



MIDDLETOWN
CITY SCHOOL DISTRICT
Education that
INSPIRES | UNITES | TRANSFORMS

MIDDLETOWN HIGH SCHOOL

601 N. Breiel Blvd.

Middletown, Ohio

Phone 513-420-4500 / Fax 513-420-4648

Hours: 7:15 AM - 2:15 PM

Student Handbook 2023-2024

Table of Contents (click on topic to view)

Welcome by Principal	4
District Mission and Vision Statement	5
Contact Information	6
MHS Bell Schedule	7
Middle Advisory Period (MAP)	7
Emergency Opening Delay and Closings	8
Attendance	8
Definition Of Truancy And Excessive Absences	8
District Responsibilities When A Child Has Excessive Absences	9
District Responsibilities When A Child Is Habitually Truant	9
Tardies and Early Dismissals	9
Absence Intervention Team	9
Student Absence Excuse	10
Change in Residence	11
Vacation Policy	11
Discipline Protocol for Remote Learning	11
Buses	12
Bus Pass	12
School Bus Rules	12
Building Procedures	13
Care Of Building	13
Phone Calls	13
Cell Phones	13
Dress Code	14
Dress Code Violations	14
Visitors	14
Volunteers	15
PTO Information	15
Medication	15
Disaster Drills	16
Homework	16
Cheating/Plagiarism	16
Lockers/Locks	16
Lost and Found	17
Middletown High School Application For Community Exchange Release	17
College Visits And Job Interviews	17
Media Center	17
Open Campus	17
Student Driving Code	18

Parking Fees	18
Classroom Fees	18
Graduation Requirements	19
Curriculum Requirements	19
Testing Requirements	20
End-of-Course Assessments*	20
ACT or SAT	20
Industry Certification	20
Acceleration Policy For Advanced Learners	20
Guidance Office / Counseling	20
Schedule Changes	21
Transfers	21
Work Permits	21
Food Service	21
Access to Records	22
Computer, Internet and Network	23
Board of Education Acceptable Use Policy	23
District Regulations for Network and Acceptable Use	25
Acceptable Use	25
Unacceptable Use	25
Email	26
Privacy Issues	27
Filtering and Monitoring	27
MCSD Google	28
Copyright	28
Publication In Media	29
Publication Of Student Photo In The Yearbook	29
Title I Parent Handbook 2023-2024	30
Title I Meetings	31
Parent Involvement in Education	32
Statement of Purpose	33
School-Parent Compact	35
Notice Of Parents Right-To Know	37
504 Statement	38
Extracurricular	39
The Middie Way Program	39
Extracurricular Activities Participation	40
Eligibility For Extracurricular Activities	41
Student Athletes' Academic Expectations	41
Clubs For MHS Students	42
Acknowledgement Page	43

Welcome by Principal

Dear Parents/Guardians and Students:

Welcome to Middletown High School, the home of the Middies!

High School is a special time in life! I encourage all students to embrace opportunities in academics, athletics, the arts, extracurricular clubs and activities, and work/service. All of these areas offer fun and rewarding chances to grow into successful, well-rounded, and happy adults.

Know that Middletown High School takes the education of all our students seriously. We remain committed to varied programming options of robust educational opportunities and have a great variety of electives and Advanced Placement classes for a rigorous schedule as well as many intervention programs and strategies for students who struggle in the classroom. We have an online lab which provides opportunities for self paced study, homework assistance, and College Credit Plus to maximize access and options for all our students. Study hall time is an option in our schedule so students have access to licensed teachers to provide additional support. And, we have regular MAP, Middle Advisory Periods, for mentoring and social/emotional support of our students. MiddState, along with our Middle Virtual Program, has been reengineered in our Central Avenue location to provide both the flexibility and the options available for students. And, this year we will be piloting our Strategic Plan, Passport to Tomorrow initiatives with experiential learning by broadening the walls of our school to include student access to learning from our businesses and educational partners. Indeed, building readiness for the future for all of our students is our commitment!

Each student at Middletown High School is important and valued by our team of educators. We champion our diversity and encourage nonviolent advocacy for social justice. We strive for all of our students to discover their potential and progress toward their personal success. Our best advice is to embrace the time you spend at Middletown High School and take advantage of as many opportunities as you can handle. You will find new friends, be delighted at what you learn and experience, and be prepared for your future.

We, the faculty and staff of Middletown High School, are looking forward to each day connecting with our students. We are Middle Proud to implement our vision to unite, inspire and transform. If we can be of any assistance, please call or email us. We look forward to a wonderful partnership with our students, parents, and community. #MiddieRising

Carmela Cotter
Principal, MHS
513 420-4500
ccotter@middletowncityschools.com



District Mission and Vision Statement

Mission Statement

Engage each student with challenging and innovative experiences in a supportive environment, propelling them to lifelong success.

Vision Statement

Education that inspires, unites and transforms.

Contact Information

Middletown High School

601 N. Breiel Blvd.

Middletown, OH 45042

(513) 420-4500

Student Hours: 7:15 am – 2:15 pm

Principal, Carmela Cotter ccotter@middletowncityschools.com

Secretary, Mindy Downing mdowning@middletowncityschools.com

Middletown City Schools Central Administration Office

One Donham Plaza, 4th Floor

Middletown OH 45042

Office Hours: 7:30 am - 4:30 pm

(513) 423-0781

www.middletowncityschools.com

Food Service

601 N. Breiel Blvd., Middletown, OH 45042

(513) 217-2725 Fax (513) 217-2753

Manager, Cindy DeZarn cindy.dezarn@sodexo.com

Operations Manager, Jenny Childers jmchilders@middletowncityschools.com

Transportation/Vehicle Service Center

(513) 420-4568 Fax (513) 420-4637

Supervisor of Transportation, Mike Jones majones@petermannbus.com

MHS Bell Schedule

Hours of Operation

6:45am - 2:30pm



Only students participating in staff supervised activities will be allowed access to the building beyond normal hours of operation.

Period	Regular	Period	Advisory Period	Period	2 Hour Delay
1	7:15 - 8:02	1	7:15 - 7:58	1	9:15 - 9:47
2	8:05 - 8:51	2 ADV	8:01 - 8:43 8:46 - 9:15	2	9:50 - 10:21
3	8:54 - 9:40	3	9:18 - 10:00	3	10:24 - 10:55
4	9:43 - 10:29	4	10:03 - 10:45	4	10:58 - 11:29
5 & 6	A lunch 10:29-10:59 5th 11:02 - 11:48 6th 11:51 - 12:37 5th 10:32 - 11:18 B lunch 11:18 - 11:48 6th 11:51 - 12:37	5 & 6	A lunch 10:45-11:15 5th 11:18 - 12:00 6th 12:03 - 12:45 5th 10:48 - 11:30 B lunch 11:30 - 12:00 6th 12:03 - 12:45	5 & 6	A lunch 11:29-11:59 5th 12:02 - 12:33 6th 12:36 - 1:07 5th 11:32 - 12:03 B lunch 12:03 - 12:33 6th 12:36 - 1:07
5 & 6 Blk	Class 10:32 - 12:07 C lunch 12:07 - 12:37	5 & 6 Blk	Class 10:48 - 12:15 C lunch 12:15 - 12:45	5 & 6 Blk	Class 11:32 - 12:37 C lunch 12:37 - 1:07
7	12:40 - 1:26	7	12:48 - 1:30	7	1:10 - 1:41
8	1:29 - 2:15	8	1:33 - 2:15	8	1:44 - 2:15

Middie Advisory Period (MAP)

MAP is designed for students to connect with an adult advisor who will remain their advisor over their HS years. Information about academic programs, test scheduling and application deadlines for things such as athletics and college will be shared during these times. This process will help to ensure that students and parents are informed of what is going on in and around school.

Emergency Opening Delay and Closings

If our schools are closed or operating on a delay due to weather or any other emergency, the information will be broadcast as soon as possible via:

- All Cincinnati and Dayton commercial television and radio stations
- One Call Now automated phone system will alert staff and parents
- Middletown City Schools website at www.middletowncityschools.com
- All building answering machines will carry the information
- District social media sites

Attendance

It is important for every student in Ohio to attend school every day. There are many reasons students miss school. Missing too much school has long-term, negative effects on students, such as lower achievement and graduation rates. Often districts can directly impact their students' attendance by using data to identify those who may need extra support and services.

Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. To support academic success for all students, the district will partner with students and their families to identify and reduce barriers to regular school attendance.

The district will utilize a continuum of strategies to reduce student absence including, but not limited to:

- Notification of student absence to the parent or guardian;
- Development and implementation of an absence intervention plan, which may include supportive services for students and families;
- Counseling;
- Parent education and parenting programs;
- Mediation;
- Intervention programs available through juvenile authorities; and
- Referral for truancy, if applicable. Updated district policies and procedures should reflect the following changes.

You are required to call the school for any of the absences listed above on the morning of the absence in order for the absence to be excused. Absences for any other reason or failure to contact the school regarding an absence will be considered an unexcused absence and truancy on the part of your student (Ohio Revised Code, Section 3313.609).

Updated district policies and procedures should reflect the following changes.

Definition Of Truancy And Excessive Absences

1. 'Habitual truant' (changed from days to hours)
 - a. Absent 30 or more consecutive hours without a legitimate excuse;
 - b. Absent 42 or more hours in one school month without a legitimate excuse;

- c. Absent 72 or more hours in one school year without a legitimate excuse.
- 2. Includes 'excessive absences':
 - a. Absent 38 or more hours in one school month with or without a legitimate excuse;
 - b. Absent 65 or more hours in one school year with or without a legitimate excuse.

District Responsibilities When A Child Has Excessive Absences

When a student is excessively absent from school, the following will occur:

- 1. The district will notify the student's parents in writing within seven days of the triggering absence;
- 2. The student will follow the district's plan for absence intervention; and
- 3. The student and family may be referred to community resources.

District Responsibilities When A Child Is Habitually Truant

- 1. When a student is habitually truant, the following will occur;
 - a. Select members of the absence intervention team;
 - b. Make three meaningful attempts to secure the participation of the student's parent or guardian on the absence intervention team.
- 2. Within 10 days of the triggering absence, the student will be assigned to the selected absence intervention team;
- 3. Within 14 days after the assignment of the team, the district will develop the student's absence intervention plan;
- 4. If the student does not make progress on the plan within 61 days or continues to be excessively absent, the district will file a complaint in the juvenile court.
- 5. Pursuant to House Bill 410, O.R.C. 3321.12, the superintendent/designee may notify the registrar of motor vehicles and the county juvenile judge of a student's unexcused absence of 60 or more consecutive hours or 90 or more hours in a school year.

Tardies and Early Dismissals

The district will track time missed due to tardies and early dismissals, and this time will be counted towards hours missed for truancy.

Absence Intervention Team

What Is The Role Of An Absence Intervention Team?

The absence intervention team develops a student-centered absence intervention plan for every child who is habitually truant by identifying specific barriers and solutions to attendance. The team should include participation of the student and the parent. This is a new requirement for districts to break down barriers to attendance without filing criminal complaints against students in juvenile court.

Who Is Required To Participate On The Absence Intervention Team?

Membership of each absence intervention team should vary based on the needs of each individual student, but each team MUST include:

- a. A representative from the school or district;
- b. Another representative from the school or district who has a relationship with the child.
- c. The child's parent (or parent's designee) or the child's guardian, custodian, guardian ad litem or temporary custodian.

The district may invite a school psychologist, counselor, social worker, representative of a public or nonprofit agency or representative from the court to participate on the team.

The district must make three good faith efforts to engage the student's parent or guardian. The parent may appoint a parent designee, such as a relative or other trusted adult, if the parent is unable to participate. If, after three good faith attempts, the district is unable to ensure participation of the parent, the team should develop the student's absence intervention plan without the parent.

Student Absence Excuse

Only the following items can be considered for excused absences:

- Personal illness or injury
- Illness or death in the family
- Medical or dental appointments (partial days, in most cases)
- Quarantine
- Religious holiday
- Court appearances (partial days, in most cases)
- Emergencies and other reasons deemed good and sufficient by the principal

Absences will only be excused with a doctor's note or parent notification *
(limit of 8 days excused by parent)

* Parent notification can be a phone call to the school, online absence system, or written note.

Building Procedure

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 extension for the Attendance Office.**
3. 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 will be called to verify the note before the student will be allowed to leave. If a doctor or dental appointment should occur in the afternoon, the student should come to school in the morning and then be excused.
4. 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.
5. Students returning to school before the day is over or entering late must sign in at the **Visitor Center.**
6. A legal guardian or someone listed on the emergency medical form must be contacted before a student will be released from MHS.

According to MHS procedures, students can be withdrawn from school at any point in this process should the interventions prove ineffective, or if guardian/student fail to complete or refuse to participate in prescribed interventions set forth in the Truancy Intervention Plan.

Change in Residence

If the parent, legal custodian or legal aged student moves out of their legal attendance area at any time during the first or second semester, and the student wishes to continue attending the same school, the Guidance 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 into the Middletown City School District must begin school attendance within one week after they begin to reside in our District.

Vacation Policy

The principal may approve vacation days, allowing the student to take work to complete while absent. In order for a vacation to be approved:

- Notification must be given to the principal two weeks prior to the absence.
- Parents must give teachers two weeks notice before the vacation to gather any work.

Discipline Protocol for Remote Learning

The following guidelines are for a remote learning environment.

Teacher Discipline Techniques during Zoom:

- Mute Student Sound
- Mute Student Video
- Move Student to Wait Room
- Turn off Chat

Due Process:

If a student requires a formal out of school suspension, due process must be followed by the administrator issuing the suspension. The Notice of Intent to Suspend form will be completed with student signature. The student will need to participate via Zoom or a phone conference for their informal hearing. If the informal hearing is via Zoom, it is recommended the administrator record the Zoom meeting. The student/parent will email the principal stating that they did have a chance to participate in the informal hearing, this will serve as the student signature. The administrator will

write on the Notice of Intent to Suspend that the student participated via Zoom or via phone and followed up with an email confirmation of their participation.

In School Suspension:

- Students will participate in Zoom but will be muted both video and voice. The expectation is that all work and assignments will be completed.

Out of School Suspension:

- Due process is followed as we would anytime a student is being suspended.
- Students are not allowed to participate in Zoom but can watch the video posted at a later time and complete all assignments.

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 issues 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 extracurricular events. Students riding buses are subject to all other school rules and may receive additional penalties for violating these rules.

Bus Pass

Students are not permitted to change buses unless they have a note signed by the parents/legal guardian and the assistant principal or designee. Give this note to the class office secretary in the morning and pick up the bus pass immediately after school. **No phone calls will be accepted.**

School Bus Rules

Our Bus Drivers Drive with PRIDE! Our students ride with PRIDE!

We want to make sure your child's trip to and from school is as enjoyable as possible. We all play a role in achieving this goal. In order to get your child to school safe, on-time, and ready to learn, it's important that he or she understands the school bus safety rules. Please discuss the rules listed below with your child prior to the start of school.

- Stay in your seat.
- Keep the noise level down.
- Keep your hands to yourself.
- Keep head, hands, and feet inside the bus.
- Don't throw things inside the bus or out the windows.
- No eating or drinking on the bus.
- Keep the bus clean.
- Don't be destructive.
- Be courteous.
- Cooperate with the driver.
- Stay out of the "Danger Zone"—anywhere within 10 feet of the bus.

- Do not ever try to get anything you left on the bus after you get off.
- Do not try to pick up anything dropped underneath the bus—things can be replaced, children cannot.
- Always follow the driver’s directions about how to cross the street. Be alert to traffic, look both ways, and always walk in front of the bus.

Failure to follow the rules listed above could result in the following:

- Warning
- Multiple day suspension
- Permanent exclusion

A more severe or a more lenient consequence could be given based on the individual circumstances of the incident. The building administrator or his/her designee will have the final decision on the consequence.

Building Procedures

Care Of Building

Over the years, our students have been proud of our schools. It belongs to all of us. We all have equal responsibility caring for it. We ask for 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.

FOOD IS STRICTLY PROHIBITED IN THE GYMNASIUM AND THEATER AT ALL TIMES.

Phone Calls

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. Messages from parents/guardians may be given to the secretary for staff member for delivery at the end of the school day. Students will not be called to the telephone or be excused to use the telephone during the school day.

PLEASE DO NOT CALL YOUR CHILD’S CELL PHONE OR TEXT MESSAGE DURING SCHOOL HOURS.

Cell Phones

Students are permitted to bring cell phones to school. Once on school grounds, cell phones are to be turned off and kept in the student's backpack, unless otherwise directed by a staff member. Students who are caught using their cell phones during the day will have them taken by a staff member.

First time violators of this policy are reported to the principal, who may confiscate the device and hold it in his/her office until the end of the school day. Subsequent violations may result in confiscation, loss of privilege and/or forfeiture of the device to the district. **The district assumes no liability if these devices are broken, lost, or stolen.**

Dress Code

Students are advised to use good taste and decency in their clothing choices for school. They should follow the standards outlined below and in the code of conduct. Students should realize that some items of clothing they choose to wear outside of school may not be appropriate for school. Any student dressing in a manner that does not meet the dress code or in a manner considered disruptive to the educational environment or school-sponsored activity will be asked to change. Repeated incidents will be considered insubordination and disciplinary actions may take place. The administration will make the final decision as to what constitutes proper dress and grooming.

Middletown City Schools has a dress code policy which all students are expected to follow. As a reminder the expectations in the policy follow:

- Students are expected to wear appropriately sized clothing. The chest area should be adequately covered and the mid-section of the body should be completely covered.
- Students are expected to wear clothing that is non-transparent and contain appropriate pictures, graphics and language for the school environment.
- Students are expected to wear a shirt with sleeves or a sleeveless shirt that comes to the edge of the shoulder. No tank tops or thin strapped shirts.
- When students wear shorts, skorts/skirts, dresses or jumpers, they are expected to be at least fingertip in length when the student is standing.
- Students are expected to wear shoes that enable them to safely participate in school activities. Gym shoes are encouraged daily.
- Students are expected to remove coats, caps, hats and hoods in the building.
- Pants must be worn around the waist with a belt if necessary.

Dress Code Violations

1st Offense - Parent contact and student must change to follow guidelines.

2nd Offense - Parent contact and discipline referral. Student must change to follow guidelines.

3rd Offense - Continued violations of dress code requirements violates the Middletown City Schools and further disciplinary action will be determined.

Visitors

Parents are encouraged to visit our schools and classrooms. Visits should be scheduled with the teacher and/or the building administrator in advance, to avoid any unnecessary disruption to classroom instruction or activities.

To maintain the safety of students, staff, and to ensure that no unauthorized persons enter the building, all visitors must present state identification and first report to the main office to receive authorization to visit.

All participants and spectators of the school are expected to abide by all laws, ordinances, BOE policies and rules/regulations pertaining to public conduct on district property.

Building administrators and their designees are authorized to take appropriate actions to prevent and remove, if necessary, unauthorized persons from entering district buildings and grounds.

Approved visitors must have a "Visitor's Permit" to wear while in the building during school hours.

Volunteers

Individuals interested in volunteering should contact the building principal or designee to find out what type of assistance is needed within the school. All volunteers must be registered with the District Office and must have an FBI and BCI criminal records check. The cost of this criminal records check is \$55. All required checks, forms and training must be completed prior to beginning any volunteer activity.

PTO Information

The Middletown City School District is aware of the constructive role which Parent and Booster Clubs can play in the schools. The effective leadership provided by these organizations is valuable to the improvement of educational and athletic programs as well as community support of the schools. The Middletown City School District offers these groups and booster clubs its full cooperation, and urges parents, teachers, and administrators to become enthusiastic participants.

No Booster or Parent organization may organize pupils or sponsor school activities or solicit monies in the name of the Middletown City School District, any individual school in the district, or any inter-scholastic team, without the prior approval of the Principal and Superintendent. Fundraising activities district-wide will be coordinated through the Superintendent's Office.

Representatives of recognized booster or parent organizations shall be treated by the Middletown City School District as interested friends of the schools and as supporters of public education and/or athletics in the school district.

The Middletown City School District relies upon parent organizations to operate in a manner consistent with public expectations for the schools and reserves the right to withdraw recognition from any parent organization whose actions are detrimental to the interests of the pupils of this district.

Medication

All students must have an Emergency Medical Form on file.

1. The dispensing of medication during school hours is discouraged.
2. The school nurse will administer prescription medication only when the required form is on file and properly signed.
3. Written instructions signed by the parent and the physician will be required.
4. 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 responsibility for supplying medication to the school.
5. Students 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. *
6. Please notify the school nurse 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.

Disaster Drills

It is essential that all students become familiar with the exit routes from each area of the building. When a warning is given, everyone should proceed by the prescribed route to a safety area as quickly as possible. Students should not talk during a drill and are to remain as a group. Each month MCSD students will participate in one of the following mock drills: Fire, Tornado, Lock-Down.

Setting off any type of false alarm is a violation of state law. Violators will be suspended out of school, charges will be filed in court, and a recommendation for expulsion will be made.

Homework

The Board believes that homework that is properly designed, carefully planned and geared to the development of the individual student meets a real need and has a definite place in the educational program.

Homework should be assigned to help the student become more self-reliant, learn to work independently, improve the skills that have been taught and complete certain projects such as the reading of worthwhile books and the preparation of research papers. Homework assignments also afford a way for parents to acquaint themselves with the school program and their own child's educational progress.

Homework will not be used for disciplinary purposes. The amount and type of homework given is to be decided by the classroom teacher, within the framework of overall instructional plans.

Cheating/Plagiarism

Cheating and/or plagiarism is considered to be any work that is copied or taken from another source and submitted for benefit of a personal grade. Circumstantial evidence can be the basis of discipline and circumstantial includes, but is not limited to:

1. Student evaluation (test scores/grade).
2. Teacher observance of physical happenings (eye movements, body movements).
3. Identical test answers.
4. Location of article/information in another published source or another students' work, without proper footnoting.
5. Proximity (seating arrangement)

Disciplinary decisions will be made based on knowledge of all the circumstances surrounding the incident and the probable determination that cheating and/or plagiarism occurred.

Consequences may include, but not limited to: phone call home, meeting with parent and teacher, loss of grade, detentions, etc.

Lockers/Locks

Lockers are assigned to students at the beginning of each school year. Lockers are considered school property.

Locks are rented from the school. 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 stored for proper identification. Students should check in the office for articles that they have lost.

Middletown High School Application For Community Exchange Release

This option is an earned privilege available to seniors at Middletown High School who would like to pursue community exchange opportunities. It is recommended that this form be submitted in the spring of the preceding school year as a course request. Students must submit the Community Exchange Release paperwork to their counselor before the request can be scheduled. As with any schedule change request, this must be completed within the first 10 days of each semester to be considered for this option. Seniors must meet the following criteria to be considered:

- Have earned at least 17 credits
- Have passed all End-of-Course Assessments
- Have a minimum cumulative GPA of 2.6
- Have a cumulative no more than four (4) unexcused absences from school and no more than four (4) tardies to school during prior years
- Provide documentation to earn at least 50 hours of community service per semester from an acceptable organization as determined by the school administration

FORMS ARE AVAILABLE IN THE GUIDANCE OFFICE

College Visits And Job Interviews

College visits and job interviews must be scheduled through the Guidance office. Pre-approval and verification through the Guidance office are required if the absence is to be excused. Juniors and Seniors are allowed two (2) visits per year. Requests for additional days must have counselor approval.

Media Center

A Media Center pass from your teacher is needed to enter the library. When you enter the Media Center you will need to sign in.

Open Campus

Middletown High School does not have an open campus. This means students are not permitted to leave school for any reason during the course of the school day unless they are signed out by a parent. Students are not permitted to leave campus for lunch and are not permitted to have food delivered to them.

Students exempt from this rule are those students attending College Credit Plus (CCP) classes. Those

students will have a schedule proving they need to leave the campus of MHS at the designated times to attend their CCP courses and those names will be placed on a list for the administration identifying them as students who need to leave campus to attend CCP classes.

Student Driving Code

1. Student drivers are to drive directly to the student-designated parking spaces, lock 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 automobiles 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 a 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. Pursuant to House Bill 410, O.R.C. 3321.12, the superintendent/designee may notify the registrar of motor vehicles and the county juvenile judge of a student's unexcused absence of 60 or more consecutive hours or 90 or more hours in a school year.
6. 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.
7. It is the responsibility of the student driver to keep the school informed of changes in vehicles, license plate numbers, etc.
8. 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.
9. Students losing their parking stickers must inform the office immediately. A **\$10.00 fee** will be charged for a replacement.
10. Parking Permits must be displayed at all times by hanging on the rearview mirror.
11. Middletown High School reserves the right to tow vehicles in violation of the driving code at the owner's expense.

Parking Fees

Yearly - \$30 After January 1 - \$20

MHS reserves the right to revoke parking privileges for any violation of the Student Code of Conduct or Middletown City Law. Students in violation of either of these policies will receive a warning for the first offense and a \$5 for each following offense. Those fees are to be paid within 72 hours or the total will be increased to \$7. If the fines are not paid within 10 days, the fines increase to \$10 for each violation and parking will be revoked. If fines remain unpaid after 20 days, a warrant will be issued and a \$55 court fee will be imposed. Each case will be reviewed by the administration and appropriate action will be taken at their discretion.

Classroom 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 \$88.00. Financial assistance is available to those who

qualify.

Graduation Requirements

Students must meet both testing requirements and curriculum requirements in order to earn a diploma. See the chart below for more information about course requirements and the Graduation Test Requirements. Students not meeting the requirements will not participate in the Commencement Ceremony. All of the following information, including grading scale, can be found in the MHS Course of Studies Guide.

Curriculum Requirements

Twenty-one units of credit are required to graduate. Refer to the chart below to determine the Middletown Board of Education subject requirements.

English 4 credits

Math 4 credits Must include 1 credit Algebra I

Science 3 credits Must include 1 credit Physical Science Must include 1 credit Biology

Social Studies 3 credits Must include 1 credit American History Must include .5 credit American Government

Health .5 credit

Physical Education .5 credit

Fine Arts (Music, Art, Band) 1 credit May be earned by attending Butler Tech (No longer required to begin with the class of 2024)

Technology Course .5 credit May be earned by attending Butler Tech

Economics or Career Search .5 credit Satisfies Financial component

Additional Core classes or Electives 4 credits (3.5 beginning with the class of 2024)

Total 21 credits (20 credits beginning with the class of 2024)

Required courses by grade level:

<u>9th</u>	<u>10th</u>	<u>11th</u>	<u>12th</u>
English I Math World Studies Physical Science Health and PE	English II Math American History Biology	English III Math Science	English IV US Government Economics Math

* Electives may be taken at any grade level. Algebra I High School credit and a Spanish I High School credit may be earned in 8th grade for students meeting requirements.

Testing Requirements

End-of-Course Assessments*	ACT or SAT		Industry Certification
English I and English II Algebra I or Integrated Math I Geometry or Integrated Math II American Government and US History Biology Students can earn a maximum of 5 points per test depending on performance. <i>Students must earn at least 18 out of 35 possible points for this option.</i>	ACT English ≥ 18 Reading ≥ 22 Math ≥ 22	SAT Writing ≥ 430 Reading ≥ 450 Math ≥ 520	Earn 12 points for an industry-recognized and state-approved industry credential and earn a 13 on the WorkKeys assessment

*End-of-Course Assessments will be taken upon the completion of each of the courses listed

** Additional Alternate Pathways information may be found on the Ohio Department of Education website.

Acceleration Policy For Advanced Learners

In accordance with Ohio law and Middletown Board policy, Middletown City Schools offer acceleration opportunities in the form of early admission to Kindergarten, Individual subject acceleration, Whole grade acceleration and Early High School graduation. Applications for early graduation are available in the Guidance Office and must be submitted during the 4th quarter of the year prior to graduation.

The goals of acceleration are to adjust the pace of instruction to the student's capabilities, provide an appropriate level of challenge and to reduce the time period necessary for students to complete traditional school.

When determining if accelerated placement is the best situation for the student, the acceleration evaluation committee will consider the classroom modifications used to address the student's academic needs, the indicators of advanced work as demonstrated by the student, as well as a variety of assessments.

Parents and/or Teachers may submit referrals for acceleration consideration. Parents should contact their student's building principal and the Department of Learning.

Guidance Office / 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 students 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 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 must report to their scheduled class to request a pass to see their counselor. To avoid missing valuable class time, it is recommended that students utilize their study hall period to meet with their counselor. Counselors will also send a call slip to meet with students when necessary.

Schedule Changes

Changing courses after registration will be considered at the discretion of the guidance office. With sufficient planning and forethought, the registered courses should be final. Classes are scheduled upon availability and balanced class sizes. For obvious reasons, we cannot honor requests to have a particular teacher. If schedule change is necessary, parental permission should be made through the counselor or teacher to drop a course. Please contact Guidance Counselor for more information about schedule changes (Refer to page 7 of the Course of Study)

It is important to note that students may not add a class after the 2nd week of the semester unless approved by an administrator. However, any error on a schedule will be corrected immediately.

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 Guidance 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 transfer. The student must return all books to their teachers before leaving school. Please note that students cannot be withdrawn from Middletown City Schools until a records request is received from the new school of enrollment.

Work Permits

Work permits may be obtained at the high school main office. All forms are available in the main office and must be filled out prior to receiving the work permit (including a physical from a licensed physician). Students may drop forms in the main office in the morning and pick up permits during lunch or immediately after school. The principal has the right to deny a work permit based on behavior, grades, attendance and outstanding school fees.

Food Service

The mission of the MCSD Food Services Department is to support student learning by providing nutritious meals for students and staff. For questions or comments about Food Services please call Cindy DeZarn, General Manager at (513) 217-2725.

All breakfast and lunch is provided by the district free to our students. If your child would like to purchase a snack they will need to bring additional money to purchase these items.

Students are not permitted to bring outside food from restaurants into the school with them when signing in later or have it brought in to them near their lunch time. Food brought to the school will

not be sent to classrooms for students and students will not be called to the office to retrieve it.

Students celebrating birthdays and other milestones will not be permitted to bring baked goods into the schools. There are many students with food allergies and baked goods may contain many allergens that could have health consequences for other students. Please do not bring baked goods to school.

Access to Records

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and personal information. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parent(s) or the student in compliance with law, and yet be guarded as confidential information.

It is the intent of the district to limit the disclosure of information contained in the student's educational records except:

1. By prior written consent;
2. As directory information.

The following rights exist:

1. The right to inspect and review the student's education records;
2. The right to seek to correct parts of the student's education records, including the right to the hearing if the school authority decides not to alter the records according to the parent(s) or an 18 year old student's request;
3. The right of any person to file a complaint with the U.S. Department of Education if the district violates relevant federal law, specifically the Family Educational Rights and Privacy Act (FERPA); and
4. The right to acquire information concerning the procedure which the parent(s) or eligible student should follow to obtain copies of this policy, the locations from which these copies may be obtained, as well as any fees to be charged for such copies.

The following personally identifiable information contained in a student's education records is considered "Directory Information":

1. Student's name
2. Participation in officially recognized activities and sports
3. Student's achievement awards or honors
4. Student's height and weight, if a member of an athletic team; and
5. Date of graduation
6. Student District ID
7. Address
8. Phone Number
9. Date of birth
10. Place of birth
11. Major or field of study, if applicable
12. Dates of attendance
- 13.

Computer, Internet and Network

Middletown City Schools offer your child access to our computers and network. Authorization to utilize the school district computer resources, which include software, hardware, and access to the district network which includes access to the internet. The items below must be read, understood, and agreed upon by the parent and the student prior to the district granting access. The items include:

1. The Board of Education Acceptable Use Policy
2. The District Regulations for Network and Internet Acceptable Use

Board of Education Acceptable Use Policy

Technology can greatly enhance the instructional program, as well as the efficiency of the District. The Board recognizes 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 network or online services support learning and enhance instruction, as well as assist in administration. For purposes of this policy, computers include District-owned desktop computers, laptops, tablets and other mobile computing devices. This policy and procedure also applies when connecting guest devices to the District network.

All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of the computer/network include but are not limited to:

1. Violating the conditions of State and Federal law dealing with students' and employees' rights to privacy, including unauthorized disclosure, use and dissemination of personal information
2. Using profanity, obscenity or other language that may be offensive to another user or intended to harass, intimidate or bully other users
3. Accessing personal social networking websites for non educational purposes
4. Copying commercial software and/or other material in violation of copyright law
5. Using the network for financial gain, for commercial activity or for any illegal activity "Hacking" or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access
6. Accessing and/or viewing inappropriate material
7. Downloading of freeware or shareware programs

The Superintendent/designee shall develop a plan to address the short- and long-term technology needs and provide for compatibility of resources among school sites, offices and other operations. As a basis for this plan, he/she shall examine and compare the costs and benefits of various resources and shall identify the blend of technologies and level of service necessary to support the

instructional program.

Because access to online services provides connections to other computer systems located all over the world, users (and parents of users who are 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 Board does not condone the use of such materials. Employees, students and parents of students must be aware that the privileges to access online services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. A user's agreement is signed to indicate the user's acknowledgment of the risks and regulations for computer/online services use. The District has implemented technology-blocking measures that protect against access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to the use of computers by minors, harmful to minors. The District has also purchased monitoring devices that maintain a running log of internet activity, recording which sites a particular user has visited.

"Harmful to minors" is defined as any picture, image, graphic image file or other visual depiction that:

1. Taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex or excretion;
2. Depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or a lewd exhibition of genitals and
3. Taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

The District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms as well as cyber bullying awareness and response. The Superintendent/designee will develop a program to educate students on these issues.

Annually, a student who wishes to have computer network and internet access during the school year must read the acceptable use and internet safety policy and submit a properly signed agreement form. Students and staff are asked to sign a new agreement each year after reviewing the policies and regulations of the District. These policies and regulations also apply to use of District-owned devices, or accessing of District intranet off District property. The Board has developed procedures to follow for implementing this policy.

District Regulations for Network and Acceptable Use

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 online services (electronic mail, internet, commercial services). These guidelines will be reviewed periodically and are subject to revisions as needed.

Acceptable Use

1. The user in whose name the district's online service account is issued is responsible for its use at all times.
2. Rules and regulations of network etiquette are subject to change by the administration.
3. All student web activities will be limited to teacher-directed assignments or activities.
4. Students may only use the web for the purpose of searching for information based on assignments or activities by their teacher.

Unacceptable Use

1. Violating or encouraging others to violate the law or Board Policy
2. Using the system for illegal activities
3. Using the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or by Board Policy
4. Using (accessing) the system for unauthorized financial gain or authorized commercial activity
5. Using lewd, vulgar, indecent or plainly offensive speech
6. Transmitting material that is threatening or harassing and that is based on factors others than race, color, national origin, sex, gender, and 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
7. 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
 - 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 principal and 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.
8. Revealing private information about yourself or others. Private information includes, but is not limited to person's passwords or other confidential information
9. Reading, deleting, copying, or modifying other user's email or files without their permission or attempting to interfere with another user's ability to use technology resources
10. Plagiarizing copyrighted or uncopyrighted materials for personal gain, recognition, or graded work

11. Use that causes disruption in the use of the network by others or the educational process of the district
12. "Hacking," gaining, or attempting to gain unauthorized access to computers, servers, computer systems, internal networks, or external networks is prohibited.
13. Possession of "hacking" tools or other malware is prohibited.
14. Using social network sites such as Facebook, Twitter, and others and/or forum sites and/or blog sites for the purpose of posting slanderous or otherwise harmful information, whether true or untrue, about the character and/or actions of the district's students or staff
15. 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 website is prohibited.
16. Violating regulations prescribed by the district's online service provided. The district's online provider is the Southwest Ohio Computer Association (SWOCA). The acceptable use policy for SWOCA is linked to the district's web page.
17. Any student that has posted, uploaded, or passes along material, data, or information obtained in violation of the Code of Conduct, the Computer/Online Acceptable Use Policies, or any other district policy, agrees to remove from any other website or host (including, for example: YouTube, Twitter, Snapchat, Facebook, or any other social media, and private web pages), any information, files, data, photograph, video, image, or any other type of posting that was obtained or posted in violation of such rules.

Email

1. Email accounts for students and staff members are to be established using procedures outlined by the district technology 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 is the only one to be used on school computers by students and staff.**
2. Email accounts through search engines, websites, or other internet programs, such as Yahoo and Hotmail, are not permitted on school computers. School email accounts need to be monitored by usernames, computer, date, and time in order to track proper email use.
3. The use of email accounts by students must be school-related or under teacher supervision.
4. Students receiving an email account must have a signed user agreement form on file and purpose of use must be correlated to the curriculum.
5. 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.

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 at any time.

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.

Filtering and Monitoring

Filtering software is used to block or filter access to visual depictions that are obscene and all child pornography in accordance with the children's Internet Protection Act (CIPA). Other objectionable material could be filtered. The determination of what constitutes "other objectionable" material is a local decision.

- Filtering software is not 100% effective. While filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. Every user must take responsibility for his or her use of the network and internet and avoid objectionable sites.
- Any attempts to defeat or bypass the district's internet filter or conceal internet activity are prohibited, whether made with a district or personal technological device. This includes, but is not limited to, use of proxies, https, special ports, third party applications, portable hot spots, modifications to district browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content.
- The district will provide appropriate adult supervision of internet use. The first line of defense in controlling access by minors to inappropriate material on the internet is deliberate and consistent monitoring of student access to district computers.
- Staff members who supervise students, control electronic equipment or have occasion to observe student use of said equipment online, make a reasonable effort to monitor the use of this equipment to assure that student use conforms to the mission and goals of the district.
- Staff makes reasonable efforts to become familiar with the internet and to monitor, instruct and assist effectively.
- Students are obligated to immediately report inappropriate or questionable content inadvertently viewed or accessed. Students shall report content to staff, and staff shall report the content thru the designated support helpdesk.

MCSD Google

MCSD G Suite for Education is a suite of free, web-based programs that includes email, document creation, shared calendars, and collaboration tools, hosted by Google and managed by MCSD. G Suite will provide the ability for MCSD students, faculty and staff to communicate, store files and collaborate on documents, spreadsheets, and presentations in real time from school, work, home, or any place with an internet connection.

Google Apps will provide the ability for students and teachers to store files and collaborate on documents, spreadsheets, and presentations in real time from school, home, or any place with an internet connection.

Students will have easy access to real-time document, spreadsheet, and presentation creation tools within their Google Drive. Students will also have additional storage for other files they may need to use between home and school. Each student is provided with unlimited storage on their Google Drive.

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.

[Adoption date: October 11, 2004]

[Re-adoption date: July 23, 2012]

[Re-adoption date: August 24, 2015]

LEGAL REFS.:

U.S. Const. Art. I, Section 8

Family Educational Rights and Privacy Act; 20 USC 1232g et seq.

Children's Internet Protection Act; 47 USC 254 (h)(5)(b)(iii); (P.L. 106-554, HR 4577, 2000, 114 Stat 2763)

ORC 3313.20, 3319.321

CROSS REFS.:

AC, Nondiscrimination

ACA, Nondiscrimination on the Basis of Sex

ACAA, Sexual Harassment

GBCB, Staff Conduct

GBCBA, Staff Use of Social Media

GBH, Staff-Student Relations (Also JM)

IB, Academic Freedom

IIA, Instructional Materials

IIBH, District Websites

JFC, Student Conduct (Zero Tolerance)

JFCF, Hazing and Bullying (Harassment, Intimidation and Dating Violence)

Staff Handbooks

Student Handbooks

Publication In Media

Middletown City School District is dedicated to promoting positive communications about our schools and students. Throughout the school year, we will promote classroom and district successes through publications, the district website, various social media accounts, local newspapers and magazines, cable outlets, online publications, and television stations.

Consent for Middletown City Schools to use pictures, videotapes, film and/or recordings of a student's likeness and/or voice for news broadcasts, promotional clips, print media, Internet, and other means or purposes is assumed unless a parent completes and submits form SR111, Refusal of Consent for Publication of Student Likeness in the Media. The SR111 Refusal of Consent form may be obtained from the school secretary or downloaded from the district's website (www.middletowncityschools.com) and returned to the school office.

If we do not receive the Refusal of Consent form, SR111, we will assume permission to include your child in publications and media releases. This consent releases the Middletown City Schools, its agents, successors or assigns from any liability from any violation of any personal or property rights which said parent or 18-year-old student has in connection with such materials and waives any right to approve accompanying written or narrative material.

Publication Of Student Photo In The Yearbook

Customarily, individual school pictures of students taken in the fall of the year are reproduced in the school yearbook. A parent may refuse consent for his/her child's photo to be included in the yearbook by completing and submitting form SR 114, Refusal of Consent for Student's Photo to be Printed in the Yearbook, which can be obtained from the school secretary and returned to the office. Consent will be assumed unless this form is returned.

Title I Parent Handbook 2023-2024

Title I

has the purpose of enabling schools to provide opportunities for children served to acquire the knowledge and skills contained in the challenging State content standards and to meet the challenging State performance standards (Proficiency and Achievement Testing).

Title I.....

buildings can qualify as Targeted Assisted Program or as a Schoolwide Program. A Targeted Assisted Program requires that the building identify children at risk (achievement) on a priority basis. Under this program Title I services, materials and equipment purchased with these funds can only be used by the specifically identified students, parents and teachers. A Schoolwide Program requires the entire school community, including parents, to make decisions through study, data, and research to reform and change the school with the goal of increasing the achievement of all students in the building. A Schoolwide program allows the services, materials and equipment to be used by all students, parents and teachers in the building.

Title I

is federal money (Elementary and Secondary Education Act) administered through the local public school district.

Title I

money is received by almost all school districts in Ohio.

Title I...

is funded on the premise that areas with a high percentage of low-income families also have high concentrations of children who are educationally disadvantaged.

Title I Meetings

There is an array of Title I meetings held in the Middletown City School District each year. Information on these meetings is shared in a variety of ways. Some meetings are advertised in School newsletters, Twitter Accounts, Facebook, Middletown City Schools webpage(s) and specifically created flyers are also used to make sure parents receive notification of meetings and events available to them through Title I.

An Open House is held each fall in every building. At that meeting, it is required by law that the Title I program and the “Parent-School Compact” is shared with parents and children. The compact is an agreement between the school and home which emphasizes the need to work together to increase student achievement.

A Parent Activity Committee formed at each school, including parents, meets throughout the year to plan and schedule activities of special interest and education for the school community (students, parents and teachers). Each committee determines the number and types of events planned.

Parent involvement meetings and events are supported in three ways. First, a District Parent Facilitator provides guidance and support to building coordinators throughout the school year. Second, each building selects a parent facilitator(s) to support after school and evening activities. Third, a budget is provided for parent involvement meetings and events in each building.

Parent Involvement in Education

The Board believes that parental involvement is an important part of the educational program. Current research indicates that a home-school partnership and greater involvement on the part of parents in the education of their children generally result in higher achievement scores, improved student behavior and reduced absenteeism. All parents and foster caregivers are encouraged to take an active role in the education of their children or foster children.

The Board directs the administration to develop, along with parents and foster caregivers, the necessary regulations to ensure that this policy is followed and that parental involvement is encouraged. The regulations are to:

1. encourage strong home-school partnerships;
2. provide for consistent and effective communication between parents or foster caregivers and school officials;
3. offer parents or foster caregivers ways to assist and encourage their children or foster children to do their best and;
4. offer ways parents or foster caregivers can support classroom learning activities.

In addition, building administrators/designees of schools receiving Title I funds will jointly develop with, and distribute to, parents of children participating in Title I programs a written parental involvement policy and guidelines. The requirements of the policy and guidelines are consistent with Federal and State law.

Ask yourself the following about your parental involvement: how do I help my child? I help my child by.....

- Attending parent meetings
- Volunteering my services at my child's school
- Reading newsletters and/or notes from the school
- Visiting my child's classroom, other than at conference time
- Knowing if my school, or school district, has a Parent Activity Committee (PAC)
- Attending PAC meetings
- Discussing my child's school with:
 - Other parents
 - My child's teacher
 - The principal
 - Other administrators

Knowing what role parents have in planning, carrying out, and reviewing the instructional program at my child's school

Statement of Purpose

The involvement of parents and community members is an essential component of nurturing students. Every effort to invite and consider parent and community input must be made to ensure the success of our students. A team of parents, teachers and administrators developed the following school parent/community involvement plan.

Based on the needs assessment conducted in the 2019/2020 school year the following strategies were outlined:

1. District parent/community involvement plan and School-Parent Compact is distributed to parents and students with the packet of information at the beginning of the school year (available in both English and Spanish). Parents are asked to sign and return an acknowledgement form.
2. Information about school policies and involvement opportunities are communicated through direct parent contact. This will help to ensure access for parents of all participating children.
3. Annual and regular meetings of parents will be convened to discuss schoolwide or targeted assistance programs, including their right to be involved in the school plan:
 - a. An open forum for parents and community members conducted by the principal
 - b. Parents/community members are asked to serve on committees as needed
 - c. Meetings can be more flexible and may be held outside the school campus
4. Parents will be provided information on school performance, student's individual assessments, school curriculum:
 - a. *Parental Community Involvement Resources* will include policy information, school/meeting calendar, Parent/Student Handbook, Volunteer application forms, references to Web site resources, availability of Student Achievement Plans and Parent/Community suggestion forms. Contact your school if you have problems accessing this material online.
 - b. Each school has a separate page on the district's Web site which provides information on staff, calendar, and school activities.
 - c. Each school's Local Report Card is available under the Central Administration section of the district website to inform parents of school performance as defined by state standards and the No Child Left Behind Act
 - d. The Family Report provided by the state for each child in Grades 3 through 8 will be distributed as they become available from the State, usually at the beginning of the school year or shortly after.
 - e. News of school events is communicated regularly. Ask your school if you are not receiving regular updates.
 - f. Timely updates are provided weekly when needed.
5. Parents and community members will be given timely responses to their concerns and suggestions.
 - a. *Parental Community Involvement Resources* will be available in each school office.
 - b. Parent/Community suggestion form process:
 - i. Parent/Community members may submit their concerns/suggestions verbally or in written form. Administration has two weeks to respond to the concern/suggestions. Submissions will be filed for up to 2 years as a record and measurement of concerns and solutions that may affect policy or procedures. The information may also be used to periodically revise the parent/community involvement policy.
6. School-Parent Compact. A team of parents developed the compact.

School-Parent Compacts

The federal, Title I program requires all participating schools to develop, with their Title I parents, a Compact that outlines how parents, school staff, and students will work to improve student achievement and building partnerships to help children achieve to high standards. Schools are to develop these voluntary agreements between the home and school to define goals, expectations, and shared responsibilities of schools and parents as partners in students' learning.

Compacts incorporate the unique ideas and activities of each school community. They usually have a separate section for teacher, principal, parents and their children to sign if they choose.

School responsibilities describe how the school will provide high quality curriculum and instruction and note the importance of communication between teachers and parents on an ongoing basis (conferences, reports, access to staff, and opportunities to volunteer and participate in their child's classroom).

Parent responsibilities indicate some ways that parents can support their child's learning. Those responsibilities can include monitoring school attendance, homework completion, and television watching; volunteering in their child's classroom; and taking part, as appropriate, in decisions on the education of their children and constructive use of extracurricular time.

These Compacts are reviewed each year. If you have any ideas for your child's school Compact, please share them with your child's school.

The home can be a rich source of support to both teachers and students. It is recognized that through home and school communication, the parent/school partnership can become a vital and useful source. Parents should feel free to communicate with the school about their child.

In the Middletown City School District, a district-wide parent facilitator works with all Title I buildings during the school day to support activities for parents which teachers cannot because of their direct responsibilities with students. Individual buildings have their own parent facilitator who works with the district-wide facilitator in developing the after school meetings and events.

Parent involvement is a requirement for receiving Title I funds. One percent of the money must be used for parent involvement activities. The district is required and proud to report how many activities/meetings, the types of activities, and the number of parent participants involved each year.

**School-Parent Compact
School Year 2023 - 2024**

Dear Parent/Guardian,

At this school, students participating in the Title I, Part A program, and their families, agree that this compact outlines how the parents, the entire school staff and the students will share the responsibility for improved student academic achievement, as well as describes how the school and parents will build and develop a partnership that will help children achieve the state's high standards.

JOINTLY DEVELOPED

The parents, students and staff partnered together to develop this School-Parent Compact for achievement. Teachers suggested home learning strategies, parents added input about the types of support they needed and students told us what would help them learn. Parents are encouraged to attend annual revision meetings annually, to review the compact and make suggestions based on student needs and school improvement goals. Parents also are encouraged to participate in the annual Title I parent survey, each spring, that is used as a tool to collect parent feedback regarding the current Title I programs and policies.

To understand how working together can benefit your child, it is first important to understand the district's and school's goals for student academic achievement.

MIDDLETOWN CITY SCHOOL GOALS

By 06/15/2026 we will improve the performance of all students in all grades in Middletown City Schools to increase 50 % in Reading and Math using the State Report Card.

SCHOOL GOALS

We will increase the percentage of students acquiring reading and math skills at grade level

To help your child meet the district's and school's goals, the school, you and your child will work together on the following items.

SCHOOL/TEACHER RESPONSIBILITIES

The school will ensure:

- Teachers will regularly communicate student assignments and suggestions on ways parents or caregivers can provide support for their child's skill development.
- Teachers will hold scheduled parent-teacher conferences to share student progress and suggest strategies parents and caregivers can use at home to support student achievement.
- Staff will hold quarterly parent involvement events to share strategies parents and caregivers can use at home to support student achievement.

PARENT RESPONSIBILITIES

We, as parents, will:

- Provide a healthy environment for my child so they can come to school ready to learn.
- Help my child arrive at school on time, rested and ready to learn daily, unless he/she is ill.
- Read and discuss all teacher and school communication, progress reports, homework and papers that my child brings home.
- Attend and actively participate in all parent-teacher conferences and parent involvement events to be able to support my child's success in school.

STUDENT RESPONSIBILITIES

- Always do my best, listen in class, ask questions, and do all of my assignments
- Talk with my teacher(s), parent or caregiver about daily assignments and ask for help when needed.

COMMUNICATION ABOUT STUDENT LEARNING

The school is committed to frequent, two-way communication with families about children’s learning. Some of the ways you can expect us to reach you include:

- Class app communication to parents
- Parent portal communication
- Parent-teacher conferences
- Emails to parents on student’s progress
- Phone calls
- Directly contact your child’s teacher or principal with any additional questions you have.

ACTIVITIES TO BUILD PARTNERSHIPS

The school offers ongoing events and programs to build partnerships with families.

- Parent-teacher conferences
- Parent Engagement Events
- Curriculum nights
- Parent Personalized Learning Activities to engage in with their child, along with feedback forms.

Please sign and date below to acknowledge that you have received, read and agreed to this SchoolParent Compact. Once signed, please return the form to your child’s teacher. We look forward to our school-parent partnership! School

Representative Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____



Notice Of Parents Right-To Know

Date: August 15, 2023

RE: Every Student Succeeds Act (Public Law 114-95), Section 1112 (e)(1)(A)

Parent/Guardian:

You have the right to know about the teaching qualifications of your child's classroom teacher in a school receiving Title I funds. The federal Every Student Succeeds Act (ESSA) requires that any school district receiving Title I funds must notify parents of each student attending any school receiving Title I funds that they may request, and the district will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:

- I. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- II. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;
- III. Whether the teacher is teaching in the field of discipline of the certification of the teacher; and
- IV. Whether your child is provided services by paraprofessionals and if so, their qualifications.

You may ask for the information by returning this letter to the address listed above. Or you may fax or e-mail your request to the provided fax number or e-mail address. Be sure to give the following information with your request:

Child's full name _____

Parent/guardian full name _____

Address _____

City, State, ZIP _____

Teacher's name _____

Sincerely,

Deborah Houser
Middletown City Schools Superintendent

504 Statement

Middletown City School District

No pupil shall be discriminated against because of age, color, disability, parental status, marital status, race, national origin, religion, sex or veteran status. Parents who have a temporary or permanent disability may request the district to provide appropriate accommodations necessary for them to participate in essential instructional activities of their children. Students who are at least eighteen (18) years of age may submit their own requests.

It is the policy of the Middletown City Schools to provide a free and appropriate public education to each qualified student with a disability within its jurisdiction, regardless of the nature or severity of the disability. It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled under this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA).

Under Section 504, due process rights of qualified students with disabilities and their parents are guaranteed in the Middletown City Schools. Principals or their designees are the school Section 504 team chairpersons and may be contacted at their respective buildings.

A copy of the district's Section 504 Guidelines and grievance procedures may be found on-line at www.middletowncityschools.com, or a paper copy may be requested at the board office.

Extracurricular

Middletown City School District

Regulations for

Student Extracurricular Activity (ECA) Participation Fee

Effective July 1, 1995

Beginning with the 1995-96 school year the Middletown City School District instated a student participation fee for all extracurricular activities (ECA) offered by the District in grades 7 -12. The following regulations govern the administration of the program.

For all athletic programs governed by the Ohio High School Athletic Association (OHSAA) the fee shall be \$50.00. For all other extracurricular programs offered by the district for which a supplemental contract is issued, the student fee shall be \$25.00. For the present school year the Board of Education has approved a \$100.00 maximum charge per family.

The participation fee for all extracurricular activities must be paid at your respective school at the beginning or during the season. The student must then show the paid receipt to their coach or advisor.

All students shall be responsible for payment of the participation fee at each school. Building cashiers shall keep an account of the fees paid and shall report the amounts and students names to the District Athletic Director.

The Middie Way Program

Through the Middie Way Program, the Middletown City School District's Athletic Department strives to fulfill its mission to provide the best athletic program in the nation for students in grades 7 - 12 by fostering the pursuit of excellence through a realization of the following commitments:

To be a positive example of the integration of academic and athletic success	To motivate each student athlete to pursue excellence in the classroom and in every endeavor in life
To demand a commitment to truth, discipline, loyalty and perfection	To compete with great effort, poise and perseverance
To bring honor and glory to the Middletown community and to Middletown High	To work within the structure of the team learning to overcome selfish needs, to live beyond one's self and to become part of something bigger than the individual
To make the student athlete's' time at Middletown High School the most enjoyable and meaningful experience in his/her life	To be part of a successful team learning to function effectively and cohesively within a wide variety of personalities
To develop character and a positive attitude in our student athletes that will give us a competitive edge in our successes	To provide the best coaching leadership, coaching skills, player techniques and player strategies

Extracurricular Activities Participation

Effective discipline, which requires respect for the rights of others, is necessary if all students are to attain a quality education. Attendance is also critical in maintaining eligibility. Students who are habitually absent may see a decline in performance causing them to be ineligible to participate. Additionally, students must be in attendance at least the last four periods of the day on the day of a contest or they may not participate in that contest.

A student's failure to comply with the requirements for conduct outlined in the student handbook may result in student discipline. The student may lose all rights to participate in school-related social events or extracurricular activities for a period of time determined by the principal. Depending on the seriousness of the offense committed by the student, suspension or expulsion may also result. Discipline is always administered in a reasonable manner. (Please refer to the Middletown City School District Code of Student Conduct).

Students engaging in extracurricular activities must keep in mind that participation in these activities is a privilege, not a right. Students engaging in extracurricular activities are prohibited from engaging in conduct that brings discredit upon the school, or that brings a disruptive influence on the good order, disciplinary, or educational environment of the school. Failure to do so is a violation of the Code of Conduct.

Arrests/Charges/Other Misconduct

Any athlete or participant in any other extracurricular activity who is arrested, who is charged as a juvenile or as an adult, or who otherwise engages in conduct that brings discredit upon the school or brings a disruptive influence on the good order, disciplinary or educational environment, may be suspended from participating in the activity or competitions until the criminal or juvenile action is completed. If the student's participation in practices brings further discredit upon the school or brings a disruptive influence on the good order, disciplinary or educational environment of the school, the student may also be denied participation in practices.

Conviction/Guilty/Adjudication

Students found guilty of, admitting to, pleading no contest to, or being adjudicated of charges may expect to have their suspensions extended, up to and including a permanent ban from any or all extracurricular activities or sports.

**The Code of Conduct requirements apply both in and out of season. Therefore, discipline will be imposed for conduct that occurs in season, out of season, or prior to the start of a season.*

For additional information pertaining to athletics, please refer to the Athletic Handbook or contact the Athletic Director.

Eligibility For Extracurricular Activities

Participation in extracurricular activities is a privilege, not a right. At Middletown High School, extracurricular activities are defined as activities that are optional and are not attached to any specific course/class that offers an academic grade on a report card and transcript. Such activities include clubs, theater productions, and athletics. Activities that directly relate to a class and comprise course/class requirements for a grade are considered co-curricular activities. Such activities include marching band and concert performances. The eligibility requirements do not apply to co-curricular activities; however, the instructor may choose to enforce consequences as applicable for their course/class. Note: Athletics is governed by the rules and regulations of the Ohio High School Athletic Association.

Student Athletes' Academic Expectations

Eligibility to participate in extracurricular activities is determined as follows:

1. **Eligibility for extracurricular activities is determined at the semester grading period twice per year.** The minimum standards for eligibility for extracurricular activities are:
 - GPA of at least 1.55 (on a 4.0 scale); AND
 - Must have passed five 1 credit courses, or 2.5 credits in the immediately preceding semester (may be in combination of high school and CCP courses); AND
 - No more than five referrals per semester.
2. **Academic Intervention Plan: Students who fail to meet these requirements are considered ineligible and enter the Academic Intervention Plan, which includes Academic Watch, Levels 1 and 2 and Academic Probation.**
 - **Academic Watch, Level 1:** Students who have more than one "F" are ineligible for a minimum of two weeks and not until the student is passing at least one of the classes in which she/he has received a failing grade. The same consequence applies to students who fall below the 1.55 requirement.
 - **Academic Watch, Level 2:** Students who receive more than two office referrals per quarter will be ineligible for a minimum of two weeks. Before eligibility status is restored, students will be required to meet with their Assistant Principal and Club Advisor.
 - **Academic Probation:** Any student placed on Academic Watch 1 or 2 more than one will be placed on Academic Probation. Students on Academic Probation are at risk of losing eligibility for the year.

Students who are placed on Academic Watch (1 or 2) more than one are precluded from holding any office or leadership positions.

Middletown High School has a broad range of activities to refer students to in order to help students retain or regain academic eligibility for all extracurricular activities including contracts, tutoring programs, mentoring and monitoring programs, academic support classes and counseling, study halls during or after school, outreach programs, and/or other programs.

Clubs For MHS Students

Activity

5K Club
Alliance Club
Anime Analysis
Anime and Art Club
Anime Club
Art Club
Athletic Boosters
Beauty By the Middie
Board Game Club
Creative Writing
Drama Club
FCCLA Club
Game Club
German Club
Good Game Club
Hack Club
Hamilton Club (Musical)
International Club
Key Club
K-Pop Club
LGBT & Pride Club
Magic the Gathering Club
Millennium Club
Music Boosters
NHS Club
P7 Club
Painting and Pottery Club
Peer Tutoring
Philosophy Club
Ping Pong Club
Purple Pride Community
Roleplaying Club
Science Club
Senior Sidekicks/Mentors
Speech & Debate
Student Government
Students Helping Students Club
Study Tables
Table Top Club
Yuugioh Club

Advisor

Ellen Russell
Kindra Scalf
Diane Bogotay
Rik Krebs
Ellen Russell
Trish Keen
Andrew Locke
Celine Thomas
Brian Campbell
Katrina Fugate
Kati Heintzman
Kysie Delong & Cathy Riggan
Brian Campbell
Cindy Scott
Becky Lindsey
Brian Brady
Karoline Krynock
Darine Rees
Cora Thompson
Diane Bogotay
Kindra Scalf
Joseph Stringer
Ellen Russell
Dana Beason
Annette Bowles
Jake Senft
Trish Keen
Lee Day
Michelle Amrein
Brian Brady
Chris Goforth
Joseph Stringer
Brian King
Anisha Daniels
Michael Barber
Stephanie Cooper & Kayla Wandsnider
Karoline Krynock
TBD
Chris Pearce
Trish Keen

Acknowledgement Page

Dear Parents/Guardians and Students,

This handbook includes important policies and procedures pertaining to the safe operation of schools in the Middletown City School District for the 2023-2024 school year.

Please carefully review these policies and the information provided regarding school policies, expectations and appropriate courses of action, as described in this handbook.

The Computer Usage Agreement form below must be completed for each student and returned to your child's school office.

School Handbook and Computer Network Agreement

I/We, _____, the parent(s) of (student name) _____, have read and understand the computer policy and its guidelines and regulations and we agree to its terms and conditions. We confirm our child's intentions to abide by the terms and conditions therein, and we agree to supervise our child's use of the computer network from home or outside of the classroom.

Parent's/Guardian's Signature

Date

Student's Signature (if 18 years of age)

Date