



Medina Junior-Senior High School Student Handbook

2023-2024



Medina Junior-Senior High School Principal's Message

Dear Students,

The Best From Each is more than a school motto. It is an expectation that everything we do at Medina Junior-Senior High School is the best we can possibly accomplish. Both adults and students need to give their best each and every day – what we do is far too important to do otherwise. Yet individual effort is not enough. District level parent and family engagement, working together, cooperating, and respecting our differences are essential elements of a successful school.

Medina has a long history of students who have conducted themselves in a manner that has led to success in the classroom, on the athletic field, and on the stage. The positive reputation our students have is key to how we are able to recruit and retain a quality staff.

This rich history is a lot to live up to. Success does not come easily, but as Hamilton Hold once wrote, “Nothing worthwhile comes easily. Work, continuous work and hard work, is the only way to accomplish results that last.” It is my wish that every student will look back after the school year ends and not have any regrets about the decisions that they have made or the effort that they have put forth. To guide you in those decisions, we issue this handbook each year as a way of keeping you informed of our expectations and building procedures.

I am very proud to be the Principal of Medina Junior-Senior High School because of our students, faculty, staff, and parents.

Best regards for a successful year,

Mr. Cavanagh

Medina Central School District Directory

Superintendent of Schools	Dr. Mark Kruzynski	798-2700 – Option 6
Assistant Superintendent	Mr. Marc Graff	798-2700 - Option 6, 2
High School Principal	Mr. Michael Cavanagh	798-2700 – Option 1,0
Jr-Sr HS Assistant Principal	Mr. Joel Reed	798-2700 – Option 1,0
Jr-Sr HS Dean of Students	Mr. Thomas Forrestel	798-2700 - Option 1, 0
Athletic Director	Mr. Joel Reed	798-2700 – Option 1, 0
High School Clinic	Mrs. Sara Moore	798-2700 – Option 1,2
Band Director	Mr. Matthew Jaeger	798-2700 – Option 1,4
Wise Middle/Intermediate Principal	Mr. Christopher Hughes	798-2700 – Option 2,0
Wise Co-Principal	Mr. Daniel Doctor	798-2700 - Option 2,0
Oak Orchard Elementary Principal	Mrs. Jennifer Stearns	798-2700 – Option 3,0
CSE Director	Mrs. Alexandra DiLaura	798-2700 – Option 5
Director of Curriculum	Mrs. Julie Webber	798-2700 - Option 4
Director of Transportation	Mr. Mark Klotzbach	798-2700 – Option 7
BOCES, Principal	Mrs. Nicole Goyette	716-731-6800 Ext. 2230

Board of Education

Annette Allis	Scott Robinson
Steven Blount	LuAnn Tierney
Jennifer Buondonno	Debra Tompkins
Alissa Mitchell	

School Information

School Colors:	Red and Royal Blue
School Motto:	“The Best From Each”
School Mascot:	Mustang

SECTION 1: GENERAL INFORMATION**MEDINA JUNIOR-SENIOR HIGH SCHOOL BELL SCHEDULE**

7:45	Doors Open
7:57	Warning Bell
8:00 - 8:15	Homeroom
8:15- 8:55	Period 1
8:58- 9:38	Period 2
9:41-10:21	Period 3
10:24-10:44	Period 4A
10:45-11:05	Period 4B
11:08-11:28	Period 5A
11:29-11:49	Period 5B
11:52-12:12	Period 6A
12:13-12:33	Period 6B
12:36-12:56	Period 7A
12:57- 1:17	Period 7B
1:20- 2:01	Period 8
2:04- 2:45	Period 9
2:45	Dismissal
3:30	Practices Begin

Alma Mater

Oh Alma Mater! With colors red and blue,
For thee we always stand, stalwart and true.
They standards pure and wise, these we shall always prize
And all thy knowledge dear, for which we strive.

When we have drifted far from our friends and home
Thee shall we ne'er forget, where'er we roam;
And in our hearts so deep, memories of these we'll keep,
And thee hold always dear, Alma Mater!

And those who follow shall share the joy thou giv'st
Thy glory to uphold and for thee live;
And they shall chant thy fame, and strive thy love to gain,
Old Red and Blue!

Visitors and Building Security

All entrances to the building will remain locked during the school day. All persons who are not regularly enrolled as students at Medina Jr-Sr High must use the main entrance. **Any and all visitors must register in the Main Office, provide their driver's license and receive a pass.** New York State Law requires that all visitors in public schools register with the Principal. In general, visitors will not be permitted during the school day. **STUDENTS MAY NOT HAVE GUESTS ACCOMPANY THEM DURING THE SCHOOL DAY.**

Student Lockers and Locks

Each student has the privilege to use a private school locker in good working order to secure school and personal property. It is the responsibility of the students to maintain the privacy of their locker combination, to use care in operation, and to notify the Main Office of any repairs needed. Students will be held financially responsible for the condition of their locker. **The use of markers and stickers are prohibited on school lockers.** Since the school district is not responsible for any items missing out of a locker, students are strongly advised against bringing any valuable items or large sums of money to school.

The New York State Court of Appeals has upheld a school administrator's right to search students, student's lockers and cars parked on school grounds where there exists sufficient cause and/or reasonable suspicion to do so. This also applies to school-sponsored events off campus.

The replacement cost for a lock is \$5.00.

Lost and Found

A "Lost and Found" service will be maintained in the clinic. Students who find articles should leave them in the clinic and students who have lost articles may inquire for them there. Do not leave lockers open. Do not set book bags or articles of clothing on the floor. Purses and wallets should not be left loose in the band room, classrooms, locker rooms or elsewhere. Lock up your personal items! Please, do not carry large sums of money or valuables in school. We live in a society where not everyone is honest. Any personal items found should be turned in to the clinic.

New Students

All students entering Medina Jr-Sr High School should complete registration information. Once all of the information is complete, please schedule an appointment with the building principal to schedule an intake meeting. Student schedules, personal data, and requests for records from previous schools will be obtained through the counseling office and/or district office. Students must be accompanied by a parent or guardian in order to register for school. Students must be living with their parents within our school district boundaries, be living with a court-appointed guardian, or be 18 years of age to be enrolled.

Work Permits

There are four standard types of working papers for students under age 18. The Main Office is the place to go to obtain applications and information on requirements.

Work/Early Release

Students who wish to be released from school during study halls to work or for school-community service, should apply in the counseling office. This option is available for seniors only. **Early release is available to seniors who have a scheduled study hall as their last period of the day.** A signed permission form must be on file with the office and students must leave the building at their scheduled dismissal time.

Financial Responsibilities

Students will be held financially responsible for damage, defacement, loss, or theft of school property such as, but not limited to: books, music equipment, facilities, sports equipment, classroom equipment, etc. Students will pay to replace the item(s) plus any labor costs, if applicable. **This includes school issued calculators!** Students with financial obligations to the school will be placed on the ineligible list until the obligation is met.

Textbook/Calculator Replacement Costs

Textbooks and calculators are extremely expensive items for the school district with each student having approximately \$450 in books and calculators provided by the taxpayers of the district. These books go up in price 5-10% per year. Students who lose/damage their books are required to pay the **original purchase price** for replacement. The cost of replacing a graphing calculator is between \$100 and \$200.

College Visits

SENIORS- It is the strong feeling of the high school faculty that for students to have the best chance of academic success, they need to be in class as much as possible. Seniors who are interested in college are always encouraged to attend college open houses and make other visits to colleges they are considering attending. Some seniors may make more than a few such visits during the school year. If so, they are encouraged to miss as little school time as possible.

UNDERCLASSMEN- Non-seniors wishing to make a college visit must adhere to the following procedure for their school absence to be considered excused:

- a. The student is allowed to miss only two days of school each year to make a college visit. These are for individual visits that are not part of a school-sponsored field trip. A student who is ineligible either for attendance or for academic reasons cannot use a college visit as a legal excuse to miss school.
- b. A student making such a visit should have made a prior appointment at the college. He or she should not just arrive on campus and plan to look around, as this is something that could be accomplished on a weekend.
- c. A student who is making a college visit and is not accompanied by a parent/guardian must return to school the next day with a note on college stationery,

from a college representative verifying that the student did have a meeting and/or tour.

- d. Exceptions to the above must be discussed between the parent/guardian and either the principal or the student's counselor.

AGAIN, STUDENTS ARE ENCOURAGED TO TRY TO SCHEDULE COLLEGE VISITS ON WEEKENDS OR DURING BREAKS SO AS TO MISS AS LITTLE CLASSROOM TIME AS POSSIBLE.

Medication Regulations

Only those medications which must be given during the school day, and/or are necessary to maintain the student in school, will be administered. NYS Education Law requires the following guidelines for administration of any medication (prescription or nonprescription) during school hours:

- ❖ Written order from a licensed prescriber.
- ❖ Written parental permission.
- ❖ Orders must be renewed each year or if there is a change in dosage.
- ❖ Written order must accompany a discontinuance of medication
- ❖ A parent or guardian must deliver the medication directly to the clinic in a properly labeled original container. The container must display the following: student name, name/phone number of pharmacy, licensed prescriber's name, date/number of refills, name/dosage of medication, frequency of administration, route of administration and any other directions.
- ❖ For a student to self-administer any medication at school, the following must be provided: written permission to self-administer from a licensed prescriber, written parental permission to self-administer and approval of the school nurse that the student is capable of self-administration. Any misuse of this privilege will result in removal of the self-administration order.

School Insurance

All high school students are covered by an insurance policy for all school-related activities. This policy applies only after private coverage and benefits have been used. Students are to notify teachers or coaches of any injury IMMEDIATELY so that accident forms can be completed properly. School insurance does not necessarily cover the complete cost of medical expenses.

Signs and Posters

Signs and posters advertising school events are the responsibility of the sponsors.

Permission to put up such advertising must be granted by the administration. Signs and posters must be removed the NEXT SCHOOL DAY following the advertised event. Outside organizations may have one poster displayed advertising their activity if the poster is in good taste.

SECTION 2: ACADEMIC INFORMATION

Course Load Requirements

- Students must schedule six classes plus physical education and must carry the six plus physical education on their schedule for the entire year.
- If a student is taking Advanced Placement courses, one of which has an extra lab, the student will be required to take only five classes.
- No students will be added to a course after five weeks from the beginning of the semester. Therefore if a student is carrying the minimum course load and wants to drop a class after the drop period, it will not be considered.
- Except in the event of extenuating circumstances, no student will be permitted to drop a course after the first two weeks of instruction.
- Juniors and Seniors may be released for work, if it is verified that the student is working during the release time. The student still must carry the six credits plus physical education.
- Seniors who wish to be scheduled for a late arrival or early dismissal must have the paperwork in to the office by September 1st. Students will lose this privilege if they are placed on the ineligible list.
- This course load rule can be modified for the following reasons: health issues, pregnancy, parenting teens, or any other exceptional situation as determined by the building principal.

Schedule Changes

Opportunity for student schedule changes is provided in the summer by August 1st. Other schedule changes are discouraged and will require written parental permission and administrative authorization if special circumstances exist.

EACH STUDENT IS REQUIRED TO BE ENROLLED IN AT LEAST 6 CLASSES PLUS PHYSICAL EDUCATION. REMEMBER, THIS IS YOUR LAST OPPORTUNITY FOR A FREE EDUCATION. WE OFFER 9 AP CLASSES AND MANY CLASSES FOR COLLEGE CREDIT. SIGN UP!

Students may not begin the study of a course more than five weeks after the start of the course. Courses dropped after the two-week deadline will be marked WP (Withdrawal Pass) or WF (Withdrawal Fail) on your transcripts. **Any student who drops a course after two weeks without an educationally sound reason, will not receive a privilege pass during the next marking period.**

Students are discouraged from doubling in courses they have failed unless they are a graduating senior. Students who fail a course should enroll in summer school.

Marks and Report Cards

The Medina Senior High School generally uses a numerical system for grading.

As part of the transition to high school, no student in grades 7 or 8 will receive a grade below 50 for the 1st and 2nd marking periods.

Students in grades 9-12 will not earn a grade below 50 for the 1st marking period. Students will

receive the grade earned for all other quarters. For half-year courses students will receive the grade that is earned for each quarter.

Report cards are issued four (4) times a year through the Parent Portal. Parents are urged to discuss the results with their son or daughter and commend them for good work. If their grades need improving, parents should insist on more rest, regular study time at home, and a wiser selection of out-of-school activities.

Marking period and cumulative class attendance are indicated on the report card. Please review class attendance with your child!

Course Weighting

The only courses weighted will be those that include an Advanced Placement Examination or college credit course that is taught in our building. These classes will be weighted by a factor of 1.05.

AP Courses

Students must register for the exam using their CollegeBoard account for each AP course they are taking. Exam fees will be paid for by the District.

Eligibility Requirements

The purpose of eligibility regulations is to maintain the primary objective of public schools: education. While extra-curricular activities are an extension of the regular school day, it is our intention to prepare students for life and to make them contributing members of society. To this end, we would be ignoring our responsibility as educators if our eligibility regulations did not promote good attendance, sound academic standing, and good citizenship. These areas are all addressed in the following policy.

Eligibility regulations pertain to all extra-curricular activities after the regular school day which are not extensions of classroom work.

FINANCIAL. All financial obligations of the student to the school must be met before he/she may participate in extracurricular activities.

ATTENDANCE. The student must have a cumulative attendance of 90%. The building principal may excuse absences due to unusual circumstances.

Students who are home suspended or in ISS may not participate or practice on the day they are assigned, including weekends if they are suspended on Friday (unless Friday is their last scheduled day of suspension or ISS). Students must be in school by 10:45 AM to be eligible to participate that day.

CITIZENSHIP. The student who wishes to participate in extracurricular activities must demonstrate good behavior in school and may become ineligible for disciplinary reasons.

ACADEMICS. The student may not be failing or have an incomplete in more than one subject. Students failing one or more subjects are required to stay during 10th period with the teacher of those subjects in order to obtain a pass to practice that day. If the student does not stay after, then he/she is not permitted to practice that day.

Beginning at the end of the first full week of school, teachers will submit a list every other Friday of students who are failing their course **based on cumulative average**. The building principal will then publish a list of those students who are ineligible each Monday morning. Once on the ineligible list, students remain ineligible until the next list is published or until the condition causing the ineligibility is removed. "Ineligible" means that the student may not perform, participate in athletic contests, attend dances, or travel with other students in any extracurricular activity.

If a student who is failing two subjects documents that he/she stayed after with a teacher for the subject(s) that he/she is ineligible, he/she will be eligible to participate. By the end of the week, this student must have stayed after at least 4 out of 5 days in a week. (3 out of 4 days in a shortened week.)

If a student is failing three or more subjects, that student **must** have a meeting with the coach/advisor, and/or principal before any further participation in the activity continues. At this meeting, the student, coach, and administrator will work out an academic plan of assistance that will be designed to rectify the situation that caused the academic eligibility issues. Once this plan is formulated, it must be followed **completely** in order to participate in extracurricular activities until the eligibility issue is resolved.

Class Rank

Class rank is available at the end of each semester beginning with the middle of the student's junior year. Valedictorian and Salutatorian are determined at the end of the seventh semester.

Graduation Requirements

It is necessary for all students to pass NYS Regents exams in English, Math, Global Studies, U.S. History and Science.

Students identified by the Committee on Special Education may be provided special "safety net" provisions as provided by the state. Please contact your student's counselor for more information.

Commencement

Only those students who are receiving a diploma may take part in Commencement exercises. Speakers for Commencement will be selected by the administration, typically the valedictorian and salutatorian. Students who complete their graduation requirements in the summer are welcome to participate in graduation the following June.

All graduates wear red robes with a blue stole. Those students who earn an Advanced Regents Diploma will also receive a white Honor Stole. Medina High School will also award cords to distinguish participation, achievement, and/or intentions. Only cords given by Medina

Junior-Senior High School should be worn at graduation, attire given by outside organizations should not be worn during the ceremony.

Drop Outs and Probationary Students

We all deserve a second chance. Students who have left school will be allowed back in September as probationary students. Students re-entering our school may be required to serve 20 days in alternative education before returning to regular classes. All those interested in returning must meet with the Principal before admittance. Students who fail to meet minimum standards will be dropped from our rolls. A student may only re-enroll one time.

Academic Study Halls

Academic Study Halls are exactly that...a quiet place to work, read and study. With this in mind, the following guidelines will be in effect for the entire school year. If you have any questions please do not hesitate to contact one of the administrators.

1. Students must arrive at the Academic Study Hall on time, just as in any other class.
2. Students must come to the Academic Study Hall prepared to work for the entire period.
3. Academic Study Hall is not to be used as a "Student Lounge".
4. All students will be assigned a seat, evenly spaced around the room.
5. Attendance will be taken daily and any irregularities will be reported to the office.
6. Students are to remain quiet, unless they are requesting academic help from the teacher/associate.
7. **Passes will be issued one at a time to locker and / or lav. Only one student may be out of the room at any given time.**
8. Food is not permitted.
9. Electronic devices may be used in the cafeteria and in study halls as long as headphones are worn. The volume of such devices needs to be kept to a minimum so that it does not disturb any other student.
10. Students leaving the Academic Study Hall must sign out before going anywhere.
11. If you need to conference with a teacher during your Academic Study Hall, you must have a pass signed by that teacher **before** you sign out. Students will not be permitted to "go get a pass" after the fact.
12. If a student needs to use the library, he/she needs to obtain a Library Pass from the Academic Study Hall teacher before reporting to the library. Students may also obtain a Research Pass from their regular classroom teacher. In either case, you still need to sign out before going to the library.

Guidance and Career Services

The Counseling Department assists the pupil in discovering and better utilizing the abilities and opportunities he or she has or may develop. In fact, every effort is made to carry out the meaning of the motto of the State University of New York: "Let each become all he is capable of being." In striving for this goal, each student is helped to know and understand himself/herself better through a discussion of the results of standardized tests, individual interviewing, and the dissemination of information about the various fields of work and its

relationship with the courses of study offered at Medina Jr-Sr High School. This enables the student to make a much sounder decision in vocational and educational choices. It is very important for students planning to go to college or to BOCES to consult with their counselor as early in the school year as possible. Each student is welcome to come to the office to discuss any counseling problem he/she has, whether it has to do with a course of study, educational or vocational plans, or is purely of a personal nature. Any discussion with the student is always treated in the strictest confidence. Parents are welcome and encouraged to consult with their child's counselor at any time.

Physical Education Rules and Regulations

A. Medical Excuses

1. Daily Medical Excuses

- a. Temporary medical excuses are those that come from the doctor/nurse or parent/guardian asking that a student be excused from physical education class for that day.
- b. The physical education teacher will honor temporary medical excuses only after the school nurse has reviewed the situation and signs a physical education medical excuse form.
- c. Temporary excuses will be honored up to 3 consecutive days unless a pattern appears. (i.e. Every physical fitness unit a student has a temporary excuse).
- d. The school nurse will have the final word on a student's ability to participate in physical education on a daily basis.
- e. No academic penalty shall be imposed for non-participation days due to medical excuses; however, an academic penalty will be imposed if make-up work is assigned and is not completed.

2. Long Term Medical Excuses

- a. A long-term medical excuse is one which must be written by a physician.
- b. The medical excuse must indicate the duration of excuse and participation limitations.
- c. If questions arise, the school nurse will coordinate with the attending physician about possible alternatives.
- d. If the student is unable to participate at all, the student will be assigned to a study hall by the guidance department, and the physical education department may assign work to be completed for the duration of the excuse.
- e. Students shall receive an academic penalty if assigned work is not completed by an appropriate time.

Behavior Policy: **INAPPROPRIATE BEHAVIOR will not be tolerated in physical education class or the locker room. This would include, but is not limited to, bullying, damaging or abusing equipment or facilities, disrespect of others or self, excessive rough play, fighting, gum chewing, horseplay, inappropriate language or comments, insubordination, intimidating others, refusing to cooperate, refusing to participate, stealing, vaping, or being tardy to class.**

Prepared for Class/Activity

1. ATTIRE: For the student's safety and ease in movement, students shall wear clothing that is appropriate for participation.
 - a. **For all activities, students should completely change all outer clothing for physical education (grades 7-12).**
 - b. For outdoor activities, students will wear what is appropriate for participation as prescribed by the instructor.
 - c. No jewelry, watches, rings, earrings, necklaces, bracelets, or other facial piercings, etc. shall be worn in physical education class. They may cause injury to the wearer or another member of the class.
2. FOOTWEAR
 - a. **Sneakers are required for all indoor activities in the gymnasium. Students shall have rubber-soled, non - marking sneakers with the laces tied appropriately.**
 - b. Shoes for outdoor activities - in most cases the same shoe will be worn as for indoor activities. Special activities such as winter activities, shoes that are more appropriate may be worn.

THE PHYSICAL EDUCATION TEACHER WILL BE THE JUDGE OF WHAT IS APPROPRIATE FOR ALL ACTIVITIES.

Injuries: Students must report all injuries immediately to the teacher in charge.

School Credit (Graduation Requirement) .50 Units/year.

Students are responsible for locking all valuables in their lockers during class. The school is not responsible for lost or stolen articles of clothing, valuables, etc. that are left unattended during class.

Science Lab Requirements

As per NYS Department of Education Regulations, students must satisfactorily complete all laboratory requirements for Regents Science classes at least one week prior to their Regents Exam. **If you do not do so, you will not be admitted to the exam.**

Science Philosophy Statement

Our science department offers a wide variety of core and elective science courses. For any non-accelerated, college bound student going into a science major (engineering, medical field, technology, etc...), it is expected that the four core sciences (Living Environment, Earth Science, Chemistry, and Physics) are taken before any advanced elective course. For any student who accelerated in 8th grade and wishes to pursue a degree in the area of science, it is expected that they will take the four core sciences and Advanced Placement courses in the order which best fits their program of study.

Summer School Requirements

Students must earn an academic average of 55% and have an attendance rate of at least 75% to be eligible for summer school. If Medina is participating in a summer school program, registration is during the last week of June. Contact your school counselor for information.

Withdrawing from School

A student withdrawing from school must go to the Counseling Office for instructions. Student accounts must be settled and school books and property returned before a student is cleared.

SECTION 3: STUDENT CODE OF CONDUCT

All students in Medina Central School District have the right to a full education within a proper educational atmosphere. Rules and regulations are necessary to establish a proper atmosphere for all students. Parents, students, teachers and administrators must work together to maintain proper conduct in school. It is the responsibility of students to behave in a manner acceptable to society in general, and the residents of Medina School District in particular. Students have the right to be fully informed of school regulations and to address grievances to the school administrator through their student government as in any democratic society. Students in Medina, including students with disabilities, have the right to a free, public education until age 21 or the conclusion of their academic program. Education of students with disabilities is to be in the least restrictive environment as established by the Committee on Special Education.

The Medina CSD is committed to safeguarding the rights given to all students under state and federal law. In addition to those rights, all students have the right to:

1. A safe, healthy, orderly and civil school atmosphere.
2. Take part in all District activities on an equal basis regardless of age, race, religion, color, national origin, sex, sexual orientation, or disability.
3. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty as in connection with the imposition of the penalty.
4. Access school rules, and when necessary, receive an explanation of those rules from school personnel.

All Medina Junior-Senior High School students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all District rules, policies and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused, and be in class, on time, prepared to learn.
4. Work to the best of their ability in all academic and extracurricular activities and strive toward

their highest level of achievement possible.

5. Comply with direction(s) given by school personnel in a respectful and positive manner.
6. Work to develop essential coping strategies to manage emotions and seek assistance when appropriate.
7. Seek help in solving problems that might lead to discipline.
8. Report information regarding issues of safety.
9. Dress appropriately for school and at school functions.
10. Conduct themselves as representatives of the District when participating in or attending school-sponsored events, and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

Prohibited Student Conduct

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. Therefore, before seeking outside assistance, teachers will first use all their resources to create a change of behavior in the classroom. When the teacher has made every effort to bring about positive behavioral change, and has been unsuccessful, the student will be referred to the administration. At that point, the administration will decide what further action will be taken. Students who break the law, use or possess illegal drugs, drug paraphernalia, use vulgar language, or exhibit inappropriate behavior will be held accountable not only to the disciplinary code, but may also be referred to the appropriate law enforcement agencies.

Violations of the Criminal Code

Any student observing a student possessing a weapon, alcohol, or illegal substance on school property or at a school function shall report this information immediately to a teacher or administrator who initiates the process to notify parents and begin disciplinary proceedings. Violations that constitute a crime will initiate contact with appropriate law enforcement.

Bullying

The Medina Central School District and Board of Education prohibit acts of bullying. The board has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Bullying, like other disruptive or violent behavior, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. "Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose." Bullying can take many forms; however, the main types are defined as any gesture or written, verbal or physical act, or any use of electronic communication (a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone or computer) that takes place on school property, at any school-sponsored function, school-related activity or on a school bus and that:

1. is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or,
2. by any other distinguishing characteristic; and
3. a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property; or
4. has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

All members of the school community, including students, parents/guardians, volunteers and visitors, are also urged to report alleged violations to the principal or the principal's designee.

Forms of bullying include, but are not limited to, physical or verbal assaults, nonverbal or emotional threats or intimidation, social exclusion and isolation, extortion, and the use of a computer or telecommunications to send embarrassing, slanderous, threatening, or intimidating messages. Specific examples of bullying may include, but are not limited to:

Verbal bullying: name calling, insulting remarks, verbal teasing, frightening phone calls, violent threats, extortion, taunting, gossip, spreading rumors, racist slurs, threatening electronic communications, anonymous notes, etc.

Physical bullying: poking, slapping, hitting, tripping or causing a fall, choking, kicking, punching, biting, pinching, scratching, spitting, twisting arms or legs, damaging clothes and personal property, threatening gestures, etc.

Social bullying: purposely excluding someone from a group, spreading rumors or gossiping, arranging public humiliation, undermining relationships, teasing about clothing, looks, giving dirty looks, aggressive stares, etc.

While the focus of the District is the prevention of bullying, bullying may still occur. In these cases, the offender will be given the message that their actions are wrong. Consequences for a student who commits an act of harassment or bullying shall be varied (ranging from positive behavioral interventions up to and including suspension or expulsion) and graded according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance, and will be consistent with the district code of conduct. Remedial measures shall be designed to correct the problem behavior; prevent another occurrence of the problem; protect and provide support for the victim of the act; and take corrective action for documented systemic problems related to harassment, intimidation or bullying.

The principal and/or the principal's designee at each school is responsible for receiving harassment or bullying complaints. All school employees are required to report alleged violations to the principal or principal's designee.

While submission of the report form is not required, the reporting party should use the report

form available from the principal of each building or at the district's central office and/or contact the principal or the principal's designee. Reports may be made anonymously, but formal action for violations of the code of student conduct may not be based solely on the basis of an anonymous report. In addition, the principal and/or the principal's designee is responsible for determining whether an alleged act constitutes a violation. In so doing, the principal and/or the principal's designee shall conduct a prompt, thorough, and complete investigation of each alleged incident.

The district prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act, in accordance with case law, Federal and State statutes, and regulations and district policies and procedures.

Disciplinary Intervention, Procedures, Penalties, and Referrals

Disciplinary action, when necessary, will be firm, fair, and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student's age.
2. The nature of the offense and the circumstances which led to the offense.
3. Student's prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Input from parents, teachers and/or others, as appropriate.
6. Other extenuating circumstances.

As a general rule, discipline will be progressive; this means that a student's first violation will usually merit a lighter penalty than subsequent violations. The School Code of Conduct was developed locally in accordance with state regulations by a committee representing teachers, administrators, other school professionals, students, and parents.

The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must inform the student of the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with the imposition of the penalty.

Disciplinary options that may be imposed for violations of the student disciplinary code range from, but are not limited to, a warning, detention, ISS, teacher removal of disruptive pupils, and short/long term suspension as outlined in the Code of Conduct. It is understood that the school has the authority to assign consequences based on age and grade-level appropriateness and/or individual circumstances.

The Principal or the Principal's designee shall process all referrals for students to counseling and/or social services and/or human service agencies. The District may also file a PINS (Person in Need of Supervision) petition in family court on any student under the age of 18 who demonstrates that he or she requires supervision and treatment. The District may report

a crime committed by a student to appropriate authorities.

Alternative Instruction

When a student of any age is removed from class by a teacher or a student of compulsory attendance age is suspended from school pursuant to Education Law 3214, the District will take immediate steps to provide alternative means of instruction for the student.

Discipline of Students with Disabilities

The Board recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problem behavior. The Board also recognizes that students with disabilities enjoy certain procedural protections whenever school authorities intend to impose discipline upon them. The Board is committed to ensuring that the procedures followed for suspending, removing, or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations.

Corporal Punishment

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any District employee is strictly forbidden. The District will file all complaints about the use of corporal punishment with the Commissioner of Education in accordance with Commissioner's regulations.

Student Searches and Interrogations

The Board of Education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the District Code of Conduct. Students are not entitled to any sort of "Miranda"-type warning before being questioned by school officials, nor are school officials required to contact a student's parent before questioning the student. However, school officials will tell the students why they are being questioned. In addition, the Board authorizes the superintendent, building principals/administrators, the school nurse, and District security officials to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the Code of Conduct.

Public Conduct on School Property

The District is committed to providing an orderly, respectful environment that is conducive to learning. To provide a safe environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the Code of Conduct, "public" shall mean all persons on school property or attending a school function. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner as outlined in the Code of Conduct.

Actions and Consequences

DETENTION: For minor infractions students will be assigned detention. Detention is held Monday-Thursday from 2:48–3:20. It is the responsibility of the student to remember the dates that he/she is assigned detention. He/she should record the dates in his/her assignment book. Students may also be assigned a lunch detention for certain infractions.

IN SCHOOL SUSPENSION (ISS): Since the discipline code is based on a more severe penalty for each infraction, more severe infractions or an accumulation of infractions may result in the student being assigned to In-School Suspension. If students are assigned In-School Suspension, they must report directly to the ISS room. Students may also bring a bagged lunch any day they are in ISS. Teachers of the students will be notified and will send any work needed to ISS through the office. All personal electronic devices must be surrendered upon entering the ISS room.

HOME SUSPENSION: This will be used for the most severe discipline cases or if there is no space available in ISS. If a student is home suspended, he/she cannot be on school property for any reason without permission from the building administration.

Student Behaviors and Consequences

Class 1 Offenses

- a. Violation of classroom, hall, or lavatory rules
- b. Disruptive behavior
- c. Tardiness
- d. Using profanity or abusive language
- e. General horseplay on school grounds
- f. Isolated insubordination

Consequences for Class 1 Offenses

The staff member supervising the student may:

- a. Withdraw certain privileges
- b. Assign extra work
- c. Assign before/after school detention

Parents will be notified of serious breaches of these rules by the teacher.

Repeated violations of these rules will be considered a Class 2 offense and be referred to the administration for further disciplinary action.

Class 2 Offenses

- a. Repeated Class 1 offenses
- b. Truancy/Skipping class
- c. Leaving school without permission
- d. Loitering after hours
- e. Violation of student driving or parking rules
- f. Lying to staff member
- g. Computer/internet misuse
- h. Unexcused tardy to school

Consequences for Class 2 Offenses

The administrator shall assign the offending student to:

- a. Before/after school detention
- b. In-School suspension
- c. Parent conference
- d. Suspension/revocation of driving privileges
- e. Suspension of computer privileges
- f. Out-of-School suspension
- g. Repeated violations of these rules will be considered a class 3 offense and could result in suspension for a period of one to five days.

Class 3 Offenses

- a. Repeated Class 2 offenses
- b. Smoking/vaping/possession and/or use of tobacco of any kind (including Dab Pens)
- c. Fighting – defined as having an active role in a physical altercation
- d. Vandalism
- e. Defiance of a staff member's reasonable request; Flagrant Insubordination
- f. Theft
- g. Harassment
- h. Bullying
- i. Threats to another student
- j. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with, or maintaining membership in any school-sponsored activity organization, club, or team
- k. Any act that endangers the safety, health, or welfare of another person(s)

Consequences for Class 3 Offenses

School administration may suspend, either at home (OSS) or in school (ISS), for a period of one to five days. In addition, administration may remove bus privileges, initiate claims seeking restitution for damages, or may notify legal authorities of penal law violations. Some offenses may be serious enough to warrant a hearing before the Superintendent of Schools under Education Law 3214.

Class 4 Offenses

- a. Repeated Class 3 Offenses
- b. Consumption, sharing, selling and/or buying, use and/or possession of an alcoholic beverage, drugs, controlled substances, counterfeit and designer drugs, or paraphernalia for the use of such drugs, or any attempts to do so at any school-sponsored event or on school grounds at any time.
- c. Possession of, or under the influence of, alcohol/drugs
- d. Assault of a staff member

- e. Any act that seriously endangers the health, safety, or welfare of another person
- f. Possession of any weapon
- g. Threatening a staff member
- h. Sexual and/or racial harassment

Consequences for Class 4 Offenses

School administration shall suspend offending student(s) for a period of five days and will notify legal authorities of any violations of penal codes. In addition, school administration, at their discretion, may suspend students from participating in any or all extracurricular or social activities for a given period. In addition, the principal may bring formal charges against a student requesting that the student be removed from school for a period greater than five days or be expelled. The Superintendent of Schools shall hear these charges in accordance with Education Law 3214 and decide an appropriate disciplinary consequence.

Loitering After School Hours

All students are to leave the building and grounds at the end of each school day unless they are under direct supervision of a faculty member. NO LOITERING IS ALLOWED. Loitering will be considered a Class 2 Offense.

Attendance Policy

The process of education requires a regular continuity of instruction, student interaction, and classroom participation in a well-planned instructional activity. Those students who hope to benefit from their educational experience must, therefore, attend classes regularly.

Effective school attendance programs are the result of the cooperation and teamwork on the part of the Board of Education, administrators, teachers, school counselors, parents, and students. The Board of Education also has a responsibility to encourage the business community to monitor the student-worker's attendance and academic progress, and the school has the responsibility to develop programs and techniques to encourage and maintain regular attendance. **PARENTS HAVE A LEGAL RESPONSIBILITY TO HAVE THEIR CHILDREN IN SCHOOL.**

The New York State Department of Education requires that students successfully complete multiple Regents examinations in order to graduate from high school. Therefore, Medina Jr-Sr High School has adopted this attendance policy in order to intervene and curtail the chronic absenteeism exhibited by some students, and to promote academic success.

Class attendance is reflected on each report card. Students and parents are encouraged to note the total class absences that are indicated. All absences from class are counted and there is no distinction between excused and unexcused absences. A student must be present for more than half the class period to be considered "present" that day.

Tardy Procedure

At Medina Jr-Sr High School, we work hard to ensure that your child receives the best education possible. The first step in this process is for your child to arrive at school on time, every day. Therefore, we will be closely monitoring the attendance of all students. Students who arrive late to school without written documentation of an excused absence will be assigned a consequence. Thank you for your cooperation in ensuring your child's academic success.

What to include in a written excuse:

- The child's name
- Date of the absence/tardy/early dismissal
- Reason
- Parent/guardian signature

What is an excused absence/tardy?

Based upon our District's education and community needs, values and priorities, the School District has determined that excused absences and tardies are defined as follows:

- Approved field trips
- Personal illness
- Illness or death in the family
- Impassable roads due to inclement weather
- Religious observance
- Car Problems
- Quarantine
- Required court appearances
- Attendance at health clinics
- Approved college visits
- Job interview
- Job training
- "Take your child to work" day
- Driver's test
- Documented religious activities
- Approved cooperative work programs
- Military obligations
- Other such reasons as may be approved by the Board of Education

What is an unexcused absence/tardy?

Any other reason that does not fall into the above categories will be considered an unexcused absence or tardy (e.g. family vacation, hunting, babysitting, haircut, missing bus, oversleeping).

Winter Weather:

Even with extra morning planning and added travel time, inclement weather can still have an impact on getting to school on time. **As always, student safety is our top priority.** As per board policy, impassable roads is categorized as an excused absence

or tardy, and as a result, consideration will be given to students who arrive late to school due to difficult road conditions. ***We do not want parents or students putting themselves in harm's way for fear of being late to school.***

Bus Conduct

1. Be ready when the bus arrives.
2. Do not enter or leave the bus while it is in motion.
3. Pass in front rather than behind the bus.
4. Remain seated until the bus stops at your destination.
5. Head and arms must not be thrust from windows.
6. Swearing or other offensive language must not be used.
7. The use of tobacco, vaping or alcohol is forbidden.
8. Fighting, quarreling, or rough play will not be tolerated.
9. Loud talking distracts the driver and will not be tolerated.
10. Help your bus driver to keep your bus neat and do your part to make his/her driving safe.
11. Obey the bus drivers; they are doing their best for you.
12. Eating or drinking on the bus is prohibited.
13. Throwing papers or other items of any kind on the bus is prohibited.
14. Pupils are expected to behave as ladies and gentlemen upon entering and leaving the bus and in obtaining seats.
15. Keep your hands off the person and property of other students.
16. Never tamper with the emergency door.
17. Do not shout out the windows to the public.
18. No animals are allowed on the bus.
19. Conscientiously observe all rules and respond promptly to the driver's instructions.

STUDENTS WHO DO NOT DEMONSTRATE PROPER CONDUCT MAY HAVE THEIR TRANSPORTATION PRIVILEGES REMOVED.

STUDENTS ARE REQUIRED TO RIDE THE BUS TO AND FROM EXTRACURRICULAR ACTIVITIES AND BOCES.

BUS CONDUCT DISCIPLINE PROCEDURES

First Offense - A bus conduct form is given to the Director of Transportation – The student will be issued a detention, and a letter is mailed home to the parents.

Second Offense – A bus conduct form is given to the Director of Transportation – The student will be issued a day of ISS or other consequences as deemed appropriate by an administrator.

Third Offense - A bus conduct form is given to the Director of Transportation - five school days of suspension from all transportation is issued after contacting the parents either by phone or by mail.

Fourth Offense - A bus conduct form is given to the Director of Transportation - parents are contacted for a meeting (if requested). Suspension from transportation is issued for the rest of the school semester.

Cafeteria Regulations

All students are required to eat in the school cafeteria. Students are expected to act like responsible young adults in the cafeteria. If problems arise, the cafeteria monitors have the right to assign seats, remove students from the cafeteria, or limit the number of students that may sit at a table. **No restaurant food may be purchased and brought into the cafeteria.** Students must have a pass to leave the cafeteria for any reason. Students will be dismissed from the cafeteria only when trays are returned and their area is clean. All students must have a pass to leave the cafeteria.

PRIVILEGE PASS AREA: The privilege pass area is specifically for those students who have met the criteria for the pass.

FOOD, BEVERAGES, AND SNACKS - Food and beverages may be consumed outside of the cafeteria with permission from an adult in the building, as long as all drink containers are secured with a lid.

Cell Phones and Electronic Devices

Permitted Items

Students are permitted to bring the following electronic items to school: 1) cell phones; 2) laptops, tablets, iPads, and other similar computing devices

Liability

Please be advised that MCSD has no liability whatsoever for any cell phones and other electronic devices brought to school, either during the school day or for after-school programs or activities.

Cell phones may be used as set forth below:

During the school day:

- Cell phones and earbuds/headphones should be put away and silenced during instructional time, except for instructional and educational purposes with the explicit approval of the teacher.
- Cell phones may be used during the following non-instructional times of the school day: during a student's lunch period only in the cafeteria or privilege pass area; in a study hall with verbal permission from the monitor, or during passing time. During passing time students may only wear an earbud in one ear.
- Cell phones and other electronic devices may not be used to photograph and/or record (picture, sound, or both) any student or staff member on school premises at any time. Except with specific permission for classroom projects.

During after-school, school-sponsored programs or activities: After the last bell when all classes have been dismissed as part of a club, sporting event/practice, or other social gathering students must follow the requests of any present supervisor or coach.

While students are permitted to possess such devices during the school day, they are prohibited from using them in any manner which invades the privacy of students, employees, volunteers, or visitors. Students are not permitted to use any form of information technology, including their own personal electronic devices, to intimidate, harass, or threaten others. This type of harassment is generally referred to as cyberbullying. If a student violates this prohibition, then he/she is subject to discipline under this provision and/or any other provision in the District Code of Conduct that may be applicable to the circumstances involved. Any electronic device that is permitted on school property is encouraged to be kept on the person and in a concealed manner or in his/her locker.

Any device used in an unauthorized manner may be confiscated and kept in the office until the student's guardian comes to the office to pick up the equipment. Appropriate disciplinary action will be taken for the continued violation of this policy.

Grades 7-9 have limited access to their cell phones during the school day. Phones are not allowed to be used in the hallways or in classrooms. In order to avoid any violations, students in these grades are encouraged to keep their cell phones in their book bags (not on their person) preventing any possible distractions or temptations this may cause while learning.

Cell Phone Violation Consequences:

1. First Offense - Documented warning
2. Second Offense - Device is confiscated and student may pick it up in the office at the end of the day.
3. Third Offense - Device is held in the main office for parent pick up.

Dress Code

It is the right of students to be dressed and groomed in a manner acceptable to their parents and to themselves; however, a school community must develop guidelines for dress to ensure a safe and inclusive learning environment. Students shall be free from any adverse effect on their scholastic record because of dress unless certain standards of dress are a reasonable requirement of a course of activity. It is the responsibility of students to recognize that it is an appropriate function of the school to educate students of the importance and effect of dress on themselves and others. Dress and hygiene which causes a disruption of the educational process will not be tolerated. It is also our hope that students will be well dressed when they represent our District at outside events.

Look your best for a safe and professional learning environment.

In a professional learning environment the following are discouraged:

- Clothing with objectionable or suggestive writing and/or pictures
- Articles of clothing/jewelry referring to drugs, alcohol, weapons, or violence
- Clothing with writing or illustrations which are sexual or offensive in any way
- Clothing designed to promote racial/ethnic bigotry
- Hats, hoods, and other head coverings...unless otherwise protected by law (Crown Act)
- Blankets

Students are encouraged to use their lockers for coats, jackets, and backpacks.

Drug and Alcohol Policy

The Board of Education and Administration of Medina Central School District has adopted the following drug and alcohol abuse policy for all school property and functions. It is based on the following points: 1) Students guilty of drug and alcohol abuse are in need of professional help. 2) Students guilty of possession or use are in violation of state law. 3) Students under the influence of drugs or alcohol are a danger to themselves and others. 4) Parents have a right to be notified. 5) Drug and alcohol abuse is a major cause of school thefts and other crimes. These regulations include placebos or "look alike" drugs and caffeine tablets, and refer to any quantity of drugs or alcohol.

SUSPICION THAT STUDENT USES DRUGS OR ALCOHOL OUTSIDE OF SCHOOL

- Notify parents and include reason for suspicion (Cigarette papers, for example)
- Suggest sources of outside help if requested

STUDENT POSSESSION AND/OR USE AND/OR UNDER THE INFLUENCE OF DRUGS, DRUG-RELATED IMPLEMENTS, OR ALCOHOL ON SCHOOL PROPERTY OR AT SCHOOL FUNCTIONS

EACH OFFENSE

- Notify parents immediately.
- Inform nurse and counselor.
- Five-day suspension by the principal.
- Notify police, and press charges where applicable.
- Suggest sources of outside help for the student.
- Superintendent's Hearing - which may result in additional suspension.

SALE OR "GIFT" OF DRUGS OR ALCOHOL TO OTHERS

EACH OFFENSE

- Notify parents immediately.
- Notify police and press charges.
- Five-day suspension by the principal.
- Superintendent's Hearing which may result in permanent expulsion from school.

By law, giving another student an illegal substance is considered a sale and is treated as such.

Hall Passes

Corridor permits (wooden hall passes or written passes) must be secured from a teacher whenever a student leaves the study hall, class, lunch, or homeroom.

Messages

Please ask your parents and friends NOT to request school personnel to carry personal messages to you. Of course, in the case of an EMERGENCY, we are happy to assist in locating you.

Parents are discouraged from texting their students during instructional time as students feel an obligation to respond which causes further classroom distraction.

Phone Use

Students are not permitted to use the office phones to make personal calls, without the permission of the office staff.

Permission to leave school

No student, under any circumstance, is to leave school without being officially excused. The only persons in the high school authorized to officially excuse students are the building administrators and the school nurse. Students who have medical or dental appointments during the school day must bring a signed, dated note to the main office before school begins. All notes must also contain a **phone number** for verification purposes. No student will be allowed to leave school without verification.

Protective Eyewear

Students must wear protective eye devices where requested to do so, such as in laboratories, shops, etc.

Public Display of Affection

Anything beyond holding hands is not permitted.

Smoking, Vaping, and Tobacco Products

According to the NYS Penal Code, smoking, vaping and the use of tobacco products are prohibited in school, on school grounds, or at school events by anyone. Any tobacco products or vaping equipment will be confiscated and destroyed. This also includes any tobacco/E-cigarette, or non-prescription nicotine delivery system. Please note that it is also illegal in New York State to smoke an electronic cigarette within 100 feet of entrances to public or private schools.

Student Driving Regulations

All students driving a motorized vehicle to school **must** register in the Principal's office during the first week of driving to school. There is no charge for parking. Use of the school facilities for parking is a **privilege**, which may be removed if abused. **Permits are not issued to drive to BOCES**, unless the student **leaves BOCES early** on a daily basis to work. One-day driving permits will be issued for special circumstances on a very limited basis.

SECTION 4: STUDENT ACTIVITIES

Assembly Programs

It is the right of students to participate in the planning of school assembly programs through the appropriate student council committee.

It is the responsibility of students to plan such activities cooperatively with faculty advisors and to recognize that the final decision on whether or not to hold an assembly rests with the principal. Students who attend these activities shall observe standards of behavior appropriate for young ladies and gentlemen.

Constitution of the Student Association

Copies of the Medina High School Student Association Constitution may be obtained by contacting the Student Association Advisor.

Honors Convocation

An Honors Convocation will be held to recognize our students' outstanding contribution to clubs, organizations, and athletic teams. Awards for academic excellence and scholarships are also presented at this ceremony. Any student receiving an award will be contacted by mail prior to the scheduled date.

Special Awards/Scholarships:

Applications for local scholarships may be obtained in the Counseling Office. Winners are selected by a Scholarship Committee. Other special awards are controlled by the issuing agent(s).

Interscholastic Sports Program

Medina High School offers a full range of interscholastic sports teams for boys and girls. You may contact the Athletic Department for a copy of their handbook and further information regarding specific sports.

Marching Band

The Marching Band is an extension of the Concert Band and Wind Ensemble. As an extra-curricular activity, it offers the serious student of instrumental music new avenues of expression in an environment which encourages self-discipline, socially acceptable behavior, and a competitive spirit.

While striving to maintain its own identity through various parades and competitions, it is generally understood that the Marching Band's primary function is to contribute to the support of the school and the community at various events throughout the year.

With this in mind, it is the school's policy that:

- Students entering the Instrumental Music program at the high school level have an obligation to participate in this organization.
- Students requesting an exception to this policy will be heard on an individual basis at the start of each school year, and, when warranted, a parent-teacher-student conference will be arranged in an effort to reach a solution that is satisfactory to all parties concerned.

Jazz Band

Members of the Jazz Band are selected from the general student body according to technical proficiency, with Concert Band members receiving first consideration.

Music Policy Statement

The Vocal and Instrumental credit-bearing organizations are in demand for public appearances, and students entering these classes have an obligation to serve the school and community. To this end, the following rules and regulations must be observed by those who enroll.

Each pupil registering for any of the courses, Concert Band, A'Cappella Choir, or Mixed Chorus, must sign a written agreement as follows: It is mandatory that all pupils **who expect credit** shall participate in extra rehearsals, public performances, and all school activities in which the Vocal and Instrumental organizations properly function. Failure to comply with this regulation may result in any of the following penalties, **unless excused in advance** by the instructor:

1. Change in program
2. Reduction in grade
3. Dropping of subject with loss of credit
4. Loss of awards given by the Music Department

This is in keeping with the general school policy that all students must pass examinations to get school credit, and that these performances are in lieu of such examinations.

National Honor Society

Each year members of the Junior Class with a cumulative average of 90% or better are eligible for induction into the National Honor Society. Seniors who have improved their average to 90% are also inducted. Members must also demonstrate leadership, citizenship, and service to be inducted to and remain in the NHS.

Privilege Pass

Criteria for a Privilege Pass:

1. 90% or better academic average with NO course failures or incompletes within the marking period.
2. 90% or better attendance including tardies (same as ineligible list).
3. **NO DISCIPLINE PROBLEMS DURING THE PREVIOUS TEN WEEKS (HANDLED BY THE BUILDING ADMINISTRATION).**

A student may have his/her Privilege Pass removed at any time during a marking period when he/she is listed on the Ineligible List for attendance below 90% or for failing one or more courses. The pass may also be removed if you are referred to the building administration and are guilty of a disciplinary infraction. Abuses of a pass, such as leaving the building when you are not a senior, not reporting to the proper location, or loitering in halls or lavatories will result in the loss of any privilege pass for the remainder of the marking period.

Privileges for Grades 9,10 & 11

1. Students may report to the PRIVILEGE PASS AREA during a study hall or during lunch period OR they may report directly to the library.
2. Students may remain in a quiet study hall.
3. At no time are students allowed in the halls or lavatories without a regular corridor pass after the bell has rung.

Privileges for Grade 12

ALL SENIORS will start the year with a privilege pass. A senior with a privilege pass will have the opportunity to leave campus during lunches and study halls after they sign out in the main office. However, a student may not leave the building unless parental permission is on file. A student may not leave the building during a scheduled class and must be on time for all classes. Additionally, seniors must be passing all courses in which they are enrolled, and maintain at least a 70% average in all courses required for graduation. Privilege passes will be monitored every 5 weeks with report card and progress report data. If a student loses his/her privilege pass, the pass will be revoked for the entire 5 week period. Any student found in violation of privilege pass expectations will be subject to disciplinary consequences up to and including the loss of his/her privilege pass. Any senior will also have the opportunity to remain in a quiet study hall during designated times.

School Organizations

It is the right of students to form local or inter-school organizations for any lawful and educational purpose. It is the right of such organizations to have reasonable use of school facilities and school communications media. No student shall be penalized by school staff members because of his or her membership or participation in the activities of such organizations.

It is the responsibility of students engaged in such organizations to abide by the school and student government policies for the formation and operation of such organizations. Such organizations must have an approved faculty advisor. No group may deny membership to any student because of race, religion, sex, nationality, or for any reason other than those related to the purpose of the activity.

Student Government

It is the right of students to have a freely elected, representative student government organization to allow the free exchange of ideas with the faculty and administration. Written requests to the administration should be answered within a reasonable period of time. See the Student Government Constitution.

It is the responsibility of the student government to provide all students with an equal voice in its operation. Students must realize that the Principal of a school is legally responsible for its operation and must use his or her own judgment as to the degree of student involvement.

Plagiarism Policy

Plagiarism, and specifically electronic plagiarism, is becoming more common in schools throughout the United States. Over the past few years, a plethora of Internet sites/resources have emerged. In an effort to discourage this practice and to better prepare our students, Medina Jr-Sr High School has adopted the following policy:

Definition: Plagiarism is using others' ideas and words without clearly acknowledging the source of the information. It will be presumed that any use of outside sources without proper acknowledgement is done with the intent to deceive. It is also assumed that students who allowed their work to be plagiarized, do so with the intent to deceive.

Consequences: All students who plagiarize, or allow their work to be plagiarized, will receive the following penalty:

First Offense:

- ☐ Zero on the assignment with no opportunity to make up the assignment
- ☐ Verbal notification to parent by the teacher
- ☐ Written notification to the parent by the administration

Second Offense:

- ☐ Zero on the assignment with no opportunity to make up the assignment
- ☐ ISS for two days
- ☐ Mandatory Parent/Teacher/Administrator conference

Third and Subsequent Offenses:

- ☐ Zero on the assignment with no opportunity to make up the assignment
- ☐ Verbal and written notification to parent by the administration
- ☐ ISS for three days

These offenses will be cumulative in nature throughout the career of the student. Plagiarism is a serious offense and will be considered by the advisory and selection committees of the National Honor Society and Honorati when they review eligible students. One offense is enough to deny membership into these organizations.

Statement of Understanding: For some assignments, the instructor may require students to complete the following statement of understanding as part of that assignment:

“I understand the definition of plagiarism and the policy of Medina High School regarding the consequences for plagiarizing. With my signature, I verify the assignment I am submitting is my own work, or is properly cited where appropriate. If I am found to be in violation of this understanding, I realize I am subject to the terms of the consequences.”