12:35	-	Lunch	
Sixth Period	12:39	-	1:25			
Seventh Period	1:29	-	2:15			

### **Early Release Schedule**

Breakfast Program	6:45	-	7:11			
First Period and Homeroom	7:15	-	7:55			
Second Period	7:59	-	8:35			
Third Period	8:39	-	9:15			
Fourth Period	9:19	-	9:55			
Fifth Period	9:59	-	11:35			
Group A	9:59	-	10:29	-	Lunch 10:33	- 11:21
	-	Class				
	11:25	-	11:55	-	Intervention	
Group B	9:59	-	10:24	-	Intervention	10:28 -
	10:58	-	Lunch			
	11:02	-	11:55	-	Class	

Group C	9:59	-	10:52	-	Class	10:56	-	11:26
			Lunch					
	11:30	-	11:55	-	Intervention			
Group D	9:59	-	10:52	-	Class	10:56	-	11:21
			Intervention					
	11:25	-	11:55	-	Lunch			
Sixth Period	11:59	-	12:35					
Seventh Period	12:39	-	1:15					

**Plan B (One Hour Delay)**

**MAP Schedule**

Breakfast Program	7:45	-	8:11	MAP	7:15	-	7:35
First Period	8:15	-	8:47	First Period	7:39	-	
	8:23						
Second Period	8:51	-	9:23	Second Period	8:27	-	
	9:07						
Third Period	9:27	-	9:59	Third Period	9:11	-	
	9:51						
Fourth Period	10:03	-	10:35	Fourth Period	9:55	-	
	10:35						

**(Periods 5 through 7 do not change) (Periods 5 through 7 do not change)**

**SCHOOL ACTIVITIES**

**A. Student Government-**

Middletown High School Student Government has eighty members; twenty members are elected from each class. Each class membership has ten boys and ten girls. The election to membership is open to all MHS students. Anyone interested may sign up in homeroom to run for election. The president and vice-president of Student Government are the only officers elected by the entire student body of MHS. Student Government seeks to involve all students in improving school spirit, increasing participation in school activities, and in developing better relations among students, faculty, and administration.

**B. Student Government/Class Officer Candidates-**

Students who choose to run for Student Government/Class Office must meet the following criteria:

- 1) Minimum grade point average of 2.5
- 2) No more than 2 discipline referrals per quarter (4 per semester or 8 per year)
- 3) No previous suspensions or expulsions
- 4) 95% daily attendance

**C. National Honor Society-**

The National Honor Society dictates that membership shall be based on scholarship, service, leadership, and character, and that the members be selected by the faculty. Beginning with the class of 2005, a 3.50 cumulative average will be necessary to be considered. Any active member who falls below the standards which were the basis for election to membership shall be dropped from the chapter. **A candidate must have no more than 3 unexcused tardies to school per semester or no more than 3 unexcused absences per semester. By the time of selection.** A candidate shall have completed at least 12 documented, unpaid hours of community service and been an active member of at least 5 school organizations by the second semester of his/her junior year and 7 school organizations the first semester of the senior year. Obtain a list of activities from your counselor. A candidate shall have no

documented history of cheating or dishonesty. **A candidate shall have no more than one suspension as a freshman or sophomore, or any suspension as a junior or senior. A candidate shall have no attendance in Tuesday, Thursday or Saturday School in the year of eligibility.** A candidate shall have no documented incident of stealing, or be found guilty of any criminal offense. If there are any questions, contact the National Honor Society Advisor.

**D. The *Optimist* (MHS Yearbook)-**

The *Optimist* is the school yearbook, which provides a history of all phases of school activity through pictures and explanations. Orders are taken in the spring.

**E. The *Middletonian* (School Newspaper)-**

*The Middletonian* is a monthly publication. Staff members are chosen from all four classes. Students may apply in the early fall. The six staffs are news, feature, sports, advertising, circulation, and layout.

News Staff-gather information pertinent to all facets of the “Middle” life and present it in appropriate articles.

Feature Writers-concentrate their efforts on specific topics of interest to Middies.

Sports Reporters-cover all “Middle” athletic endeavors.

Advertising Staff-solicits paid ads from local supporters of the school paper.

Circulation Staff-see to the distribution of *The Middletonian*.

Layout Staff-design and print *The Middletonian*.

**F. French Club-**

Membership-Any high school student who is presently enrolled in French may join. Students who have completed at least one year of French at Middletown High School may join with the permission of the advisor.

Purpose-The purpose of the club is to promote interest in the French language and in the culture and customs of French-speaking people.

**French National Honor Society**- Check with teacher for more details.

**G. German Club-**

Members of the German Club (Deutscher Verein) pursue an interest in German culture and language. Activities are supported by fund-raising events.

**German National Honor Society**- Check with teacher for more details.

**H. Spanish Club-**

Spanish Club is open to all students who take Spanish. The activities of Spanish National Honor Society require participation in Spanish Club.

Purpose- The Sociedad is a national organization founded in 1953 to recognize high achievements and to promote a continuity of interest in Spanish. The organization hopes to build a better relationship between American students and those from Spanish-speaking countries. Local activities are usually limited to an initiation party, a spring initiation, and a spring banquet. There is a convention of all Ohio chapters in Columbus which is enjoyed by those who attend.

**Spanish National Honor Society**- Check with teacher for more details.

**I. Mu Alpha Theta-**

Membership-Membership is open to all interested juniors and seniors who are in their fifth semester of mathematics. Freshmen are permitted to become associate members in the spring if they have maintained a “B” average in Geometry and are in Algebra II. Activities consist of field trips, student-led discussions, demonstrations, and lectures.

Purpose-The primary purpose of Mu Alpha Theta is to promote interest in mathematics.

**J. National Forensic League-**

Membership-Membership is open to all students who show an interest in speech activities and who earn 25 points through competitive contests and service speeches.

Purpose-The league is an honorary organization for the advancement of better speech. Members participate in tournaments during the year in original oratory, oratorical declamation, and humorous or dramatic interpretation, extemporaneous speaking, and debating. Students can also earn points by doing community service speaking.

**K. Thespians-**

Membership-Any student interested in dramatics may become a member after 10 points have been earned. Each point is obtained by 10 hours of work in a play or other dramatic productions in the school through acting or technical backstage work.

Purpose-This organization promotes interest in the theatrical arts. There is one business meeting on the second Tuesday of each month after school in the theatre.

**L. Other Clubs** include but are not limited to; **Middie Student Spirit Squad, Academic Quiz Team, Chess Club, Science Club and Art Club.**

**M. Music Groups-**

**1. Instrumental Music**

a. Marching Band - The Marching Band starts practice at band camp during August. Students must audition for the band in the spring of each year. The band performs at all "Middie" home games and several away games in addition to competing in contests and various parades.

b. Wind Ensemble - Students are selected for this group by audition. The Wind Ensemble performs several concerts throughout the year. In addition, students from this group compete in Solo/Ensemble contests each year.

c. Concert Band - Concert Band is an active training organization. Several concerts are scheduled during the year.

d. Symphonic Orchestra - The Orchestra is made up of string students selected by audition each spring. Brass, wind and percussion players are selected by audition from the Wind Ensemble and meet with the orchestra twice each week. Many performances are scheduled including a Pops/Musical and several formal concerts. The orchestra also is a vital part of the production of the Pops concert or Musical which is presented each year.

e. String Orchestra - String Orchestra is an active training orchestra which meets daily and presents several concerts each year. Students from this group are eligible to audition for the Symphony Orchestra each year.

f. Auxiliary Unit - (Dance Line/Flag Corps) - Both groups are open to any girl who wishes to audition in the spring. They perform with the Marching Band and at other contests throughout the year.

g. Jazz Band

**2. Vocal Music**

a. A Cappella Choir - Open to 11<sup>th</sup> and 12<sup>th</sup> grade students only by audition. Students must have had previous choral experience at MHS to audition.

b. Show Choir - Open to any 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade students only by audition.

**All Choirs Are Performance Groups.**

See **Vocal music teacher** for additional information.

## **SCHOOL FORMAT DANCES/PROM/HOMECOMING RULES AND EXPECTATIONS**

1. **FRESHMAN MAY NOT ATTEND PROM** - Sophomores may attend only as a guest of an MHS Junior or Senior. Any guest who does not attend MHS must be approved by the class office three days prior to the dance.
2. If you have 5 unexcused absences or a suspension or expulsion in your junior or senior year, you are NOT eligible to be on Homecoming or Prom Court.
3. All MHS students may attend Homecoming
4. The Student Code of Conduct applies to conduct at school dances and functions.
5. Any guest who does not attend MHS must be approved by an administrator. Must be younger than 21.
6. Students must purchase a ticket during school hours, 3 days prior to event.
7. It is expected that students attending will be in attendance in school for a minimum of **4 classes** on the Friday of Prom/Homecoming weekend. Failure to fulfill this requirement may result in loss of the privilege to attend Prom/Homecoming.

## **INTERSCHOLASTIC ATHLETICS**

Middletown High School Athletic Department provides many athletic activities during the school year. All students of Middletown High are welcome to try out for the athletic teams provided they are **scholastically eligible and have the following forms on file in the Athletic Office.**

1. The physical card with the results of the examination recorded on the card.
2. The athletic policy
3. The consent form

Every student-athlete and his/her parent(s) or legal guardian(s) will be responsible for reading the following Middletown City School District athletic rules. The student-athlete and his/her parents or legal guardian will be required to sign the document in the space provided to indicate they have read the athletic policies. Student-athletes in the Middletown City School District will be required to abide by the rules and regulation in the athletic policy established by the Ohio High School Athletic Association and the Middletown City School District Code of Student Conduct Policy. This signed policy is to be returned to the school and will remain in effect for one year.

### **Training Rules and Regulations**

Student-athletes will be required to abide by the Code of Student Conduct and the rules and regulations stated in this policy as well as the other training rules specified by the coach of the particular sport's activity, and approved by the athletic director, in which they are participating. The sport's season will be determined by the Ohio High School Athletic Association. Any student who violates the Athletic Training Rules and Regulations will be disciplined as follows:

1. Any student-athlete found guilty of theft or the use, possession, possession for sale or holding of narcotics, alcoholic beverages, stimulants, depressants or any other controlled substance will be immediately denied participation in athletics in the Middletown City School District for the balance of the current sport's season.
2. A student-athlete violating the training rules and regulations, including use of tobacco off school property, will be put on a one-week probation. During the probation the student-athlete may not participate in any interscholastic contests or games but must attend all practices. A student-athlete who violates the training rules and regulations for a second time during the current sport's session will be immediately denied participation in athletics in the Middletown City School District for the balance of the current sport's season including practices.

3. Student-athletes awaiting a hearing will be denied participation in athletic activities pending the disposition of the hearing.
4. Before a student-athlete may participate in any athletic activity in the Middletown School District, he/she must have the forms required for the activity on file in the school office. The student-athlete must have a valid physical with all the information recorded on the proper physical card provided by the Ohio High School Athletic Association. The physical card must be signed by the doctor, parent or guardian and the student-athlete.
5. Student-athletes are responsible for returning all equipment issued to them during their sport's season.
  - a. The student-athlete will be financially responsible for any lost equipment. All financial obligations of the student-athlete must be taken care of within one week after the end of the sport's season. Financial obligations include all school fees. No student-athlete will receive an athletic award until all equipment is returned and all financial obligations have been paid. No further equipment will be issued until this equipment has been returned.
  - b. Any student-athlete having in his/her possession stolen athletic equipment, jerseys, etc., which is the property of the Middletown City School District must return these items immediately to the school or be subjected to the penalty as defined in the previous paragraph.

A student-athlete quitting a sport's activity may not participate in a sport's activity until the athlete has received an athletic release from the head coach of the sport being dropped or until the end of that specific sport's season. No student-athlete may participate in any sport's activity until the student-athlete has taken care of all previous financial and athletic obligations. The student-athlete may not transfer from one school to another because of a conflict with a coach or school concerning athletics.

### **Criteria For Athletic Participation**

A student-athlete who has been absent from school may not practice a sport activity after school. In order to participate in an athletic contest, a student-athlete must attend school at least the last four classes of the day of an athletic contest.

**Meetings for parents** will be held during an evening prior to each season. Important information will be distributed by coaches and administrators during these meetings. Attendance is critical.

A student-athlete will abide by all the school rules and regulations stated in the student handbooks and the Middletown City School District's Code of Student Conduct Policy (which would include the appeals process available to students, their parents or legal guardians).

### **Athletic Eligibility - Changing Schools - Transfer**

Bylaw 4-7-9, which was new for the 1994-95 school year, and is still in effect, permits a student whose parent/legal guardian lives in the state of Ohio to be eligible, insofar as transfer is concerned, in any OHSAA member school provided the student is enrolled and attending the member school **NO LATER THAN 15 DAYS** after the first day of the school year, and **provided the student has not played in a contest (scrimmage, preview, or other contest) for any other school prior to the transfer.** Such a transfer would not require a Board of Education release.

If you change schools (transfer) at any other time during the school year and your parents do not move to your new school district, you will be ineligible for the remainder of that school year unless you meet one of the exceptions to the transfer bylaws. One exception is the Board of Education release, which may be approved one time in your school career, grades 7-12.

**Always check with your school principal or official designee before you change schools to determine whether it will affect your eligibility.**

Grades 9-12: **To be eligible**, a student must be currently enrolled in a member school and **have received passing grades in a minimum of "FIVE" one credit courses**, or the equivalent, in the immediately preceding grading period.

**Semesters Of Eligibility** - When a student enrolls in grade 9 for the first time, he/she has eight semesters of athletic eligibility taken in order of attendance whether he/she participates or does not participate.

**Age Limitations - Grades 9-12** - If a student is 19 years of age prior to August 1, he/she is **ineligible** for the school year.

## **ACADEMIC DISHONESTY**

Guidelines concerning plagiarism, academic misuse of the internet and other forms of academic dishonesty are being developed. These guidelines will be communicated to students when they are completed.

## **MIDDLETOWN CITY SCHOOL DISTRICT**

### **MIDDLETOWN HIGH SCHOOL STUDENT CONDUCT**

#### **(ZERO TOLERANCE)**

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the District must conform with school regulations and accept directions from authorized school personnel. The Board has "zero tolerance" of violent, disruptive or inappropriate behavior by its students.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations.

The rules and regulations to which students are subject while in school, participating in any school-related activity, or are engaged in out-of-school conduct targeted at a student, school employee, official, or volunteer, if that out-of-school conduct creates a fear of a specific and significant disruption of school, are outlined in the Code of Student Conduct. This information includes the types of conducts that are subject to suspension or expulsion from school or other forms of disciplinary actions. Any violations of the Code of Student Conduct are punishable. The rules also apply to any form of student misconduct directed at a District official or employee or the property of a District official or employee, regardless of where the misconduct occurs.

If a student violates this policy or the code of conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances.

The Student Code of Conduct is made available to students and parents and is posted in a central location within each building.

Regulations will be approved by the Board.

(Adoption date: March 26, 1990)

(Re-adoption date: June 29, 1998)

(Re-adoption date: February 28, 2000)

## **DANGEROUS WEAPONS IN THE SCHOOLS**

The Board is committed to providing the students of the District with an educational environment which is free of the dangers of firearms, knives and other dangerous weapons.

The definition of a firearm is any weapon (including a starter gun) which is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any weapon; any firearm muffler or firearm silencer or any destructive device (as defined in 18 U.S.C.A. Section 921), which includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant chart of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any devices described above.

Unless a student is permanently excluded, the Superintendent shall expel a student from school for a period of one year for bringing a firearm to a school operated by the Board or on to any other property owned or controlled by the Board, except that the Superintendent may reduce this requirement on a case-by-case basis in accordance with this policy. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

The Board may adopt a resolution authorizing the Superintendent to expel a student from school for a period not to exceed one year for bringing a knife to a school operated by the Board or onto any other property owned or controlled by the Board or for possessing a firearm or knife at a school or on any other property owned or controlled by the Board which firearm or knife was initially brought onto school property by another person. The resolution may authorize the Superintendent to extend such as expulsion into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Matters which might lead to a reduction of the expulsion period include: an incident involving a disabled student when the incident is a manifestation of the disability; the age of the student and its relevance to the punishment; the prior disciplinary history of the student and/or the intent of the perpetrator.

A student may be expelled for up to one calendar year for firearm-related or knife-related incidents occurring off school property while at a school-sponsored interscholastic competition, extracurricular event or other school-sponsored activity.

A student suspended, expelled, removed or permanently excluded from school for misconduct involving a firearm or knife also loses his/her driving privileges. The District must notify the county registrar and juvenile judge within two weeks of the suspension, expulsion or permanent exclusion.

(Adoption date: January 23, 1995)

(Re-adoption date: January 1997)

(Re-adoption date: February 28, 2000)

## **USE OF ELECTRONIC COMMUNICATIONS EQUIPMENT BY STUDENTS**

Students may not be in personal possession of a paging device or electronic communication equipment (i.e.: cell phones) during the instructional school day. However, students are permitted such communication devices (except pagers) during after school activities or events.

School employees may confiscate any such communication device in violation of this policy. Students will be subject to the following consequences under the direction of the school principal.

First offense: The parent is required to pick up the communication device.

Second offense: The device is confiscated until the end of the current semester.

Third offense: The device is confiscated until the end of the school year and disciplinary action is issued.

[Adoption date: November 14, 1997]

[Re-adoption date: June 17, 2002]

LEGAL REFS: ORC3313.20.3313.753

# MIDDLETOWN CITY SCHOOL DISTRICT

## BOARD OF EDUCATION POLICY

**(ADOPTED 9/11/84, REV. 6/16/97)**

### **CODE OF STUDENT CONDUCT (O.R.C. 3313.661)**

The following code sets forth school rules prohibiting certain types of student conduct.

This Code of Student Conduct applies to all students: (1) on school grounds or property at all times (2) off the school grounds or property at a school activity or event; (3) going to or coming from school or a school activity or event while riding in a school vehicle; and (4) engaged in conduct, regardless of location, targeted at a student, school employee, official, or volunteer, if that out-of-school conduct creates a fear of a specific and significant disruption to school. Pursuant to House Bill 204, O.R.C. 3321.01; 3321.04; 3321.13; 3321.14; 3321.38, students may have their driver's license revoked if expelled for being absent without legitimate excuse or for use or possession of drugs or alcohol. It shall be the decision of the proper school administrator, after carefully weighing all the facts and circumstances pertaining to an incident of misconduct, as to which corrective measures are appropriate or adequate.

A student found to be in violation of these rules may be: (1) suspended from school, which may result in a suspension beyond the end of the current school year if fewer school days remain than suspension days; (2) assigned to Thursday School; (3) assigned to the Alternative Assignment Study Program; or (4) expelled for a period of up to eighty (80) school days or longer as otherwise noted in O.R.C. and/or board policy, which may extend into the next school year if fewer school days remain than expulsion days. In lieu of suspension/expulsion into the following school year, a student may be required to perform community service during the summer months. It shall be the decision of the proper school administrator, after carefully weighing all the facts and circumstances pertaining to an incident of misconduct, as to which corrective measures are appropriate.

#### **1. Disruption of School**

1. No student, by use of violence, force, noise, coercion, threat, intimidation, fear, active or passive resistance, or any other conduct, shall cause the disruption or obstruction of any lawful mission, process, or function of the school, or urge other students to engage in such conduct.
2. The following acts are prohibited at any school activity and/or on school property at any time:
  - a. Occupying any school building, school grounds, or parts thereof, with intent to deprive others of its use;
  - b. Blocking the entrance or exit of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of, the building or corridor or room;
  - c. Setting fire to or damaging any school building or property;
  - d. Possessing firearms, explosives, or other weapons;
  - e. Preventing or attempting to prevent by physical act the convening or continued functioning of any school, class, or activity, or any lawful meeting or assembly on the school premises;
  - f. Preventing students from attending a class or school activity;
  - g. Except under the direct instruction of the principal, blocking normal pedestrian or vehicular traffic;

- h. Continuously creating noise or acting in any manner so as to interfere with a teacher's ability to conduct his/her class;
- i. Taking another student's property through coercion or threat of bodily harm;
- j. Gambling or participating in any "game of chance" on school property or at school-related activities, with the exception of festivals or similar activities that are approved by the district;
- k. Participating in socially obscene or indecent behavior;
- l. Hazing of another student or an employee;
- m. Bringing to school electronic devices, such as television, radios, tape recorders, tape players, pagers, cellular telephones and cameras, unless written permission is granted by a teacher and/or an administrator;
- n. Bringing to school expensive watches, expensive jewelry, or large sums of money;
- o. Fighting with or assaulting another;
- p. Selling/possessing/distributing drugs, and attempted selling/attempted possessing/attempted distributing drugs;
- q. Participating in any gang activity such as initiation, recruitment, fighting, hazing or related gang activities including, but not limited to, wearing colors and/or symbols that identify gangs or that are evidence of affiliation with a gang; "flashing" gang signs or symbols, posing for photographs in gang attire or "flashing" gang symbols or signs
- r. Committing any other act deemed as inappropriate behavior;

**2. Damage, Destruction, Theft or Misuse of School Property**

- 1. No student shall cause or attempt to cause damage to school property, including defacing, or stealing or attempting to steal school property.
- 2. Use any school property or material for any purpose other than authorized curricular, co-curricular, or extracurricular activities.

**3. Damage, Destruction or Theft of Private Property**

No student shall cause damage to private property, including that of other students, teachers, administrators, or other school employees, or steal or attempt to steal private property.

**4. Assault Upon Another/Physical Altercation**

No student shall cause or attempt to cause or threaten physical injury or intentionally behave in such a way as could reasonably be anticipated to cause physical injury to a school employee, fellow student, or any other person. In accordance with ORC3313.66, students involved in a physical altercation may be removed from the building until an investigation of the altercation is completed and/or until a hearing is held to determine what disciplinary action should be taken.

**5. Verbal or Written Abuse of Another**

No student shall direct to a school employee or another student written or spoken gestures that are slanderous, degrading, obscene, profane, or insulting.

**6. Dangerous Weapons in Schools**

Students are prohibited from using or possessing any dangerous weapons on school property, in school vehicles or at any school-sponsored activity. Students who violate the policy will be subject to expulsion. The definition of a weapon shall include, but not be limited to, firearms, knives, metal knuckles, metal chains, metal spikes, straight razors, explosives, noxious, irritating or poisonous gases, poisons, drugs or any other object that reasonably can be considered a weapon or any object that is a facsimile of a weapon or other items possessed

with the intent to use, sell, harm, threaten or harass students, staff members, parents or members of the school community.

Any student who knowingly carries or possesses a firearm onto school property or brings a firearm to any school-sponsored activity will be subject to expulsion for a period of one calendar year from the date of actual expulsion. A firearm is defined in Title 18, U.S.C. Section 921. Any student who brings a knife to school or a school-related activity or possesses a knife at school or a school-related activity will be subject to expulsion for up to one (1) calendar year.

#### **7. Narcotics, Alcoholic Beverages, and Stimulant Drugs**

1. Unless prescribed by a physician or dentist, or in the case of legally obtainable non-prescription drugs, used with the consent of his or her parent or guardian, no student shall knowingly possess, use, transmit, consume, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, or other stimulant, barbiturate or other sedative, marijuana, inhalant, alcoholic beverages, including but not limited to, labeled beer or near beer, other similar labeled beverages, wine, or intoxicant of any kind. "Under the influence", as used herein, includes manifesting signs of chemical misuse and may be assessed through use of a "Rapid Eye Check" by trained personnel, and may include an odor associated with the use of drugs or alcoholic beverages. The provisions of the policy also apply to reasonable facsimiles of the foregoing.

2. Unless possessed for a lawful purpose and with the consent of his/her parents or guardians, no student shall knowingly possess:

a. Any instrument, article, or thing whose customary and primary purpose is for the administration or use of a dangerous drug, i.e. any drug which, under F.D.A. regulations, Federal Narcotic Laws, or Ohio Statutes, may be dispensed only on a prescription; or narcotic drugs available without prescription; or drugs intended for injectable use;

b. Paraphernalia for the use of any drug, illegal, prescription, or over the counter, i.e. any instrument, device, article, or thing whether or not of crude or extemporized manufacture or assembly that is used or intended for use for any of the following:

- (a) Preparing drugs for ingestion, inhalation, or other introduction into the body;
- (b) Ingesting, inhaling, or otherwise introducing drugs into the body;
- (c) Enhancing the effect of drugs upon the body;
- (d) Testing the strength, effectiveness, purity, or the measurement of any drug.

3. No student shall make, possess, sell, or attempt to sell a counterfeit controlled substance, i.e. something which appears to be a drug abuse substance, but is not.

4. A student permit shall be used for dispensing non-prescription medications (SR-229) and oral prescription medications (SR-226) during school hours.

5. The Middletown City School District has established a Chemical Use/Abuse Support Program to make students and school personnel aware of the dangers of chemical use/abuse and a process to provide assistance to those students who need treatment.

6. The Middletown City School District will notify parents and students of the current policy on student alcohol and other drug use through the student handbook.

In the event education and intervention strategies do not reach every student and the student is reported to school officials for substance use/abuse, this discipline policy will be followed:

##### **A. Possession/Use First Offense:**

1. Parents will be notified and the student may be removed from school for the remainder of the day.

2. The appropriate legal agency with jurisdiction may be notified of the incident and, at their discretion, may conduct an investigation.
3. The student will be suspended for ten school days in accordance with the established student due process procedures and will be recommended to the Superintendent for expulsion.
4. At the hearing, the parent and the student will be offered an alternative to expulsion:
  - (a) The student and parent must officially sign an agreement to have an evaluation by a trained chemical dependency assessor. The evaluation must take place during the ten day suspension. The ten day suspension must be served.
  - (b) If the assessor determines that the student needs treatment, the student must start treatment. During treatment, regular education will be provided if the treatment center recommends this. The expulsion will be tabled as long as treatment is followed. If treatment is not followed, the expulsion will be re-scheduled. When treatment is completed, the student will be reinstated.
  - (c) If the assessor determines that the student does not need treatment, the student must participate in a drug education program as determined by the school. During the drug education program, the student may attend school.

**B. Second and Subsequent Offenses:**

1. The parents will be notified and the student will be removed from school for the remainder of the day.
2. The appropriate legal agency with jurisdiction will be notified, and at their discretion, may conduct an investigation.
3. The parents will be notified and informed of their child's involvement, the consequences, and the need for their child to receive and/or continue receiving help from a substance use/abuse agency.
4. The student will be suspended for ten school days in accordance with established student due process procedures and will be recommended to the Superintendent for expulsion.
5. Whenever a student is expelled for use or possession of drugs or alcohol, The Superintendent may notify the Registrar of Motor Vehicles and the Judge of Juvenile Court. Such notification is to be given within two (2) weeks after the expulsion in a manner that complies with the provisions of O.R.C. 3321.13(B)(3).

**C. Selling/Distributing and Attempted Selling/Distributing - (First Offense)**

1. The parents will be notified and the student may be removed from school for the remainder of the day.
2. The appropriate legal agency with jurisdiction will be notified and, at their discretion, may conduct an investigation.
3. The parents will be notified and informed of their child's involvement, the consequences, and the need for their child to receive and/or continue receiving help from a substance use/abuse agency.
4. The student will be suspended for ten school days in accordance with established student due process procedures and will be recommended to the Superintendent for expulsion.

**8. Prescription and Non-prescription Medications**

- a. Students are prohibited from possessing or distributing to others a prescription medication on school property. Any student who needs to take a prescription medication must present to the school nurse/building principal the required form with the student's

name, physician's name, medication name, dosage, and time of administration. Exceptions to this policy will be permitted in cases where students will be allowed to administer their own medicine as prescribed by a physician for life threatening situations.

b. Students are prohibited from possessing or distributing non-prescription medications. Parents may request the administration of non-prescription medication by completing the appropriate form for the school nurse/building principal.

c. The first time a student is found in possession of prescription/non-prescription medication he/she will be warned and a conference with the parent will be held to review the procedures for taking medication at school. Subsequent offenses will result in appropriate disciplinary measures being taken.

d. Students are prohibited from distributing either a prescription or a non-prescription medication to any other student. Any student distributing medication of any type to another student will be subject to disciplinary measures which may include suspension and possible expulsion.

**9. Failure to Obey Instructions/Insubordination**

No student shall fail to comply with reasonable instructions or requests of teachers, student teachers, substitute teachers, security personnel, principals, or other authorized school personnel during any period of time when he/she is properly under the authority of such school personnel. Failure to follow instructions, failure to abide by the rules of the Code of Conduct, and/or the commission of any act that causes a disruption of the educational process, or any act judged by school officials to involve misconduct is considered insubordination.

**10. Tobacco**

The use and possession of Tobacco by students in school buildings or on school grounds is forbidden.

**Possession of Tobacco**

1<sup>st</sup> Offense: Parent notified/Tobacco confiscated. Assigned Saturday/Thursday School.

2<sup>nd</sup> Offense: Parent notified/Tobacco confiscated. 3 day suspension. In lieu of 3rd day out, student will view an educational video and write report on content.

3<sup>rd</sup> Offense: Parent notified/Tobacco confiscated. 5 day suspension. Student may return after 3 days with proof of registration in Tobacco Education program. Must submit to Substance Abuse Coordinator (420-4533). Completion documentation is required.

4<sup>th</sup> Offense: Parent notified/Tobacco confiscated. 10 day suspension and expulsion from school recommended. Student may avoid expulsion by completing a Cessation Program. See attached. Documentation of registration must be submitted to Substance Abuse Coordinator (420-4533).

**Use of Tobacco**

1<sup>st</sup> Offense: Parent notified/Tobacco confiscated. 3 day suspension. In lieu of 3rd day out, student will view an educational video and write report on content.

2<sup>nd</sup> Offense: Parent notified/Tobacco confiscated. 5 day suspension. Student may return after 3 days with proof of registration in Tobacco Education program. Must submit to Substance Abuse Coordinator (420-4533). Completion documentation is required.

3<sup>rd</sup> Offense: Parent notified/Tobacco confiscated. 10 day suspension and expulsion from school recommended. Student may avoid

expulsion by completing a Cessation Program. See attached. Documentation of registration must be submitted to Substance Abuse Coordinator (420-4533).

#### Subsequent Offenses

Parent notified/Tobacco confiscated. Student will be recommended for expulsion. When a student is expelled for possession/use of tobacco, the superintendent may notify the registrar of motor vehicles and the judge of Juvenile Court. Such notification is to be given within 2 weeks after the expulsion in a manner that complies with provisions of O.R.C. 3321.13(B)(3).

#### **11. Removing or Altering Student Records**

No student shall remove any student record from its official place of deposit without the permission of the record custodian, or alter or in any way change or falsify any such record.

#### **12. Extortion**

No student shall obtain something of value from another person by physical force, threat, or intimidation.

#### **13. Trespass**

No student shall be present in an unauthorized place on school property or refuse to leave any such place when ordered to do so by authorized school personnel.

#### **14. Pornography**

No student shall have in his/her possession, or display to another person, any pornographic material.

#### **15. Leaving School Premises**

No student shall leave the school premises during the school day or be absent from a scheduled class or period without permission from his/her teacher or from other school personnel with authority to excuse, or without other justifiable reason.

#### **16. Truancy**

No student under eighteen (18) years of age shall be absent from school or from an assigned class or period without written authorization for such absence from a parent or guardian which is to be delivered to his/her homeroom teacher on the first day the student returns to school. If the student is over 18 years of age, he/she must provide in writing the reasons for the absence. Students missing individual periods without written authorization will be considered truant.

**17.** Pursuant to House Bill 204, O.R.C.3321.01; 3321.04; 3321.13; 3321.14; 3321.38, students may have their driver's license revoked if expelled from school for being absent without legitimate excuse.

#### **18. Student Conduct Involving Transportation (R.C. 3301-83-08)**

To ensure the safety and welfare of all students, the following student transportation management regulations shall be in effect:

- 1) A student shall obey the driver promptly and respectfully at all times;
- 2) A student shall board and leave his/her assigned bus at a location so designated by the transportation supervisor;
- 3) A student shall arrive at the bus stop before the bus is scheduled to arrive;
- 4) A student shall wait at a pick up location clear of traffic and away from the bus stop;
- 5) Behavior at the school bus stop must not threaten life, limb, or the property of any individual;

- 6) A student is expected to board the bus in an orderly manner and walk directly to an available or assigned seat;
- 7) A student shall remain seated and shall keep aisles and exits clear;
- 8) A student shall keep noise at a minimum - quiet conversation is permitted;
- 9) A student shall be silent at all railroad crossings;
- 10) A student shall not throw or pass objects on, from, and/or into the bus;
- 11) A student shall carry on the bus only objects that can be held in their laps; animals are not permitted on the bus;
- 12) A student shall not put any part of his/her body out of the bus window;
- 13) A student shall not open the emergency door or the front door without the bus driver's permission;
- 14) When it is necessary to cross a road to board and/or leave the bus, the student shall look both ways and cross ten (10) feet in front of the bus;
- 15) A student shall not behave in any manner that prevents the driver from safely operating the bus and/or interferes with the welfare of the other passengers;
- 16) A student shall not eat or drink on the bus;
- 17) A student shall identify self when asked;
- 18) All other rules of the Code of Student Conduct shall apply to the student transportation management regulations.

The provisions of the O.R.C. Section 3313.66 shall apply to suspension, expulsion, and immediate removal of a student from school bus riding privileges. A student may be suspended from bus-riding privileges for the period of time specified in the Code of Conduct for suspension from school.

**19. Sexual Harassment and/or Misconduct**

- a. Sexual harassment towards another student will not be tolerated. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexually suggestive nature when such conduct has the purpose or effect of interfering with an individual's work or school performance or creates an intimidating, hostile, or offensive school environment. Examples of such contacts may include, but are not limited to, suggestive or obscene letter, notes, invitations, derogatory comments, slurs, jokes epithets, graffiti, assault, touching, impeding or blocking movement, leering, exposing oneself, gestures, or display of sexually suggestive objects, pictures, or cartoons.
- b. Any student who knowingly or intentionally submits a false allegation concerning sexual harassment by another student will be subject to corrective disciplinary action.
- c. Misconduct of a sexual nature will not be tolerated. Sexual misconduct may include, but is not limited to, public display of affection, including but not limited to, touching, spoken obscenities, hugging, kissing, holding hands, exhibitionism, or any act committed for the purpose of sexual interests.

**20. Computers, Software/On-Line Services in Schools**

Students must follow all regulations for acceptable use of computers, software, local area networks and on-line services in the Board Policy Manual, student handbooks, as well as individual teacher instructions for use. Vandalism will result in the cancellation of user privileges. Vandalism includes uploading/downloading a inappropriate material, creating computer viruses and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail nor shall they

attempt to interfere with other users' mail. Misuse will result in loss of user's privileges. Failure to do so may result in any or all of the following sanctions:

1. Loss of access
2. Additional disciplinary action determined at the time

## **MIDDLETOWN HIGH SCHOOL**

### **STUDENT DRESS CODE**

Students shall dress in such a manner that their clothing or appearance is not a source of distraction and that it does not endanger their safety, their health, or their physical well-being. Students and parents/guardians should be aware that school is a place for the business of education and is not a showcase for extreme styles of dress and grooming. To be proper for school, dress and grooming should be clean, neat, and conducive to learning. Examples of appropriate and inappropriate dress and/or grooming are listed herein; this is not intended to be an all-inclusive list. It must be understood that final interpretations of appropriate dress and grooming will reside with the building principal and/or designees.

1. **Lower body articles of clothing must be hemmed, and must cover the body from waist to the middle thigh; students will not wear short shorts, biker pants, athletic shorts, or mini skirts.**
2. **Lower garments are to be worn at waist level at all times. No pajama pants.**
3. **Upper body articles of clothing should cover the body from shoulders to waist; shirts exposing the midriff at any time will not be acceptable. Shirts must have some type of sleeve, the armholes should contain a hem, and not expose more than the arm or underarm area.**
4. **Clothing that bears statements, slogans, images, or insignia that are indecent, obscene, profane, lewd, or vulgar is not permitted. Clothing that bears statements, slogans, images, or insignia that harass, threaten, intimidate, demean, or suggest violence, and that creates a reasonable risk of substantial interference of the educational process, is not permitted. Clothing that bears statements, slogans, images, or insignia advertising, promoting, or depicting alcoholic beverages, tobacco products, or illegal drugs, and that creates a reasonable risk of substantial interference of the educational process, is not permitted.**
5. **Tattoos, slogans, insignia, buttons, and other paraphernalia may not be worn or displayed if the message may reasonably be anticipated to create a disruption of the educational process. In the case of exposed areas, the building principal may require the student to cover a tattoo with a bandage, or by some other means, while at school.**
6. **No visible body, facial, or tongue piercing will be permitted with the exception of the ears.**
7. **Extreme makeup and/or hair color will not be permitted. Makeup and hair color must be of a natural color or tone.**
8. **Articles of clothing meant to be worn outdoors rather than indoors will not be worn during the school day and should be kept in the students' lockers.**
9. **Suit coats and blazers are acceptable at the discretion of the building administration.**
10. **Hats, head coverings, headgear, scarves, headbands, bandannas, gloves or mittens, and/or sunglasses (unless directed by a doctor) are not to be worn. Heavy chains, studded bracelets, dog collars, and other articles which may be judged to be potentially harmful to the students and/or could be used as a weapon will not be permitted.**

11. **Students must wear shoes to school that are safe and appropriate for the school environment.**

Adopted by the Middletown Board of Education, May 18, 1998

## **MHS GUIDELINES AND REGULATIONS**

### **GENERAL POLICY**

1. **Equal Opportunities**

The Middletown City School District will provide equal educational opportunities for all students regardless of their race, color, religion, sex, national origin, or handicap. They may participate in educational programs/activities or extra-curricular activities and will not be denied the benefits of or be subjected to discrimination under any educational programs authorized by the Board of Education.

2. **Rights and Responsibilities**

Each individual's conduct should be based upon the rights of all people in the school setting the rights of teachers, counselors, and administrators as they assume their job responsibilities, the rights of fellow students as they attempt to secure their education; the rights of secretaries, custodians, and other school personnel as they fulfill their duties. A student may forfeit his right to educational opportunities when his/her conduct is such that it disrupts the educational process and deprives others their rights.

3. **Visitor Identification**

Parents or guardians are encouraged to visit the school. They are permitted to accompany students to class. They must register in the main office and follow the same procedure as other visitors. Visitors to the classrooms are permitted **only with prior permission from the principal**. All visitors must register in the main office. Approved visitors must have a "**VISITOR'S PERMIT**". The permit must be returned to the office at the conclusion of the visit.

4. **Media Center**

The Media Center contains instructional materials which enable the students to find information in printed form, the visual form, the audio form, and audio-visual form. Students are encouraged to use the Media Center for all academic study that involves these instructional materials. The Media center is an extension of the classroom, and its function is to assist teachers and students in the learning process. Teachers may arrange to send students from class to the Media Center or may bring the whole class if they schedule the visit during their study halls, but they must secure a pass from the subject matter teacher. Students may borrow most print and non-print materials at any time before or after school or during any period when they are in the Media Center. Fines will be levied when materials are kept over the prescribed time at the rate of 5 cents per book for each school day. Materials checked out on an over-night basis draw a fine of 25 cents per day if late. The Media Center is staffed with two media specialists.

5. **Non Instructional Area Rules**

- a. **Buses**

Ohio Law does not require that transportation be provided for high school students. However, the Middletown Board of Education provides bus transportation in recognition of the special geographic areas and transportation problems noted in our district. Students who fail to cooperate with bus drivers and who fail to comply with basic safety regulations may be denied the privilege of bus transportation. This also applies to transportation to extra-curricular events. Students riding buses are subject to all other school rules and may receive additional penalties for violating these rules.

- b. **Driving to School and Parking.**

Driving to school is a privilege granted to Middletown High School students who register their car(s) and purchase a parking sticker in the office. \$25 at the beginning of the year; \$20 if purchased 2nd semester and \$10 if purchased 4th quarter. This sticker must be attached to the vehicle's windshield and is to be displayed at all times. Students who drive must observe traffic rules and regulations and must park only in their assigned spaces. Any violation can result in having the car towed away at the owner's expense. Failure to follow these procedures will result in disciplinary actions, which may include loss of driving privileges.

**The following traffic regulations must be observed:**

1. Do not park in visitor's spaces.
2. Do not park in teachers' reserved spaces.
3. Do not loiter in or around parked cars.
4. The 15-mile per hour speed limit must be observed.
5. Students must comply with traffic flow pattern which is designated by school.
6. Students are not permitted to interrupt the flow of buses leaving school premises.

**6. Cumulative Disciplinary Infractions**

All students should understand that their entire disciplinary record will be taken into consideration when violations of the Code of Student Conduct occur.

**7. Corridor Rules**

- a. All students should refrain from loitering in the halls.
- b. All students should keep the halls free of litter. Trash cans are provided in the halls as proper receptacles for trash and other discarded debris. All students must purchase a MHS Identification Card for \$5.00. Sophomores, Juniors and Seniors may use I.D. cards previously purchased. This card should be carried at all times on campus and at school-related activities. Students riding school or city buses should be prepared to show their I.D. cards upon request by the bus driver. Students who lose their I.D. cards must purchase replacements for \$5.

**8. I.D. Cards**

All students are required to have an I.D. card.

**9. College Visits and Job Interviews**

College visits and job interviews must be scheduled through the counseling office. Pre-approval and verification through the counseling office are required if the absence is to be excused.

**10. Missing Child's Act Requirements (R.C. 3313.205; 2109.30)**

- a. According to a recent enacted law, each day that a student is absent from school, the parent or guardian should notify the school by telephone. Please call the attendance office.
- b. If the school does not receive notification from the parent or guardian within one (1) hour after school begins each day the school will notify the parent or guardian by phone or by mail.

## **DRIVING CODE**

1. Student drivers are to drive directly to the student designated parking spaces, lock the car, and leave the parking lot.
2. Student drivers are to park only in **white lined parking spaces**. There will be no shared parking spaces.

3. Student drivers are not to allow other students into their automobile unless they have permission to transport them.
4. **Student driving is a privilege and not a right. Students will be expected to demonstrate positive attendance if they wish to have the privilege to drive to school. A student with 5 unexcused absences or 5 unexcused tardies in grading period will lose their parking permit. Students may re-apply for a parking permit once they have had 9 weeks of exemplary attendance (no more than one absence and one tardy).**
5. While on school property, student drivers shall not operate their vehicles at excessive speeds (15 mph max.), drive in a reckless manner, drive on the grass, cruise the parking lot, park at an angle, park without a valid parking permit, or park in a space other than the one reserved for them.
6. It is the responsibility of the student driver to keep the school informed of changes in vehicles, license plate numbers, etc...
7. Students are not permitted to visit their cars during the school day unless they have received permission from the office. The parking lot is OFF LIMITS during school hours.
8. Students losing their parking stickers must inform the office immediately. A \$10.00 fee will be charged for a replacement.
9. **Parking Permits must be displayed at all times** by hanging on the rear view mirror. Students losing their permits must inform the office immediately. A \$10 fee will be charged for a replacement.
10. Middletown High School reserves the right to tow vehicles in violation of the driving code.
11. Violation of the MHS Parking Code will result in the following disciplinary actions:  
1<sup>st</sup> offense-Warning 2<sup>nd</sup> offense- 2 Thursday Schools  
3<sup>rd</sup> offense-Sat. School 4<sup>th</sup> offense-Loss of Parking Permit  
\*\* We reserve the right to revoke a parking pass at anytime.
12. If a students permit is revoked, their parking pass must be turned into their administrator. At the end of nine weeks, the student may reapply and pay \$5 to have their pass reinstated, if approved and a space is available.
13. **Any student caught leaving for lunch who is not on Open Campus will automatically receive a Saturday school.**

### **Junior/Senior Open Lunch Privilege**

Recognizing the maturity of juniors/seniors and their rapidly approaching release into the adult world, we wish to offer them the opportunity for an open campus at lunchtime. Provisions for four 45 minute lunch periods will make this possible.

Students who are juniors/seniors and merit the privilege of going out of the building at lunch will sign in/out by the Concession stand in the gym lobby. This is a privilege that is given at the beginning of the year but which can be revoked if necessary as the year progresses.

#### **Requirements for Open Lunch**

2.5 or better grade point average

4 or less unexcused absences from school

4 or less tardies to school per semester

Must have passed all parts of the OGT/Proficiency

#### **Reasons for revocation are:**

Truancy

5 tardies to school per semester

5 unexcused absences per semester  
2 disciplinary infractions per grading period  
3 times returning late from lunch  
Taking anyone out to lunch that does not have permission  
Any complaint about driving behavior  
Any complaint from a business

**\*\* Administration has the right to pull this privilege at anytime!!!!**

**Procedures:**

1. Students must apply for open lunch in the class office
2. Student must park in the **South lot only**
3. Students must sign in/out everyday they leave for lunch
4. Students must leave the building using the **South lot doors only**
5. Students must leave and return down the main drive of the school
6. Must follow all rules required to drive to Middletown High School

## **SENIOR LATE ARRIVAL PRIVILEGE**

Recognizing the maturity of seniors and their rapidly approaching release into the adult world, we wish to offer them the opportunity for late arrival. This is a privilege that is given at the beginning of the year and at the end of the 1st semester. However, it can be revoked if necessary at anytime during the school year.

**Requirements for Late Arrival**

17 credits  
2.5 or better grade point average  
4 or less unexcused absences from school  
4 or less tardies to school per semester  
Must have passed all parts of the OGT/Proficiency

## **DETENTION**

**It is the student's responsibility to notify parents of assigned detentions.**

A teacher may assign a detention for not coming to class prepared or with proper materials, not following rules, or inappropriate behavior. Students are expected to make arrangements for transportation in advance of the detention date. Failure to attend assigned detentions will result in a referral to the office. Detention is over at 3:00.

## **TUESDAY SCHOOL & FRIDAY SCHOOL**

An administrator may assign Tuesday or Friday School for violations in the Code of Student Conduct. It is important the parents/guardians and school staff work together to help the students to learn appropriate behavior.

Any request for a change of the assigned date of Tuesday or Friday School must be approved by the school official who assigned the Tuesday/Friday school; this must be done prior to the end of the school day preceding the date of the Tuesday/Thursday School.

During Tuesday/Friday School, students will not have access to all areas of the building. They should take sufficient material with them to keep them occupied gainfully during the 1 1/2 hours for Tuesday School or the 2 1/2 hour duration of Friday School. Failure to bring adequate and appropriate materials may result in the student being dismissed and dealt with as though he/she had not attended (as specified above).

**Students must be seated and studying by 2:30 p.m., and will not be permitted to leave the Tuesday School area until 4:00 or the Friday School area until 5:00 p.m.** Students who are late to will not be admitted and will be treated as having skipped their assigned date.

Talking, horseplay, sleeping, or putting heads on desks or tables will not be tolerated. Violations may result in the student being dismissed and subjected to additional disciplinary actions. All students are to remain seated unless otherwise directed. Restroom privileges will be granted by the supervisor. The supervisor will provide no breaks during the Tuesday/Friday School's duration.

Skipping Tuesday/Friday School or violations of rules will result in a disciplinary hearing the day the student returns to school. Failure to attend may result in unruly charges being filed against you in the Butler County Juvenile Court. Sanctions may include fines, court supervision, driver's license suspension, or a court order mandating attendance. Failure to attend Tuesday/FRiday School due to illness must be documented by a doctor's note.

## **ASSEMBLIES**

Assemblies will be held periodically during the school year. Students should enter the auditorium quietly with the classroom teacher and remain quiet throughout the program. All students are expected to act as young adults when given the opportunity to attend a theater or pep assembly.

## **ATTENDANCE PROCEDURES**

The Board of Education Policy requires that students must attend school in the legal attendance area where their parents, legal custodian, or legal aged student lives.

If the parent, legal custodian or legal aged student moves out of their legal attendance area at anytime during the first or second semester, and the student wishes to continue attending the same school, the Student Services office of MHS must immediately be notified of the change of address. The student may then finish the year at MHS. Transportation must be provided by the parent to MHS or to the nearest bus stop. For the student to attend MHS during the following school year, an application must be completed through the OPEN ENROLLMENT policy of Middletown City Schools.

Students coming in to the Middletown City School District must begin school attendance within one week after they begin to reside in our District.

1. Students who walk or ride in private cars should not arrive at the building before 6:45 a.m.
2. The parent or guardian is **to call the school on the day of the student's absence to report the cause of the absence.** Please try to call and leave a message by 8:00 a.m. by calling **420-4500 and press the ext. for the Attendance Office.**
3. A written report is required on all absences; therefore, a student who has been absent must present a written excuse from his/her parent or guardian stating the reason for the absence to his/her homeroom teacher the day of his/her return to school. If no note is presented it must be brought in the next day, otherwise the absence will be unexcused and the student will not be allowed to make up his/her work. **Students have 5 days to get notes in.**
4. Before any student can leave school while it is in session, he/she must obtain special permission.
5. If a student should wish to be excused from school during the day, a note from his/her parent or guardian requesting such permission and stating the reason and time for leaving must be turned in to the attendance office prior to the start of school. Please be sure to sign out in the Attendance office. The parent or guardian must come into the office to get the student. If a doctor or dental appointment should occur in the afternoon, the student should come to school in the morning and then be excused.

6. Should a student become ill during the day, he/she must first see the nurse. If the nurse is not available, one of the secretaries or an administrator must be seen to obtain proper permission to go home. The student's parents or guardian must also be contacted.
7. Students returning to school before the day is over or entering late must sign in at the **Attendance office**.
8. A legal guardian or someone listed on the emergency medical form must be present at school before a student will be released from MHS.

**\*EXCUSED ABSENCES:**

1. Personal illness with a note from home or doctor.
2. Serious illness of immediate family requiring student's presence.
3. Death in the family.
4. Vacations when requested by family. A written note is required at least one week beforehand.
5. When there is intent to move and such is not accomplished through no fault of the student.
6. Appearance in court – both traffic and civil.
7. Attendance at religious functions. A written notice is requested.

\* Student has the opportunity to make up work without additional penalty. Students are allowed 7 excused absence with a parent/guardian note. Absences beyond 7 will be excused only if verified through a doctor's note.

**\*\*EXAMPLES OF SOME TYPES OF UNEXCUSED ABSENCES:**

1. Work at home with the parents' knowledge. This includes taking care of an ill member of the family.
2. To get shots or health records if ordered by the school.
3. Missing bus.
4. Any absence without the knowledge of the parents.
5. Car Trouble or no ride.
6. Alarm clock did not go off.

\*\* Any unexcused absence will result in a zero for any assignments or work to be turned in or any work done or assigned during the time of the unexcused absence.

**DEFINITIONS**

ABE	Excused absence (all day)
ABU	Unexcused absence (all day)
ABR	Truancy
CO	Checked out of school early
OBE	Out of the building excused
SUS	Suspended from school
TDE	Excused tardy
TDU	Unexcused tardy

**TARDY TO SCHOOL**

Students should always remember that punctuality is a very important habit. Students are to be in their 1ST period classes by 7:15 a.m. If a student arrives later than 7:15 a.m. please abide by the following procedures:

1. When a student is tardy after 7:15 a.m. he/she will report to Attendance office and receive an admit slip.

2. The office personnel will fill out the slip and give it to the student.
3. The original admit slip will be filed with the first period teacher.
4. The student will submit his/her copy to the class period teacher.
5. Students who accumulate an excessive number of tardy marks in arriving at school or to assigned classes will have their parents promptly notified. The school will also apply proper corrective action.
6. Students will be allowed only two excused tardies per quarter with a parent note. Additional tardies will be excused only if accompanied by a professional note from a doctor or court appearance.

**\*\*EXAMPLES OF SOME TYPES OF UNEXCUSED TARDIES:**

1. Oversleeping
2. Car Trouble
3. Missing The Bus
4. The Weather

**ABSENT FROM SCHOOL**

1. If the student is absent he/she will bring an excuse from home within 48 hours of absence.
2. Excessive excused absences may result in an attendance conference with an assistant principal.

If a student is absent from school, it is his or her responsibility to obtain any assignments missed. Do NOT call the student services or main offices to obtain assignments. If you have a specific concern regarding homework or the progress of your child, please call the student services office at 420-4505.

When a family vacation necessitates absence from school, a note from the parent at least one week prior to the vacation should be presented to the school attendance office and to the teachers involved so that advance assignments may be obtained.

**BUILDING RULES**

1. No student shall have in his or her possession cigarettes or any other form of tobacco, matches, lighters, or other incendiary devices.
2. Students have sufficient time between classes to travel from room to room as long as they use their time wisely. Tardies will be dealt with in multiples of two. The teacher will assign the first detention. Additional tardies will be sent to the class office. Further tardies will be dealt with through the suspension hearing process.
3. Students are to refrain from pushing, punching, calling names, or writing and receiving notes. Although many times such behavior is in jest, it often leads to personal conflict.
4. Students are not to run in the building, particularly in the hallways. This could result in injury to other students.
5. **Students are to leave the building each day by 2:30 unless they are involved in an approved school activity. Students must wait for their transportation at the designated location.**
6. Do not bring anything to school which is not a part of the school program without teacher permission (radios, cameras, sports cards of any type, etc.).
7. Students are not allowed in the hallways before 6:45 a.m. unless he/she has special permission.
8. No coats or jackets of any kind are to be worn to class; this includes 7th period and gym class. Keep them in your locker.

9. Students are not permitted to loiter in the hallways during lunch periods.
10. No hats, skull caps, headbands, or sweatbands should be worn during the school day.

## **CARE OF THE BUILDING**

Most students over the years have been proud of Middletown High School. It belongs to all of us and we have equal responsibility taking care of it. We ask your help in this endeavor. Sharing the responsibility of keeping the building and grounds clean and neat is expected of all. The school is attractive when all students take personal pride in caring for the building and all other school property. If school property is lost or damaged, the student is expected to pay for the loss or damage.

## **CLOSING/DELAY OF SCHOOL DUE TO BAD WEATHER**

Should school be forced to close or be delayed because of inclement weather, information will be broadcast on channel 17/24 and WPFB and most local radio/TV stations. **Please do NOT call the offices for this information.** Turn on your TV or radio.

## **CORRIDOR PERMITS**

Students are not permitted in the halls during class time without hall passes. The hall passes must be carried with the student during the time he/she is out of the classroom and shown to any staff member upon request. Students will only be excused from class to use the restroom in emergency cases. This should be taken care of between classes. Students are not to be dismissed from class during the first 10 minutes or last 10 minutes of class.

## **STUDENT SERVICES / COUNSELING**

All members of the staff are interested in the personal welfare of each student. The counselors are especially interested in helping students make the proper personal, social, and academic adjustments to school. They register all new students, make any necessary changes in student schedules, and care for the details in student transfers. The counselors coordinate all guidance activities, work with the teachers and parents in helping students, direct the testing program and interpret the results, and assist students in planning the program for their schoolwork. Students may see the counselors before school, after school, or by obtaining an appointment from their assigned counselor during the school day. Please take care of these matters during study periods or before and after the regular school day.

## **HEALTH SERVICES**

The school nurse will be on duty in the building every day. Any student who becomes ill during the day and finds it necessary to see the nurse must obtain permission from the teacher to go to the office. Students sent home because of illness must be seen by the nurse, an administrator or office staff; the parent will be notified by school personnel.

## **HOMEWORK PHILOSOPHY**

Well chosen, clearly communicated homework is an integral part of the instructional process. Challenging homework assignments help students learn. Homework that reinforces, enriches, and enhances instruction encourages families to become more involved with education. It also causes students to work independently and to become more responsible for their own achievements.

1. **RESPONSIBILITIES OF THE STUDENT**
  - a. Each student has the responsibility to develop good work and study habits.

- b. Each student should bring notebook, paper, pen or pencil and other materials necessary to class daily. The student should clarify with the teacher any questions pertaining to the instructions for homework at the appropriate time.
- c. The student should take home any materials and information needed to complete the assignment.
- d. The student should learn to budget his/her time.
- e. When study time is provided during the day, the student should take advantage of it.
- f. Long-term assignments should be planned so they do not have to be done all at once.
- g. With the assistance of their parents, students should do the following:
  - 1. Set aside a special time in which to do their assignments.
  - 2. Find a special place free from excessive noise and other distractions in which to work.
  - 3. Organize time so assignments can be completed in a reasonable length of time.
  - 4. Carefully check the completed assignments.
- h. It is the student's responsibility to return all work completed to the teacher by the date requested.
- i. It is the student's responsibility to find out and complete any work missed during an excused absence.

**2. RESPONSIBILITIES OF THE PARENT/GUARDIAN**

- a. Cooperation by parents is a necessary factor for homework to be meaningful.
- b. It is important for parents to support the teacher and to instill in the child an attitude that homework is an important and necessary part of the learning process.
- c. Parents should provide a quiet, well-lighted place for their son or daughter to study.
- d. Parents should establish a regular "homework time" in the home and have a special place free from excessive noise and other distractions where the child can work.
- e. Parents should encourage and support their child's efforts and be available for questions, being careful to remember that homework is the child's responsibility, not the parent's.
- f. Parents should set aside time to review their child's homework and to check it for accuracy and neatness.
- g. Parents also should communicate with the teacher whenever their child has consistent difficulty with homework assignments.
- h. Parents should encourage their child to seek help and ask questions of the teacher when in doubt about an assignment.

## **INTERIM REPORTS**

During the fifth week of each grading period, progress reports will be mailed home. Please call the Student Services Office at 217-2615 concerning these reports.

## **LOCKERS**

Lockers are assigned to all students at the beginning of each school year. Lockers are considered school property. Locks are rented from the school. All students must use school-owned locks. Private locks will be removed. Students are to keep lockers clean and free from any item detrimental to the health and safety of fellow students and teachers. All materials found in a student's locker will be the responsibility of the assigned student. Any illegal materials will be confiscated. Lockers must be cleaned out at the end of each year. The school administration

reserves the right to inspect the contents of a student's locker at any time. **A student must not give their locker combination number to another person or share a locker.** In regard to the security of personal property stored in student lockers, students are strongly advised not to place anything of value in a locker. The administration and staff cannot be responsible for items brought voluntarily to the school. Permission to bring necessary valuable items to school must be approved by an administrator.

## **LOST AND FOUND**

The Class Offices maintains a lost and found department. Articles of value which are found should be brought immediately to the office to be catalogued for proper identification. Students should check in the office for articles that they have lost.

## **CAFETERIA RULES**

Students eating in the cafeteria shall follow a set of reasonable rules to enable the cafeteria to operate smoothly and permit all students to eat in as pleasant a setting as possible. Due to the large number of students occupying the cafeteria during each lunch session, disciplinary infractions will be taken seriously by building administrators, and they will result in swift and severe punishments.

### **Students must observe the following rules:**

1. Cooperate with the cafeteria supervisors and workers.
2. Do not cut into lunch lines.
3. Do not solicit money from other students.
4. Eat lunch only in the cafeteria, not in the other areas of the building.
5. Students are to be in their seats during the lunch period.
6. When leaving the table, place plastic trays, utensils, and paper in the designated receptacles.
7. Soft drinks are not allowed in the cafeteria during lunch.
8. Must have your student ID.

## **RESTROOM USAGE**

Students may use the restroom before school, after school, between class periods and during lunch. Students using restrooms shall cooperate with teachers or monitors who have been assigned to frequently check those facilities. Staff personnel have been directed to prevent student congestion, intimidation, smoking, eating, or loitering in and around restrooms. These directions are for the welfare of all students.

## **PUBLIC DISPLAY OF AFFECTION**

Public displays of affection are inappropriate in the educational setting.

## **SUPERVISION OF STUDENTS**

By Board of Education Policy and State Law, teachers and other adult staff members assigned by the principal have full authority over all MHS students whether it be in the classroom, in the corridors, at assemblies, on the school grounds, or in the restrooms. When a student is questioned, complete respect and courtesy must be shown at all times.

## **MEDICATION POLICY**

### **All students must have an Emergency Medical Form on file.**

1. The dispensing of medication during school hours is discouraged.

2. Prescription medication will be administered by the school nurse only when the required form is on file and properly signed. Written instructions signed by the parent and physician will be required.
3. All medication must be brought to the school in the original container and be properly labeled. The student's name, physician's name, type of medication, dosage, and time of administration must be on the container. The parent must take the responsibility for supplying medication to the school.
4. Student's are not permitted to carry non-prescription medication with them during school hours. A student caught carrying medication (i.e. Tylenol, aspirin, etc.) will be subject to disciplinary action.\*
5. Please notify the school nurse (217-2616) if your child is on medication.

\* Students with life-threatening conditions may carry medication when prescribed by a physician once the proper forms are on file in the office.

## **SOLICITATION OF MONEY**

Money may be collected from students only for projects approved by the principal. An example would be for flowers for an ill or deceased person.

## **STUDENT FEES**

All students are expected to pay their school fees as outlined in the letter distributed to parents on the opening day of school and/or fines for lost equipment or destruction of school property imposed by the school. During the time fees are not paid or arrangements to pay have not been made, the following will occur:

1. Records of grades and credits will not be transferred to other schools (out of district) until all fees are paid or arrangements have been made to pay the fees.

Exams in AP American History, AP Calculus, AP Biology, AP English, AP French, AP German, AP Physics, AP Spanish and AP Statistics are given in May. Students are expected to take the AP exam(s). The current fee for each test is \$86.00. Financial assistance is available for those students who qualify.\*

## **STUDENT PUBLICATIONS**

**The Middletown Board of Education adopted the following policy for student publications on May 11, 1972, for all schools in the district:**

The Middletown Board of Education encourages freedom of expression and at the same time must insure the rights and welfare of all students and other school personnel. Since these responsibilities are sometimes in conflict with each other, the following are guidelines stated to clarify these responsibilities in the areas of production and/or distribution of posters, papers, handbills, advertisements, announcements, newspapers, and other printed matter. Students are entitled to express their personal opinion in writing. However, anyone who edits, publishes, or distributes hand written, printed, or duplicated matter on school property must assume responsibility for the content of such publications and must identify the publishing authors or sources of articles in the publication.

The principal or his delegated representative may prohibit publication or distribution of materials when such publication or distribution would clearly and imminently endanger the health or safety of students, or clearly and imminently disrupt the educational process, or might be libelous, or contain profanity or obscenity, or advocate racial or religious prejudice, or advocate the use of illegal force or violence.

It is the policy to permit no solicitations of contributions, fees or dues in schools by non -school agencies for non-school purposes, nor shall such appeals to parents for contributions be made through school children.

## **Middletown Board of Education Policy Manual Chapter VII - Section 6b**

An Official School publication is one which has a faculty member appointed by the principal to act as advisor. Posters, announcements, or publications must be approved by the principal and then posted or distributed only in designated areas at specified times.

### **STUDY SKILLS**

A student who studies well:

brings notebook, paper, pen or pencil and other materials necessary to class; is an active participant in the classroom; listens well; takes part in discussions; asks questions if he/she doesn't understand the discussion or if he/she has a problem; makes sure he/she understands the assignment before he/she leaves class, plans his/her work and schedules time for homework each day; uses what he/she learns and sees how each subject applies to others; strives to his/her best, not just to get by.

### **STUDY TABLE**

MHS will offer students the opportunity to attend study tables for additional support, assistance, and intervention. All athletes will be required to attend Monday through Thursday if an interval of time exists between the end of school and the beginning of their practices. Other students can attend freely, when they or their parents/guardians believe additional time to be helpful academically, or they can be assigned by their respective assistant principals. **It is imperative to note that study tables are not used as a disciplinary measure.** Four certificated teachers will serve as study table guides for one hour daily as mentioned before. Parent/guardian volunteers will also be available to increase the possibilities for success for all MHS students. At MHS, we focus on academic achievement. Without success in the classroom, our calls for excellence in all other arenas are ineffective. We encourage all students to take advantage of our study table program.

### **SUBSTITUTE TEACHERS**

Our school is fortunate to have capable substitutes to help us whenever our regular teachers are ill, or are attending conferences. A substitute teacher is an important visitor whose impression of our school will be carried into the community. Let us be certain that these are good impressions by being polite, helpful, and considerate, as you would be to your regular teachers.

### **TELEPHONE**

Only calls representing official school business will be made from the main office telephone. When a student needs the phone for such business, the secretary may give permission for the call to be made. A **pay phone** is available for students to use before and after school hours.

### **TEXTBOOKS**

All textbooks are furnished by the Board of Education for student use. The students are permitted to use these textbooks free of charge, provided the books are in the same condition (less ordinary wear) at the end of the school year as they were when issued. Each student will be held responsible for damage or undue wear inflicted upon the book while in his/her possession. A textbook should last at least four years. Any book lost while charged to an individual must be paid for by the student to whom it is charged at a value to exceed its value when charged to that student.

### **TRANSFERS**

If a student moves out of the MHS district or Middletown City School attendance area and does not intend to continue to attend MHS, he or she must have a parent or guardian come to the Student Services Office to request a transfer and to state his or her new address. This should be

completed at least two full days of school in advance of the effective date of the transfer. The student must also obtain a transfer clearance form from the counselor's office, have each teacher sign the form, and return it to the office with all books for clearance before leaving school.

**2009-2010**

## **PRESS AND MEDIA INFORMATION**

### **MIDDLETOWN HIGH SCHOOL SPORTS**

Director of Athletic Gary Lebo  
Athletic Secretary Jayna Vaughn  
Newspaper Middletown Journal John Bombatch 422-3611  
Radio WPFB AM Jack Gordon 422-3625  
School Location 601 N. Breiel Blvd., Middletown, Ohio 45042  
Telephones: Athletic Department 513-420-4515  
Equip. Manager Middletown High School 513-420-4515  
"Tiger" Ellison Football Complex 513-420-4526  
Barnitz Stadium 513-420-4516  
Nickname MIDDIES  
School Colors Purple/White  
Uniforms Middies wear Purple at home  
Homecoming October 2, 2009  
League GREATER MIAMI CONFERENCE

#### **Eligibility**

##### **Guidelines for Student Athletic Eligibility**

- I. OHSAA Requirements
  - The student must have received passing grades in a minimum of 5 one-credit courses, or the equivalent, which count toward graduation during the preceding grading period.
  - Summer school and other educational options may NOT be used to substitute for failure to meet the academic standards during the last grading period of the school year.
  - The complete Guidelines for Student Athletic Eligibility from the OHSAA can be found by going to [www.ohsaa.org](http://www.ohsaa.org).

Note: In addition to any local standards or state mandated standards (GPA); the OHSAA standards must be met **without exception** in order to maintain athletic eligibility.

- II. MIDDLETOWN CITY SCHOOL DISTRICT requirements
  - A student must have a 1.55 or higher GPA during the previous grading period.
  - A student must meet all of the standards as set forth by the OHSAA.
- III. ATHLETIC/EXTRACURRICULAR SCHOLASTIC ELIGIBILITY POLICY
  - **Quarterly Eligibility**
    1. Any student not meeting the OHSAA and Middletown City School Eligibility guidelines cannot participate in interscholastic competition.
    2. Any student whose grade point average for the previous grading period was below a 2.0 or received one "F" in any course must participate in a study table-intervention program to remain eligible for participation.
  - **Bi-Weekly Eligibility**

1. Student athletes in season will submit eligibility sheet to their coaches during the 3rd week and during the 7th of each grading period. Coaches will turn in all eligibility sheets into the athletic office at the end of the 3rd and 7th week. Grades will also be checked at interim's and the end of the nine weeks by the athletic office.

- **Study Tables**

1. Study tables will be held in the high school cafeteria on Monday – Thursday afternoons from 2:30 p.m. – 3:30 p.m. Teachers will serve as supervisors and tutors of the study tables.

2. Students who failed to achieve a 2.0 GPA or received an “F” the previous grading period must attend three sessions per week. The students must attend for two weeks until the next grading report.

3. Any student who fails to attend three sessions per week shall be ineligible the following contest.

**TOP 10 THINGS  
IT TAKES TO BE A MIDDIE!**

10. WORK ETHIC
9. MOTIVATION
8. TEAM WORK
7. RESPONSIBILITY
6. POSITIVE ATTITUDE
5. RESPECT FOR SCHOOL, PEERS, ADULTS AND SELF
4. MIDDIE PRIDE FOR SCHOOL AND SELF
3. DEDICATION
2. SPORTSMANSHIP
1. LEADERSHIP - “BE A LEADER-NOT A FOLLOWER”-Make Mr. Newell proud!

**THESE TOP 10 THINGS WERE PROVIDED BY MIDDIE STUDENT-ATHLETES.**

**“WHAT IS A MIDDIE”  
FIRST AND FOREMOST A MIDDIE IS A LADY OR GENTLEMAN  
SECOND THEY ARE A SCHOLAR  
AND LASTLY AN ATHLETE!**

**Sports Schedule**