
MEADOWBROOK HIGH SCHOOL
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Note: This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in July 2017. If you have questions or would like more information about a specific issue or document, contact your school principal or access the document on the District's website: www.rhcolts.org by clicking on "Schools-Meadowbrook High School-HANDBOOK" and finding the specific policy or administrative guidelines in the Table of Contents for that section. Paper copies are also available in the High School office upon request.

Student/Parent Handbook for Meadowbrook High School

Welcome to Meadowbrook High School. The staff and I are pleased to have you as a student and will do our best to help make your experience here as enjoyable and successful as you wish to make it. To help provide a safe and productive learning environment for students, staff, parents and visitors, the Board of Education publishes this updated Student/Parent Handbook annually to explain students' rights, responsibilities and consequences for misbehavior.

Parents are encouraged to take a few minutes to review and discuss the information in this Handbook with their school-age children. Teachers will also review this Handbook with students at the beginning of the school year.

Thank you for taking the time to become familiar with the important information in this Handbook. If you have any questions, please contact the high school office.

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Rolling Hills Local School District- MHS

2019-2020

Wednesday, August 14.....	First day for staff
Thursday, August 15.....	First Day for Students
Monday, September 2.....	Labor Day; No School
Thursday, September 12.....	Progress Reports Available
Friday, September 13.....	Fair Day: No School
Monday, October 14.....	Staff In-service; No School
Friday, October 18.....	End of the Grading Period
Friday, October 25.....	Report Cards Out
Thursday, November 8.....	1 Hour Early Dismissal– P/T Conference (2:00-8:00 p.m.)
Monday, November 11.....	Veteran’s Day; No School
Wednesday, November 27-Dec. 2 (inclusive).....	Thanksgiving Vacation, No School
Friday, December 20.....	End of Grading Period
Monday, December 23 – January 3 (inclusive).....	Christmas Vacation, No School
Friday, January 10.....	Report Cards Out
Monday, January 20.....	Martin Luther King Day; No School
Friday, February 7.....	Progress Reports Available
Monday, February 17.....	Presidents' Day; No School
Friday, March 13.....	Staff In-service; No School & End of Grading Period
Friday, March 20.....	Report Cards Available, 1 Hr. Early Dismissal P/T Conference (2:00-8:00 p.m.)
Friday, April 10-13.....	Easter Vacation; No School

Friday, April 17.....Progress Reports Available
Friday, May 8.....No School/Make up Snow Day #1
Friday, May 15.....No School/Make up Snow Day #2
Thursday, May 21.....Last Day for Students
Friday, May 22.....Last Day for Staff

**If necessary calamity make-up days will be scheduled for May 8 and 15

SECTION I-INTRODUCTION

FOREWORD

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about Board policy and procedures. The handbook contains information about student rights and responsibilities; each student is responsible for knowing its contents. Please take time to become familiar with the important information contained in this Handbook and keep the Handbook available for frequent reference. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to your teachers or the building principal or assistant principal who you will find listed in the Staff Directory. This handbook replaces all prior handbooks and other written material on the same subjects.

This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of July 2019. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building principal and on the District's web site

MISSION

Our mission is to be an inviting educational center providing excellent opportunities for all students based upon high expectations in academics, technology, and social development and strong partnerships within the community.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer: Superintendent; Ryan Caldwell at 740-432-6952.

Complaints will be investigated in accordance with the procedures described in this Handbook and a response, in writing stating the steps the school will take to correct the situation, will be given to the concerned person within 10 school days. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance

Officer can provide additional information concerning equal access to educational opportunity.

SCHOOL DAY

REGULAR DAILY BELL SCHEDULE

<u>Period</u>	<u>Start Time</u>	<u>End Time</u>
1 st	7:55	8:39
2 nd	8:41	9:22
3 rd	9:24	10:05
4 th	10:07	10:37
5 th	10:39	11:20
6 th	11:22	12:03
7 th	12:05	12:46
8 th	12:48	1:29
9 th	1:31	2:12
10 th	2:14	2:55

2 HOUR DELAY

<u>Period</u>	<u>Start Time</u>	<u>End Time</u>
1 st	9:55	10:30
2 nd	10:33	11:04
5 th	11:05	11:36
6 th	11:37	12:08
3 rd	12:10	12:41
7 th	12:43	1:14
8 th	1:16	1:47
9 th	1:49	2:20
10 th	2:22	2:55

ONE-HOUR EARLY DISMISSAL

Period	Start Time	End Time
1 st	7:55	8:32
2 nd	8:34	9:08
3 rd	9:10	9:44
7 th	9:46	10:20
4 th	10:22	10:56
5 th	10:58	11:32
6 th	11:34	12:08
8 th	12:10	12:44
9 th	12:46	1:19
10 th	1:21	1:55

AM Activity Schedule

Period	Start Time	End Time
1 st	7:55	8:37
2 nd	8:39	9:15
Activity	9:17 (Release from 2nd)	10:25 (Return to 3rd)
3 rd	10:27	11:03
5 th	11:05	11:41
6 th	11:43	12:19
7 th	12:21	12:57
8 th	12:59	1:35
9 th	1:37	2:13
10 th	2:15	2:55

PM Activity Schedule

<u>Period</u>	<u>Start Time</u>	<u>End Time</u>
1st	7:55	8:33
2nd	8:35	9:08
3rd	9:10	9:43
4th	9:45	10:16
7th	10:18	10:51
5th	10:53	11:26
6th	11:28	12:01
8th	12:03	12:36
9th	12:38	1:11
10th	1:13	1:46
Activity	1:48	2:55

ENTERING THE BUILDING

The building will open in the morning at 7:20. Homeroom/First Period begins at 7:55 a.m. Any student arriving to school after 7:55 a.m. must enter through the front doors and report to the office for a tardy pass. Excessive tardy days may result in disciplinary action.

LOCKERS

Upon official enrollment, students will be assigned a locker. Damaged lockers or those requiring special cleaning efforts by school personnel may result in financial obligation by students. Students must provide his/her own lock and are encouraged to lock lockers at all times. Lost keys and forgotten/misplaced combinations will result in the lock being cut off. Lockers are the property of the school and are “loaned” to students for use. The lockers are subject to inspection

by school personnel. **DO NOT SHARE LOCKERS.** Use of a locker other than the one assigned to the student could result in disciplinary action.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as they respect those rights for their colleagues and staff. All students will be expected to follow teachers' directions and obey all school rules. Disciplinary procedures are designed to ensure due process before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed. Many times it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents have the option of receiving communication from the School via email and/or facsimile by filling out the appropriate form available in the school's administrative office. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the administrative office.

STUDENT EMANCIPATION

A student who has reached the age of majority has the **option** to assume full rights of an adult and may sign his/her own report card, excuse slips, permission slips, and have free access to his/her school records. Adult students (18 or older) must follow all school rules and are encouraged to include their parents in their educational program.

Each student who has reached the age of majority shall assume full responsibility for his/her performance in school, attendance, and compliance with school administrative guidelines. Prior to assuming his/her full rights, the student should **sign form 5780FI**. The administration reserves the right to advise parents of any situation regarding a student, regardless of age, which it deems worthy of parental involvement.

Only students who have a completed emancipation form on file will be excluded from the requirement of parent/guardian approval. A student is considered emancipated if he/she

1. Is 18 years old.
2. Lives separately from parent/guardian.
3. Supports himself/herself independently from parent/guardian by providing proof to the assistant principal in the form of a pay stub, proof of rent, and utility bills, all of which are in the name of the student.
4. Does not wish for parent/guardian to be contacted by the school for any reason other than an immediate emergency.

STUDENT WELL-BEING

Student safety is the responsibility of the staff. All staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. Should a student be aware of any dangerous situation or accident, she/he must notify any staff person immediately.

State law requires that all students must have an emergency medical form completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

These Emergency Medical Authorization Forms must be completed and signed by the appropriate person(s) in order for a student to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. A new form will be required at the beginning of each school year.

Students with specific health care needs should alert the school regarding those needs, in writing and with proper documentation by a physician, to the school office.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures.

A student who becomes ill during the school day must request permission from the teacher to go to the office. An appropriate adult in the office will determine whether or not the student should

remain in school or go home. No student will be released from school without proper parental permission.

SECTION II– GENERAL INFORMATION

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides, unless enrolling under the District’s open enrollment policy. If open enrollment is an option or other arrangements need to be made to attend a school outside of the student’s home district, it should be done through the home school.

Students that are new to Meadowbrook High School are required to enroll with their parents or legal guardian. When enrolling, parents must provide copies of the following:

- A. A birth certificate or similar document.
- B. Court papers allocating parental rights and responsibilities, or custody (if appropriate).
- C. Proof of residency.
- D. Proof of immunizations.

Under certain circumstances, a temporary enrollment (14 days) may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. Guidance/Central Office will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the District Liaison Homeless Children with regard to enrollment procedures.

Adult student (18 years of age, or older) may enroll themselves, but if residing with their parents, are encouraged to include them in the process. Adult students do carry the responsibilities of both the student and parent and must provide proof of residence in the district.

In addition, if a new student resides in the District with a grandparent and is the subject of a: (1) power of attorney designating the grandparent as the attorney-if-fact; or (2) a caretaker

authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the District the child's educational progress, the student's grandparent may enroll the child in school on a tuition-free basis. However, in addition to the above-referenced documents that are typically required for enrollment, the grandparent must provide the District with a duly executed and notarized copy of a power of attorney or caretaker authorization affidavit.

A student who has been suspended or expelled by another public school in Ohio will be temporarily denied admission to the District's schools during the period of suspension/expulsion even if that student would otherwise be entitled to attend school with the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes in another state and the period of expulsion or removal has not expired, maybe temporarily denied admission to the district's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the district had the student committed the offense in the district. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the expulsion and any other factors the Superintendent determines to be relevant.

If a student has been recently discharged or released from the custody of the Department of Youth Services (DYS) and is seeking admittance or re-admittance into the District, the student will not be admitted until the following records, which are required to be released by DYS to the Superintendent, have been received:

- A. An updated copy of the student's transcript;
- B. Report of the student's behavior while in DYS custody;
- C. The student's current IEP, if one has been developed for the child; and
- D. A summary of the instructional record of the child's behavior.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a

student's schedule should be handled through the Guidance Office. It is important to note that some courses, which are requested, may be denied because of the available space or the need to take prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change. Failure to follow the assigned schedule will result in disciplinary action.

EARLY DISMISSAL

No student may leave school prior to dismissal time without a parent or guardian either submitting a signed written request or coming to the School Office personally to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a written permission note signed by the custodial parent(s) or guardian.

An early dismissal will only be granted for excused absences. A note requesting an early dismissal signed by the parent/guardian must be turned into the attendance office before first period. Parents (or a person whose signature is on file) are required to sign out students in the office before the student may leave the building. No early dismissal of students will be issued after school is in session without parent/guardian verification of emergency or other administrative approved circumstances.

Anytime a student leaves the building whether for authorized or unauthorized reason, he/she will have that time recorded as part of their absences in any grading period. In cases of truancy, any student leaving campus without permission shall also be subject to discipline from the Truancy section of the Student Conduct Code.

SIGNING OUT OF THE BUILDING

Meadowbrook High School operates on a "closed campus" principle. No student is permitted to leave the campus without permission. Students who have appointments scheduled during the school day must bring a written note from a parent/guardian to the office before first period.

In case of an illness or emergency the parent must be contacted by phone. All students must have the permission of the Principal/Assistant Principal to leave the building during the school day. Once the permission has been granted the student must **SIGN OUT in the office** and exit through the **FRONT doors**.

SENIOR WORK RELEASE

The Senior Work Release Program is designed for those seniors who can complete graduation requirements without attending a full school day at MHS. We would recommend this program for seniors who are considering the workforce after graduation, who are currently employed and/or for students engaged in mentorships. If you are planning to attend college, you should have a full schedule at the high school or it may affect your admission into college.

Eligibility Criteria:

- must be senior status when the school year begins
- must be enrolled in all classes needed to meet graduation and full time attendance requirements
- must have earned ALL graduation points from state assessments required for graduation
- if an athlete, the student must be enrolled in and passing at least five credits to meet athletic eligibility
- all participants must be enrolled in classes through the lunch periods
- must provide a copy of a valid driver's license
- must **leave the MHS premises at the end of your last class**
- must **SIGN IN/OUT daily and enter/leave through the FRONT doors**
- must be approved by the building principal
- must have parent signature even if student is 18 years old
- must provide the office documentation bi-weekly of hours worked provided by the employer if on work study for credit hours. (with employer contact information)
- Must maintain school attendance in accordance with HB410 or the student will be given a full.

WITHDRAWAL/TRANSFER OUT OF THE DISTRICT

No student under the age of eighteen (18) is allowed to withdraw from school without the written consent of his/her parents and in compliance with State law. A student who otherwise withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver's license, if s/he is under the age of 18.

Parents must notify the Principal about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within 14 days of the parents' notice or request.

EMERGENCY MEDICAL AUTHORIZATION

A complete Emergency Medical Authorization Form must be on file with the School in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization form is provided at the time of enrollment and at the beginning of each school year.

USE OF MEDICATIONS

Students, who must take prescribed medication during the school day, must comply with the following guidelines:

- A. Parents should, determine with the counsel of their child's prescriber whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. **Such forms must be filed annually and as necessary for any change in the medication.**
- C. All medications must be registered with the Principal's Office and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.
- D. Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the Principal's Office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours provided the student has written permission from a parent or physician and has submitted the proper forms. In the case of epinephrine auto injectors ("Epi pens"), in addition to

written permission and submission of proper forms, the parent or student must provide a back-up dose to the school nurse. Students are strictly prohibited from transferring emergency medication, Epi pens, or inhalers to any other student for their use or possession.

Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended. Medication **MAY NOT** be sent to school in a student's lunch box, pocket, or other means on or about his/her person. An exception to this would be prescriptions for emergency medications, for allergies and/or reactions, or asthma inhalers.

NON-PRESCRIBED (OVER-THE-COUNTER) MEDICATIONS

Staff member shall not dispense over-the-counter (OTC) medication to any student without prior parent authorization. Parents may authorize the administration of a non-prescribed medication on forms that are available from the Principal's Office. Physician authorization is not required in such cases.

Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant **if the appropriate form is completed and on file in the Principal's Office.**

A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority

to remove or isolate a student who has been ill or has been exposed to a communicable disease or a highly transient pest, such as lice. Any removal will be only for the contagious period as specified in the school's administrative guidelines.

CONTROL OF NON CASUAL-CONTACT COMMUNICABLE DISEASES

The School District has an obligation to protect staff and students from non-casual-contact communicable diseases. When a non-casual-contact communicable disease is suspected, a panel of resource people, including the County Health Department, will review the student's health. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child bleeds at school and students or staff members are exposed to the blood. Any testing is subject to laws protecting confidentiality.

CONTROL OF BLOOD-BORNE PATHOGENS

The School District seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to blood-borne pathogens in the school environment and/ or during their participation in school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precautions to follow universal procedures in order to reduce such risks and minimize and/ or prevent the potential for accidental infection.

Students may be exposed to blood-borne pathogens in situations, including, but not limited to the following:

- A. Engaging in activities with other students in the school environment (e.g., physical education class) where physical injuries or other actions that can cause bleeding or exposure to saliva and other body fluids may occur.
- B. Working with equipment in the school environment that can cause cuts or similar injuries that produce bleeding.

- C. Participating in extracurricular activities (i.e., athletic activities) where physical injuries or other actions that can cause bleeding may occur.

Whenever a student has contact with blood or other potentially infectious material, s/he must immediately notify his/her teacher, who will contact the office and assist the student in completing the requisite documents (e.g., Form 8453.02 FI -Exposure Report).

The parents of a student who is exposed will be contacted immediately regarding the exposure and encouraged to have the student's blood tested for Hepatitis B and HIV either by his/her physician. The student's parents are encouraged to consult with the student's physician concerning any necessary post-exposure treatment.

The students' parents will also be asked to provide a copy of the test results and any post-exposure treatment for maintenance in the student's educational record in accordance with the Federal and State laws concerning confidentiality.

The parents of the student who caused the exposure will also be contacted immediately and advised to have the student's blood tested for Hepatitis B and HIV viruses either in cooperation with his/her physician.

The students' parents will also be asked to provide a copy of the test results and for maintenance in the student's educational record in accordance with the Federal and State laws concerning confidentiality.

INDIVIDUALS WITH DISABILITIES

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the District's programs and facilities.

The laws define a person with a disability as anyone who:

- A. Has a mental or physical impairment that substantially limits one or more major life activities;
- B. Has a record of such an impairment; or
- C. Is regarded as having such an impairment.

The District has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Additionally, in accordance with State and Federal mandates, the District seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment."

The Rolling Hills School District provides a variety of Special education programs and services for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA).

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is important and required by Federal (IDEIA, A.D.A. Section 504) and State Law. More importantly, the School wants the parent to be an active participant. To inquire about the evaluation procedures, programs, or services a parent should contact the Guidance Department at 685-2566.

HOMELESS STUDENTS

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the liaison for Homeless Students at the district office.

PROTECTION AND PRIVACY OF STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

Student "personally identifiable information" ("PII") includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or

student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees.

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found upon request at the office.

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student request that prior written consent be obtained. See Form 8330 F13.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a

written notice identifying requested student records to the office. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or the student's parents;
- B. mental or psychological problems of the student or the student's family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the office to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey or evaluation within a reasonable period of time after the request is received by the principal.

The Superintendent will notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/ or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605 Washington, D.C.
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and
[PPRA@ED.Gov.](mailto:PPRA@ED.Gov)

STUDENT FEES, FINES, AND CHARGES

Students will be provided necessary textbooks for courses of instruction, when applicable, without cost. In accordance with State law, Meadowbrook High School charges specific fees for the following activities and materials used in the course of instruction. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

Fees may be waived in situations where there is financial hardship and the proper fee waiver form is completed.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit. Late fines can be avoided when students return borrowed materials promptly. Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school is not responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

MEAL SERVICE

The School participates in the National School Lunch Program and makes lunches available to students for a fee of \$ 3.00 (price is subject to change.) Ala carte items are available. Students may also bring their own lunch to school to be eaten in the School's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the principal.

Colt College students are granted permission to sign out during lunches to get food if they choose. This privilege is granted along with enrollment in the program, but may be revoked for disciplinary or attendance violations. Students who leave for lunch may only bring a "packed" lunch (not fast food), from home, back into the building and must eat in the cafeteria. Students may not provide food or drink for students not involved in this program. Students are required to sign out, wear their Colt College bracelet in a visible location and sign in when leaving/returning from lunch. Violation of this policy can result in loss of privileges or disciplinary action.

Applications for the School's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that she/he is eligible, contact the school office.

All students, including those who carry lunches, are to eat in the cafeteria. After finishing lunch, students are to remain in the dining area or in the gym during “free time.” If a student wishes to leave either location, or move from one to the other, permission must be granted by the responsible staff member(s) on duty. The restrooms in the front lobby may be used after receiving permission.

- NO FOOD IS PERMITTED ANYWHERE EXCEPT IN THE CAFETERIA UNLESS APPROVED BY ADMINISTRATION.
- HOT DRINKS, FOUNTAIN DRINKS/POLAR DRINKS AND/OR FAST FOOD ARE NOT PERMITTED INSIDE THE SCHOOL BY STUDENTS.
- STUDENTS ARE PERMITTED TO CARRY CLEAR BOTTLED WATER. ANY OTHER BOTTLED OR CANNED DRINKS WILL NOT BE PERMITTED IN THE CLASSROOMS OR HALLS THROUGHOUT THE SCHOOL DAY.
- NO CARRY-OUT FOOD IS TO BE ORDERED FOR SCHOOL DELIVERY or BROUGHT INTO THE SCHOOL DURING LUNCH UNLESS PRE APPROVED BY AN ADMINISTRATOR.

LUNCHROOM CHARGE POLICY

The purpose of the policy is to establish consistent meal account procedures throughout the district. The cafeteria/lunchroom is a self-funded, self-contained program. Repeated charges drastically affect the ability to provide supplies and commodities necessary to meet the nutritional needs of students. The goals of this policy are as follows:

- A. To ensure that all students have a healthy meal and that no child goes hungry.
- B. To treat all students with dignity and confidentiality in the serving line regarding meal accounts.
- C. To support positive and clear communication among staff, administrators, teachers, students and parent/guardian.
- D. To establish fair practices that can be used throughout the school district.
- E. To encourage the parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student.
- F. To establish a consistent practice regarding charges and collection of charges.

PAYMENT METHODS:

School breakfast and lunch accounts can be funded through multiple methods:

- A. Cash or Check
- B. Payforit. Simply log on to www.payforit.net and select the "Sign Up" option from the menu. The screens will guide you through the process to establish your account.
- C. Complete a National School Lunch Program meal application to determine eligibility for benefits.
- D. A "No Cash Back" procedure will be followed when students pay for their breakfast or lunch in the serving line. All monies paid will be deposited into the student's account.

It is strongly encouraged that parents/guardians make meal payments in advance.

Remember that your child may select an extra entrée or ala carte items, which will reduce the amount of money left in your student's account. If you wish to prohibit your child from charging extra items please notify the Food Service Director and a request in writing will be kept on file and listed in the cashier's computer as "No Charging".

Meal charges are strongly discouraged, however occasionally an emergency makes it necessary. The following procedures will apply regarding charges.

STUDENT MEAL CHARGES: ALL GRADE LEVELS

- A. Students that are in the serving line to receive a meal and cannot pay for the meal will be provided with the regular menu meal from the cafeteria. Students with a negative balance will be referred to the Building Principal.
- B. Ala Carte items may not be charged at any time. This includes snacks, drinks, additional entrees, etc.
- C. The parent/guardian will be notified and asked for prompt payment when meals are charged.
- D. A copy of the Food Service Lunchroom Charge Policy will be provided to all parents/guardians at the beginning of the year and again after the first payment notification.

E. When a negative balance reaches \$30.00 the parent/guardian will be asked for payment. If payment is not received, the parent/guardian may be asked to provide a sack lunch for the students. If no payment or sack lunch is provided, the student will be provided a regular menu meal from the cafeteria. Charges will continue to accumulate and the parent/guardian will be considered in neglect. The information may be forwarded to the appropriate authority.

F. Charges not paid by the end of the school year will follow the child from one year to the next and can progressively accumulate until paid.

G. Seniors must pay all charges before graduation or the student may be denied the opportunity to “walk” at graduation and/or receive their diploma.

LUNCH APPLICATIONS:

If you are unable to pay for school meals due to your economic situation please contact the Food Service Director or building administration. Assistance may be available and eligible recipients will receive the regular school breakfast and lunch at a free or reduced cost. Applications will be sent home at the beginning of the school year with back to school information and are also available in each school office. Applications can be filled out at any time during the school year and any time there is a change in income or number of household members.

Refunds of a positive balance for students leaving the district or graduating may be issued by making a request to the Food Service Director. Funds may be transferred to a sibling in the district.

SAFETY AND SECURITY

- A. All visitors must report to the office upon arrival where they will be given and required to wear a building pass.
- B. Staff members are expected to question people in the building whom they do not recognize and who are not wearing a building pass.
- C. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- D. Outside doors are locked during the school day.

FIRE AND TORNADO DRILLS AND SAFETY PLAN

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. The school conducts tornado drills following procedures prescribed by the State. Specific instructions on how to proceed will be provided to students by their teachers who will oversee the safe, prompt, and orderly evacuation. Evacuation routes are posted in classrooms.

Safety drills will be conducted at least once per year. Teachers will provide specific instruction when appropriate but all staff and students are trained and encouraged to make decisions based on the situation and their safety. A safety plan is in place and for emergency situations and has been shared with local support agencies.

EMERGENCY CLOSING AND DELAYS

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the following

- WILE/WCMJ Radio
- Twitter (@MHSColts)
- WHIZ – TV
- Facebook (Rolling Hills Local School District)
- WTRF – TV
- One-Call Now
- Webpage- www.rollinghills.k12.oh.us/mhs

Parents and students are responsible for knowing about emergency closings and delays. See the schedules at the front of the handbook for delayed starting time. **It is important to keep contact information current and accurate to stay informed. Please contact the office with any phone or address updates.**

INSURANCE

An independent insurance agent provides school accident insurance for high school students for coverage to, at, and from school and school approved activities. Twenty-four hour coverage is also available. All accidents should be reported to the teacher in charge. Those students who

have purchased insurance and who need to file a claim should pick up a claim form in the office as soon as possible. All payments and claims are sent directly to the insurance carrier by the family. The school does not provide these insurance services.

USE OF SCHOOL EQUIPMENT AND FACILITIES

We take great pride in our high school which has been paid for by our own families. It is our responsibility to keep it looking new. Writing on walls or damage to school equipment is unacceptable. Any student purposely abusing school property will be held financially responsible and may face disciplinary action.

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and safe keeping of any equipment or facility they are allowed to use.

TEXTBOOKS/ELECTRONIC DEVICES & OTHER SCHOOL ISSUED RESOURCES

Teachers shall keep a written account of all textbooks or resources issued to students. The accounting shall include the following:

- A. Name and number of book or resource
- B. Condition
- C. Student's name

When textbooks/resources are returned at the end of the school year, they shall be checked against the record. Students who do not pay their fines or assessments at the end of the school year shall not be issued report cards and textbooks/resources for the next school year until the obligation has been met. In the case of the graduating seniors, no student may participate in graduation activities until all obligations are met. Parents and adult students shall be liable for any damages to or loss of school property caused by the student.

All college textbooks purchased by the district for the purposes of College Credit Plus must be returned to the school in a timely manner after the course has ended. Failure to return a text may result in fees added to the student. Failure or the late withdrawal of a College Credit Plus course will result in the fee for the text and the course added to the student's account.

TELEPHONES

Excepting emergency, students will not be called to the office to receive a telephone call. Telephones are available in the school for students to use when they are not in class. Students are not to use the telephone to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

USE OF WIRELESS COMMUNICATION DEVICES (WCD)

1. The classroom teacher makes the final decision as to when an electronic device will be allowed to be used during class time, including the use of headphones or other auxiliary devices.
2. Students are allowed to use their electronic devices during their lunch period and in between classes throughout the school day, or if given permission by the teacher.
3. If the electronic device is used in a manner that violates the student code of conduct the student(s) will be punished according to the student code of conduct.
4. Students are not permitted to use electronic devices to record videos/images within the school without the permission of the classroom teacher or the person(s) being recorded. This required to protect the privacy rights of all students and faculty.
5. "Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through but not limited to cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.
6. More information regarding wireless communication use is found on page of the 31.

Rolling Hills Local School District iPad Policy

The focus of the iPad program at Rolling Hills is to provide tools and resources to the 21st Century learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for the future, and one of the learning tools of these 21st Century students is the iPad. The individual use of iPads is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with iPads integrates technology into the curriculum anytime, anyplace.

This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of iPad resources. If a person violates any of the terms and conditions named in this policy, privileges may be terminated, access to school technology resources may be denied, and the appropriate disciplinary action shall be applied.

The policies, procedures and information within this document apply to all iPads used at all Rolling Hills Schools, including any other device considered by the administration to come under this policy. Building principals and teachers may set additional requirements for use in their classroom.

The use of Rolling Hills technology resources is a privilege, not a right; as such, it is expected that all students will be respectful of the technology at all times. It is our expectation that all students will be good “digital citizens” when using the iPads and all other technology resources throughout the school.

If a student violates any of the terms and conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied.

Parent/Guardian Responsibilities

Parents/guardians should talk to their children about the values and standards that their children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

School Responsibilities

- Provide Internet and email access to its students.
- Provide Internet filtering of inappropriate materials as required by state and federal law.
- Instruct the students relative to Digital Citizenship.
- Much like school lockers, iPads are school property. As such, Rolling Hills Schools reserves the right to review, monitor, and restrict information stored on or transmitted by the devices. Additionally, iPads may be confiscated at any time to investigate inappropriate use of school technology resources.
- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

Student Responsibilities

- Using computers/devices in a responsible and ethical manner as good digital citizens.
- Obeying general school rules concerning behavior and communication, online and otherwise.
- Using all technology resources in an appropriate manner so as to not damage school equipment.
- Helping the school district protect our computer system/device by contacting an administrator about any security problems they may encounter.
- Monitoring all activity on their account(s).
- Turning off and securing iPads after they are done working to protect their work and information.
- Informing appropriate Teacher/Administrator of inappropriate use of technology, including inappropriate emails. Students should submit any offensive/inappropriate information to an Teacher/Administrator.
- Checking-in their iPads immediately upon request from the school.

Student Activities Strictly Prohibited

- Jail-breaking a school iPad (modify or remove district restrictions)
- Changing preset iPad and network settings

- Using another student's iPad
- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing school policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Gaining access to other student's accounts, files, and/or data.
- Use of anonymous and/or false communications.
- Giving out personal information, for any reason, over the Internet.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the school Internet web filter through a web proxy.
- Spamming (sending mass or inappropriate emails).
- Playing non-educational games unless given permission by the Teacher/Administrator.

Legal Propriety

- Students will comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity.
- Plagiarism is a violation of the Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of malicious software is strictly prohibited and violators will be subject to appropriate discipline by the school. Violation of applicable local, state or federal law, or school policy will result in criminal prosecution or disciplinary action by the District.
- Theft of another student's iPad by a student will be prosecuted to the fullest extent of the law.

Any student who does not adhere to the guidelines outlined in this document will be subject to disciplinary actions outlined in the school buildings student code of conduct.

Receiving an iPad

iPads will be assigned to students each year, and will remain in classrooms. Should circumstances arise which might require a student to take an iPad home, the Student iPad Permission Form must be completed and approved by an administrator. Students will be issued a Rolling Hills managed Apple ID. Apple ID accounts with personal emails will not be permitted on Rolling Hills School's iPads.

Periodically, students may be required to submit their iPads for "check-in". These check-ins are an opportunity for the school to ensure that the devices are functioning correctly and are being appropriately maintained. All efforts will be made to ensure that check-ins will not interfere with the student's use of the iPad for learning.

Students will return their iPad on a designated day at the end of the school year. Students who graduate early, withdraw, are expelled, or terminate enrollment in Rolling Hills Local Schools for any other reason must return their individual school provided iPad on the date of termination. If a student fails to return the iPad upon termination of enrollment, a report will be filed with the Guernsey County Police Department and the student will be subject to criminal prosecution or civil liability. The student must also pay the replacement cost of the iPad.

Furthermore, the student will be responsible for any damage to the iPad and must return the iPad and accessories to the school in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.

Repairing or Replacing the iPad

Any damage or repairs to a student iPad must be reported to the school administration. Depending on the damage a disciplinary action may occur. In the case of intentional damage and/or neglect, the student is responsible for the cost of the repair. This decision is at the discretion of district administration. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. If a student continues to damage or neglect the iPad, further disciplinary consequences may occur such as privileges being revoked.

Stolen Devices

Students are required to enable the “find my iPad” feature upon receipt of the device. This feature will prove very valuable in finding a lost or stolen iPad.

Any theft of an iPad must be reported to the administration immediately. The school will file a report with the Guernsey County Police Department. Failure to report a lost or stolen device may result in additional disciplinary action for the student responsible for said iPad.

iPad Care and Protective Cases

Students are responsible for the general care and maintenance of the iPad that they have been issued by the school. iPads that are broken or fail to work properly must be taken to administration for an evaluation of the equipment. All iPads will be distributed with protective case to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. iPads should always be within the protective case.

- The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not lean on the top of the iPad when it is closed.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not place anything magnetic on or near the screen; no cleansers of any type.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not “bump” the iPad against lockers, walls, car doors, floors, etc. as it will eventually break the screen.
- Do not leave the iPad in a location where it is extremely hot or extremely cold (ex. vehicles).
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads must never be left in an unlocked locker, unlocked car or any unsupervised area.
- Students are responsible for keeping their iPad’s battery charged for school each day.
- iPad covers must remain free of any writing, drawing, stickers, or labels that are not provided by Rolling Hills. Students are required to use the case they are assigned and not use one of their own.
- iPads that malfunction or are damaged must be reported to the school’s office. iPads that have been damaged from student misuse or neglect will be repaired with cost being incurred by the student.

Using the iPad at School

Students must bring their iPad to all classes. iPads should be charged to full capacity each day. Repeat violations of this policy will result in disciplinary actions outlined by the school code of conduct.

Sound, Music, Photos, Games, or Programs

Games are not allowed during school hours unless with permission from teachers or administration, including lunch and study halls. Sound must be muted at all times unless permission is obtained from the classroom teacher.

All storage on the iPad will be for school projects only. Storage of student personal photos or downloaded images is not permitted.

All software/Apps provided by the school must be loaded and available on the iPads at all times.

Networking

For purposes of security and network manageability, the iPads are equipped with WiFi networking capabilities only and will access Rolling Hills Local School's network via a managed WiFi connection. VPN connections will not be permitted and will result in disciplinary actions.

Managing Files and Saving Work

It is strongly recommended that students use GSuite for content storage or other cloud technologies for storage where appropriate. Since the iPads will not be backed up by the school, an effective backup plan is important. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work. In certain circumstances, students may save work to the home directory on the iPad. However, the amount of storage space on each device is limited.

While the District's networks are available on a 24 x 7 basis, there is no guarantee of 100% uptime. In rare cases where the network may be unavailable, Rolling Hills Local Schools will not be responsible for lost or missing data.

Periodic Inspections

Students may be required to check in their iPads for periodic updates and inspection. Students may be selected at random to provide their iPad for inspection. Failure to comply will result in disciplinary actions. If technical difficulties occur or inappropriate software/Apps are discovered, the iPad will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a reformat and reimage.

Inventory

Student and staff iPads will be inventoried and labeled by the school. Labels and identifying marks should not be removed. iPads can be identified in the following ways:

- Record of serial number
- School Labels

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the Principal. A minimum of twenty-four (24) hours notice is required to ensure that the Principal has the opportunity to review the announcement or posting.

SCHOOL DANCES

Dances sponsored by the school may be attended by guests, on an individual sign-up basis, with the exception of special occasions. Once the dance begins and admission is paid, students leaving the dance will not be permitted to return. The sponsoring organization must have the necessary chaperons and security personnel contracted at least three (3) days before the dance. **Dances are for high school students. No students under freshman status or dates over 20 years of age will be permitted to attend dances at the high school.**

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may take advantage of the school's computer network, she/he and his/her parents must sign an agreement, which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the

student's computer account and possible disciplinary action up to and including suspension from school or referral to law enforcement authorities.

The District provides Internet services to its students. The District's Internet system has a limited educational purpose, and has not been established as a public access service or a public forum. Student use of the District's computers, network and Internet services/connection ("Network") are governed by the following principles and guidelines, and the Student Code of Conduct. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

Parents and students are advised that the Board may not be able to technologically limit access through the Board's Internet connection to only those services that have been authorized for the purpose of instruction, study and research related to the curriculum. Because it serves as a gateway to any publicly available file server in the world, the Internet opens classrooms and students to electronic information resources that have not been screened by educators for use by students of various ages. The District utilizes a Technology Protection Measure, which is a specific technology that will protect against (e.g., filter or block) access to visual displays/depictions that are obscene, pornographic, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the Technology Protection Measure may be configured to protect against access to other material considered inappropriate for students to access.

The District further utilizes software and/ or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/ or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that are not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The District supports and respects each family's right to decide whether to apply for independent student access to the Internet.

Students are encouraged to use the "Network" for educational purposes. Use of the Network is a privilege, not a right. When using the Network, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Students are responsible for good behavior on

the District's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. Unauthorized or inappropriate use of the Network, including any violation of these rules, may result in cancellation of the privilege, disciplinary action consistent with the Student Code of Conduct, and/ or civil or criminal liability. Prior to accessing the Network, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors and the signed documents must be on file. Parents are encouraged to discuss their values with their children so that students can make decisions regarding their use of the Network that is in accord with their personal and family values, in addition to the Board's standards.

Students must complete a mandatory training session/program regarding the appropriate use of technology and online safety and security as specified in Policy 7540.03- Student Network and Internet Acceptable Use and Safety before being permitted to access the Network and/or being assigned an email address.

Smooth operation of the Network relies upon users adhering to the following guidelines. The guidelines outlined below are not exhaustive but are provided so that users are aware of their general responsibilities.

- A. Students are responsible for their behavior and communication on the Network.
- B. Students may only access the Network by using their assigned Network account. Use of another person's account/ address/password is prohibited. Students may not allow other users to utilize their account/address/password. Students may not go beyond their authorized access.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the Network.
- D. Students may not use the Network to engage in "hacking" or other illegal activities (e.g., software pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography; fraud; sale of illegal substances and goods).
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.

F. Any use of the Network for commercial purposes (e.g., purchasing or offering for sale personal products or services by students), advertising, or political lobbying is prohibited. This provision shall not limit the use of the Network by students for the purpose of communicating with elected representatives or expressing views on political issues.

G. Use of the Network to engage in cyber bullying is prohibited. "Cyber bullying" involves the use of information and communication technologies such as email, cell phone and pager text messages, instant messaging (IM), defamatory personal Web sites or MySpace/FaceBook accounts, and defamatory online personal polling Websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others." For further information on cyber bullying, visit <http://www.cyberbullying.ca>

To the extent permitted by the First Amendment, instances of cyber-bullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct.

H. Students are expected to abide by the following generally-accepted rules of network etiquette:

1. Be polite, courteous, and respectful in your messages to others.
2. Use language appropriate to school situations in any communications made through the Network. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive or disrespectful language in communications through the Network (including, but not limited to, public messages, private messages, and material posted on web pages)
3. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
4. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending him/her messages, the student must stop.
5. Do not post information that, if acted upon, could cause damage or a danger of disruption.
6. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while

communicating on the Internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial web sites.

7. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.

8. Never agree to get together with someone you "meet" on-line without parent approval and participation.

9. Check email frequently and diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.

10. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any e-mail that contains pornography. Students should not delete such messages until instructed to do so by a staff member.

I. Malicious use of the Network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Network in such a way that would disrupt its use by others. Students must avoid intentionally wasting limited resources. Students may not bypass or attempt to bypass the District's Technology Protection Measure. Students must immediately notify the teacher, principal if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access.

J. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions/acknowledgement of authorship must be respected. Rules against plagiarism will be enforced.

K. Downloading of information onto the Board's hard drives is prohibited, without prior approval from the principal. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.

L. Students must secure prior approval from a teacher or the principal before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs."

M. Students may use real-time electronic communication, such as chat or instant messaging, only under the direct supervision of a teacher or in moderated environments that have been established to support educational activities and have been approved by the Board, Superintendent, or principal.

N. Privacy in communication over the Internet and the Network is not guaranteed. In order to verify compliance with these guidelines, the Board reserves the right to monitor, review, and inspect any directories, files and/ or messages residing on or sent using the Network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

O. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board makes no warranties of any kind; either expressed or implied that the functions or the services provided by or through the Network will be error-free or without defect. The Board is not responsible for any damages a user may suffer, including, but not limited to, loss of data, service interruptions, or exposure to inappropriate material or people. The Board is not responsible for the accuracy or quality of information obtained through the Internet. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials. The Board will not be responsible for financial obligations arising through the unauthorized use of the Network. Students or parents of students will indemnify and hold the Board harmless from any losses sustained as a result of misuse of the Network by the student. Use of the Network by students will be limited to those students whose parents have signed a release of claims for damages against the Board.

P. File-sharing is strictly prohibited. Students are prohibited from downloading and/ or installing file-sharing software or programs on the Network.

Q. Students may not establish or access web-based email accounts on commercial services through the Network (e.g., Gmail), Hotmail, Yahoo mail, etc.).

R. Since there is no central authority on the Internet, each site is responsible for its own users. Complaints received from other sites regarding any of the District's users will be fully investigated and disciplinary action will be taken as appropriate.

S. Preservation of Resources and Priorities of Use: Computer resources are limited. Space on disk drives and bandwidth across the lines which connect the Network (both internally and externally) are limited. Each student is permitted reasonable space to store email, web, and personal files. The Board reserves the right to require the purging of files in order to regain disk space. Students who require access to the Network for class-or instruction-related activities have priority over other users. School resources take priority over personal files or downloads.

TRANSMISSION OF RECORDS AND OTHER COMMUNICATIONS

Parents/Guardians have to complete and return to the District Form 8330 F4a in order to authorize the staff to communicate with the parent/guardian via facsimile and/or electronic mail ("email"). These forms must have a signature and be on file in the office. Parents who elect to communicate with a staff member via email are required to keep the District informed of any changes to their email address.

SECTION III – ACADEMICS

GUIDANCE

The Guidance Department provides the vital service of helping students make wise decisions and intelligent career plans. A variety of workshops and meetings for students and parents will be held throughout the year to assist with scheduling and college/career planning. New student orientation will be held in August each year. College Night, with over thirty colleges and universities represented, will be held during the month of October. A financial aid seminar will be held in January. Information concerning the Dual Enrollment and Post-secondary Options will be discussed at an evening workshop in March. Students and parents are encouraged to visit the Guidance Office to discuss personal problems and to develop a high school and college/career plan. The academic counselor is Mrs. Shannon Wetzler and the college and career counselor is Mrs. Cristin Canter. The guidance department can be followed on Twitter (@Colts_Guidance) to keep informed of important information.

Course offerings can be viewed through the guidance office as well as the district/building website. Note: College Credit Plus (CCP) courses listed below are for BOTH high school and college credit.

GRADING SYSTEM

Meadowbrook High School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined she/he should ask the teacher. The grading policy is based on the following scale:

92 - 100% = A = Excellent achievement	Below 65%= F = Failure
83 - 91% = B = Good achievement	I = Incomplete
74 - 82% = C = Satisfactory achievement	P = Acceptable achievement
65-73%= D =Minimum achievement	W= Withdrew from course

Meadowbrook High School utilizes a 50 Floor Assessment Guideline for projects, tests and

quizzes in regular classes (not on the advanced list). Guidelines are covered with students at the beginning of the year and can be obtained upon request at the office.

INCOMPLETES

To be considered for an academic award or recognition any Incomplete must be made up by the end of the fifth day after grade cards have been distributed.

An Incomplete also represents unfinished work in a course and will therefore be considered a withdrawal for the course should the student fail to make up the work in the allotted time. Therefore, to pass a course, students must not have any incompletes for nine-weeks grades or exams.

ADVANCED COURSEWORK

Several high school courses are considered advanced coursework. Students in advanced courses will be held to a more rigorous standard, aligned to that of a college preparatory program. By requesting the course, a student and parent are agreeing to the following conditions:

- No late work will be accepted except with teacher discretion on a student-by-student basis with documentation for the reason of acceptance (in the comments section of progress book).
- No reassessments except with teacher discretion and principal approval. Such decisions will be made on a student by student basis with documentation for the reason of acceptance (in the comments section of progress book).
- Students have 10 days from the start of school to drop any course. This will be enforced except with administrative discretion on an individual basis with documentation for the reason of transfer.

- The following courses are considered advanced:

- | | |
|-------------------------|----------------------|
| ○ Lab Biology | ○ Calculus |
| ○ Adv. Physical Science | ○ Adv. ELA 9 |
| ○ Chemistry | ○ Adv. ELA 10 |
| ○ Anatomy | ○ Adv. ELA 11 |
| ○ Physics | ○ Adv. ELA 12 |
| ○ CP Geometry | ○ Adv. Government |
| ○ CP Algebra II | ○ Adv. World History |
| ○ Precalculus | ○ Adv. US History |

- Spanish II
- Spanish III

- Spanish IV

A student must earn a 65% average for a course in order to meet the minimum requirement for credit. Students must also complete requirements for the course. The course requirements might mean participation in a performance to receive credit, complete a term paper for a credit, or complete a project for credit. Failure to complete the requirements could result in failure for the course.

Grade Point Average

The 4 point grading scale is used for ALL courses. Grade point average (GPA) is based on the grade and credit given in all subjects. In calculating GPA in general course, A=4, B=3, C=2, D=1, F=0. To calculate a grade point average, assign a point value to each course grade and divide by the total number of credits. For partial credit courses use the fractional value of the grade. For example, a half credit course with an earned grade of a C would be $0.5 \times 2 = 1.0$. Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned to determine GPA. This can be done by grading period, semester, year or for a series of years. Only the final course grades are calculated into the accumulated GPA.

Grading Periods

Students shall receive a report card at the end of each nine-week period indicating their grades for that portion of the academic term. When a student appears to be at risk of failure, reasonable efforts will be made to notify the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

Physical progress reports are not provided unless parent or student notifies the office that they wish to receive them. Instead, students and parents are encouraged to login to ProgressBook to access grades on a regular basis. Similarly, staff will have grades completed and uploading on progress report dates. All students and parents are given access each year. Parents may contact the office for access information at 740-685-2566.

HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for assessment tests and graduation. Homework will not be used for disciplinary reasons but only to enhance the student's learning. **Failure to complete homework will be treated as a behavior issue as well as an academic issue.**

GRADE PLACEMENT

Grade placement will be based on this credit-earned system. For example, a student may have attended high school for four years but have earned just thirteen (13) credits. He/she would remain in a junior grade level until required credits are earned. If the required number of credits for senior status is reached during the year, students can be moved to a senior grade level at mid-year. No other grade level will make changes during the year.

From 9th to 10th---5 credit requirement
From 10th to 11th---10 credit requirement
From 11th to 12th---15 credit requirement
Graduation---21 credit requirement

GRADUATION REQUIREMENTS

In order to acknowledge each student's successful completion of the instructional program, appropriate to the achievement of District goals and objectives as well as personal proficiency, the Board of Education awards a diploma to eligible student at a graduation ceremony. The Board shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by the Boards or who properly completes the goals and objectives specified in his/her individualized education program (IEP) including either the exemption from or the requirement to complete the graduation tests required by the State Board of Education. In addition to course credits, students must earn the required number of points, unless exempted, on the tests required by the State Board of Education to graduate. Those students who have satisfactorily completed all District requirements but have yet to accumulate the required number of points are permitted to participate in graduation exercises though are required to complete the tests at the next administration date before they receive a diploma.

Regular Diploma

Normally, students will complete graduation requirements in four (4) years. In order to receive a diploma and graduate a student must pass all assessment tests required by the Ohio Department of Education (ODE), meet the school requirements for basic course-work, and earn the minimum

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

The passing of twenty-one (21) credits is required for graduation from Meadowbrook High School. All graduating students must pass the required state examinations for graduation. Students are required by the State of Ohio to earn a cumulative passing score of 18 points on the High School State Assessments. (Refer to Student Assessment section of the Handbook)

Credit Requirements

- 4 Credits in English
- 1/2 Credit in Health
- 3 Credits in Social Studies- 1 American Government, 1 World History, & 1 American History
- 1/2 Credit Business Finance
- 1 Credit of Fine Arts
- 4 Credits in Mathematics- 1 Algebra II or the equivalent of Algebra II *-Algebra II is not a requirement for students following a career technical pathway (see below.)*
- 1/2 Credit in Physical Education- * See PE Waiver below. *The Ohio Core allows school districts to adopt a policy that would exempt students who participate in athletics, band, or cheerleading for two full seasons from the physical education requirements. Students must take another course of a least 60 contact hours in its place.*
- 3 Credits in Science- *Science units must include 1 unit of physical sciences, 1 unit of biology and 1 unit advanced student in one or more of the following sciences: chemistry, physics, or other physical science, advanced biology or other life science; astronomy, physical geology, or other earth science or space science.*
- 5 ½ Credits Electives- *Elective units must include one or any combination of foreign language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education or English language arts, mathematics, science or social studies courses not otherwise required.*
 - ❖ Seniors must complete all graduation requirements by **their** last regular school day in order to participate in graduation ceremonies.
 - ❖ Students attending the career center may be exempt from the fine arts requirement

PHYSICAL EDUCATION WAIVER

Students who participate in two seasons of district-sponsored high school interscholastic athletics, marching band or cheerleading are not required to complete a traditional physical education course if they complete the requirements for a waiver. The student will still need to complete one-half unit of credit in another curricular area to meet the 21 credits required for graduation. The physical education waiver form

must be completed after 2 separate seasons and submitted to the guidance office. Granting of the waiver becomes effective only after the completion of two athletic seasons as approved by the band director, athletic coach or cheerleading advisor. Partial credit will not be granted.

CAREER-TECHNICAL EDUCATION PATHWAY -Algebra II exemption

State Legislation allows students who entered high school on or after July 1, 2015 (graduating class of 2019 and beyond), and who are pursuing a career-technical education pathway to replace the Algebra II/ Mathematics III requirement with a career-based mathematics course. This course addresses high school level mathematics standards relevant to a specific career pathway and focuses on the appropriate mathematical practices, fluencies and or content related to the career pathway. All students are required to have access to a minimum of 10 career-technical education pathways.

GRADUATION ASSESSMENTS

The courses in which students take an end-of-course exam will be:

- **English 9**
- **English 10**
- **Algebra I**
- **Geometry**
- **Biology**
- **American History**
- **American Government**

Students can earn from 1-5 points for each exam, based on their performance.

5 – Advanced

4 – Accelerated

3 – Proficient

2 – Basic

1 – Limited

Students must accumulate a minimum of 18 points from scores on their end of course exams to become eligible for a diploma. Of these overall points, a student must earn at least four points between the math exams, four points between the English exams, and six points between the science and social studies exams.

- Earn a minimum of four points in English tests
- Earn a minimum of four points in math tests
- Earn a minimum of six points in science and social studies tests
- Additional four points selected from any of the content areas

Students that score below proficient on an exam may retake it after they receive some extra help on the material. Students that score proficient or higher on an end of course exam can retake exams only if, once they take all the exams, they have not met the minimum graduation points to graduate. In this case, a student can retake any exam after receiving some extra help on the material. The same rules apply to substitute exams, which may be used interchangeably with approved tests. Students who do not earn the required number of graduation points can still meet the requirements for a diploma if they earn a remediation-free score on a national college admission test. The ACT assessment will be given to students free of charge in the spring of their junior year. Remediation-free scores on the ACT are as follows: English Composition-18, Reading-22, Mathematics-22.

Industry Recognized Credentials and The Workkeys Exam

Students may use the industry recognized credentials from MHS, the vocational school or the EPIC learning community to meet graduation requirements. In order to qualify for a diploma under the credential option, a student needs to do two things:

1. Earn a minimum score of 13 on WorkKeys, a work readiness test that many employers use
2. Earn an industry-recognized credential or credentials worth 12 credential points

A student may choose any combination of credentials that totals to 12 points within a single career field. The goal is for students to exit high school with a coherent bundle of credentials that leads to meaningful employment or post-secondary options. For example, obtaining a Taser certification (for law enforcement) along with a couple of IT certifications and the ServSafe (for food handlers) as a bundle would not have an obvious use or application in the workforce.

These credentials will give our students a step-up on their competition after graduation and provide early training and internships that will help them find employment. At the high school (Zane State is also full credentials), students will be able to obtain administrative executive credentialing which includes the Microsoft office certifications. They will also be offered the Adobe Photoshop certification, a path to welding certification, the agribusiness certification and finally, the Servsafe certification needed to be a manager in restaurants. Further information can be obtained through the administration or the guidance office.

Honors Diploma (Class of 2018-2020)

The following information is the most recent criteria provided by the state concerning the Diploma with Honors. For students graduating after September 15, 1993, each school district shall award the Diploma with Honors to any student who is determined to be eligible in accordance with the following provisions:

1. Successfully completes the high school curriculum (i.e., course, credit and other requirements), or completed the student's individual education program set forth by graduation requirements;
2. Attained at least the applicable scores on the achievement tests required by the State Board of Education for graduation.
3. Completed the academic curriculum and met at least 7 of the following 8 criteria:

Comparison of Diplomas with Honors Criteria
Students need to fulfill all but one criterion for any of the following Diplomas with Honors

Subject	Academic Diplomas with Honors for Classes 2011 and Beyond	Career-Technical Diploma with honors for Classes 2012 and Beyond
English	4 units	4 units
Mathematics	4 units, including Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content	4 units, including Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content
Science	4 units, including physics and chemistry	4 units, including two units of advanced science
Social Studies	4 units	4 units
Foreign Language	3 units (must include no less than 2 units for which credit is sought, ie. 3 units of one language or 2 units each of two languages)	Not counted toward requirements
Fine Arts	1 unit	Not counted toward requirements
Electives	N/A	4 units of Career-Technical minimum, Program must lead to an industry recognized credential, apprenticeship, or be part of an articulated career pathway which can lead to post secondary credit
Grade Point Average	3.5 of a 4.0 scale	3.5 on a 4.0 scale
ACT/SAT Score (excluding scores from the writing sections)*	ACT – 27 SAT – 1210	ACT – 27 SAT - 1210

Additional Assessment	N/A	Achieve proficiency benchmark established for appropriate Ohio Career-Technical Competency Assessment or equivalent
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*Writing sections of either standardized tests should not be included in the calculation of this score

Diplomas with Honors requirements pre-suppose completion of all high school diploma requirements in Ohio Revised Code including:

- | | |
|---------------------------|----------------------------|
| ½ unit physical education | ½ unit in American history |
| ½ unit health | ½ unit in government |

It is the student’s responsibility to maintain contact with his/her counselor to ensure that his/her graduation requirements are being met.

Honors Diploma (Required for the Class of 2021 and beyond); (Choice for class of 2018-2020)

Beginning with the Class of 2021; the Honor’s Diploma guidelines have been revised. Students challenge themselves by taking and succeeding at high-level coursework and in real-world experiences. Ohio students have the opportunity to choose to pursue one of six honors diplomas:

1. Academic Honors Diploma
2. International Baccalaureate Honors Diploma
3. Career Tech Honors Diploma
4. STEM Honors Diploma
5. Arts Honors Diploma
6. Social Science and Civic Engagement Honors Diploma

The criteria for the Academic Honors Diploma are listed below. In order to earn the Academic Honors Diploma, a student must meet the requirements for the regular diploma plus all but one of the criteria listed below:

- 4 units of math, including Algebra I, Geometry, Algebra II and another higher level mathematics course
- 4 units of science, including 2 units of advanced science
- 4 units of social studies
- 3 units of a continuous world language or 2 units each of 2 different world languages
- 1 unit of fine art
- Maintain an overall high school grade point average of at least 3.5 on a 4.0 scale
- Obtain a composite score of 27 on the ACT or a composite score of 1210 on the SAT

OHIO MEANS JOBS READINESS SEAL

Ohio high school students now can earn recognition by showing they are prepared to contribute to the workplace and their communities. The OhioMeansJobs-Readiness Seal is a formal designation that students can earn on their high school diplomas and transcripts indicating they have the personal strengths, strong work ethic and professional experience businesses need.

To earn the OhioMeansJobs-Readiness Seal, students must complete the following steps:

1. Demonstrate and become proficient in each of the 15 identified professional skills.
2. Use the Ohio Means Jobs Readiness Seal Form below:
<http://education.ohio.gov/getattachment/Topics/New-Skills-for-Youth/SuccessBound/OhioMeansJobs-Readiness-Seal/OMJ-Readiness-Seal-Validation-Form.pdf.aspx?lang=en-US>. 3. Record how you demonstrated each essential professional skill in at least two of thht
3. Record how you demonstrated each essential professional skills in at least two of the three environments. The three possible environments are school, work or community.
4. Have each skill validated by a mentor. Three or more mentors must be involved in the validation process and must sign the form. Mentors are experienced advisors the student trusts. By signing the form, the mentor is recommending the student to a prospective employer or higher education provider.
5. The student is encouraged to obtain letters of recommendation from mentors. He or she also may engage in career planning and career readiness activities on OhioMeansJobs.com.

CREDIT FLEXIBILITY OPTION (CFO)

Meadowbrook High School provides alternative means by which a student can achieve the goals of the District, as well as his/her personal educational goals. A list of the approved Educational Options is available in the Guidance Office.

In order to participate in an Educational Option, the student must first submit an application for approval by the option. Students under the age of 18 may only participate with the written consent of their parent or guardian. Applications are available in the guidance office. Credit will be granted upon the successful completion of an approved program and will be placed on the student's transcript. Student performance shall be evaluated as either pass or fail, or by awarding letter grades. PLEASE SEE GUIDANCE OFFICE FOR FURTHER INFORMATION.

CREDIT RECOVERY

Students who have failed a course and need to recover credit should meet with the guidance counselor to discuss options. Options for retaking courses include the following.

1. Summer school
2. The A+/PEAK credit recovery class (Colt Academy)
3. Retaking the course in the classroom

When a course is retaken, the original grade and the retake grade will both be recorded on the transcript and used in all GPA calculations.

COLLEGE CREDIT PLUS

Ohio's College Credit Plus can help you earn college and high school credits at the same time by taking college courses from community colleges or universities. The purpose of this program is to promote rigorous academic pursuits and to provide a wide variety of options to college-ready students. Taking a college course from a public college or university through College Credit Plus is free. That means no cost for tuition, books or fees if you attend a public school in the state of Ohio.

A student may enroll in a postsecondary program provided s/he meets the requirements established by law, the District, and the institution of higher education. A student may be denied high school credit for any portion of or for the entire class if taken during a period of expulsion. Student participation requires written consent of the Superintendent and, for students under 18, written consent of the parents. Any high school student admitted to a course by an institution of higher education will be expected and required to perform at the same level as the institution's regular students.

A family informational meeting concerning College Credit Plus will be held in January each year. Intent to participate forms will be distributed at this meeting and must be returned by April 1st in order to participate in the program the following school year. The student must still meet the admission policies of the higher education institution(s) at which they wish to take courses (including any assessment score requirements).

College Credit Plus Closeout Policy

If a CCP class is over the allotted cap, the following qualifications will be used in order to determine placement.

- a. Cumulative Grade Point must be 3.0 or higher on a 4-point scale
- b. Seniority
- c. College Placement assessment score

d. Most recent state testing score in the subject area (or comparable area)

College Credit Plus Drop/Failure Rules

If a student drops a course after the preset drop date or receives an F for a College Credit Plus Course the following rules apply.

- The student/family will reimburse all associated costs to the district including tuition and textbooks.
- The student will enroll in a replacement course at MHS depending upon graduation credits needed. The student may be withheld the right to enroll in future College Credit Plus courses.
- Classes failed or dropped with an “F” or “W” will receive the grade on the high school and college transcripts and it will be computed into the high school and college GPA. According to Meadowbrook High School’s GPA policy, a W is computed into the GPA the same as an F.

College Credit Plus Underperforming Student Policy:

- A student is placed on CCP Probation when the student has earned lower than a cumulative 2.0 GPA in college courses OR withdraws from two or more courses in the same term.
- When on CCP Probation, the student may enroll in no more than one college course, and may not enroll in a college course in the same subject in which student previously earned D or F or received no credit.
- A student remains on probation until the student has improved their cumulative college GPA to 2.0 or higher (maximum of two terms)
- A student is placed on CCP Dismissal when the student has met the definition of CCP Probation for two consecutive college terms. Once a student is dismissed from the CCP program, the student may not enroll in college courses for the following college term.

PATHWAYS AND CAREER ADVISING POLICY

The district’s plan for career advising includes, providing: Grade-level examples that link students’ schoolwork to one or more career fields by implementing the Career Connections Learning Strategies offered by the Ohio Department of Education. Career advising to students in grades 6-12, which includes meeting with each student at least once annually to discuss academic and career pathway opportunities. Additional interventions and career advising for students who are identified as at risk of dropping out of school including: Identifying students who are at risk of dropping out of school using two or more of this list and/or a teacher/counselor recommendation: retained or not at the appropriate age; attendance issues; red in performance indicators; a transfer students; credit deficient; a student with mental health issues. Developing a Student Success Plan for each at-risk student that addresses both the student’s academic and career pathway to successful graduation and the role of career-technical education, competency-based education and experiential learning, when appropriate. Before a district develops a pupil’s

Student Success Plan, district staff will invite the student's parent, guardian or custodian to assist. If that adult does not participate in the plan development, the district will provide the adult a copy of the plan, a statement of the importance of a high school diploma and a listing of the pathways to graduation available to the student. Training for employees on how to advise students on career pathways, including use of the tools available in Ohio Means Jobs K-12 and other online sources provided by the district. Multiple academic and career pathways through high school that students may choose to earn a high school diploma, including opportunities to earn industry-recognized credentials and postsecondary course credit through College Credit Plus. Information on courses that can award students both traditional academic and career-technical credit including, but not limited to, the District's policy on credit flexibility and instructions for students to access the educational option. Documentation on career advising for each student and student's parent, guardian or custodian to review, as well as schools that the student may attend in the future. These include activities that support the student's academic, career and social/emotional development. The supports necessary for students to successfully transition from high school to their postsecondary destinations, including interventions and services necessary for students who need remediation in mathematics and English language arts.

CLASS SCHEDULING REGULATIONS

All students must have a schedule that meets full time requirements for attendance with the State of Ohio.

1. Students will be required to register for seven class periods each day each semester. Exceptions may be made for College Credit Plus students and seniors participating in the early release or work-study program.
2. Students will be advised by the guidance counselors and through teacher recommendations regarding the appropriate classes to be taken.
3. Prerequisites are listed for many course offerings. All prerequisites must be met in order to register for a course.
4. All student schedule requests and alternate choices will be completed prior to the end of the school year. Any changes will be kept to a minimum and will only take place with a teacher, counselor, parent, and administrator agreement.
5. Once final schedules are released, the following rules will apply to schedule changes.
 - a. Students may not withdraw from a required course.
 - b. Students may not drop a college preparatory course without parental approval.

- c. Dropping a class due to dislike for the class or teacher is not acceptable.
 - d. Class changes to match schedules with friends or change lunches is not permitted.
6. The following are acceptable reasons for schedule changes.
- a. Change in requirements
 - b. Error in scheduling
 - c. Teacher request
 - d. Failure to obtain the prerequisite
7. Credit will not be granted for completing one semester of a full-year subject.
8. If a course is dropped after the set drop time, an “F” will be given for the entire course and will be computed in the student’s GPA.
9. Some courses have a fee due to the high cost of materials used. All fees must be paid prior to participating in the graduation ceremony and obtaining a diploma.

For any high school credit course dropped after the drop date, a “withdraw failing” mark will be recorded for all courses dropped during the semester or year. The “F” will be given for the entire course and will be computed in the student’s GPA. If a student fails a course required for graduation, they must retake the course. The original failure and new course grade with BOTH appear on the transcript.

If a student drops a course with a passing grade to switch to a course of higher rigor or alignment to a career pathway with the approval of the administration, a “withdraw passing” will be recorded for the dropped course, which will not affect the high school GPA.

Tutoring for credit is permitted for medical reasons only and must be arranged by MHS.

NOTE: Students should be aware that all courses taken must appear on transcripts, whether calculated into the GPA or not.

CAREER CENTER ADMISSION

To be accepted to the Career Center for their junior year, students should have a good attendance and discipline record, and have earned the following credits:

- 2 credits of English
- 2 credits of mathematics

- 2 credits of science
- 2 credits of social studies
- 1/2 credit of physical education
- 1/2 credit of health education
- 1/2 credit business finance

Students attending the vocational school will only have the first ten days of Meadowbrook High School's scheduled school year to transfer back to the home high school. After this period transfers will be denied unless due to a serious medical condition.

NOTE: VOCATIONAL STUDENTS WHO HAVE DEFICIENCIES IN ANY OF THESE COURSES MAY MAKE THEM UP IN SUMMER SCHOOL OR BY CORRESPONDENCE SCHOOL.

Students who elect to return to Meadowbrook after failing to complete requirements for graduation from JVS must fulfill all requirements outlined by the Rolling Hills Board of Education for graduation from Meadowbrook High School.

EPIC LEARNING PROGRAM

Meadowbrook High School are offered the opportunity to participate in the Epic Learning Community, a collaboration between MHS and Zane State College where students may receive college credits or state credentials in a variety of fields. Currently, the program is limited to juniors and seniors, but in coming years that is expected to expand to include all students. Students will partake in general education classes for the morning hours and then will go to the EPIC Learning Center on the Cambridge ZaneState Campus for their technical training of choice. Transportation will be provided by the district, or students are given the opportunity to drive from the school in their own vehicle. There are no limits on who can apply, but enrollment decisions may be made based on availability. For more information, speak with the guidance department.

GRADUATION ACADEMIC RECOGNITION

To be considered for Academic Honors upon graduation, students must meet the following standards of achievement at each level:

SUMMA CUM LAUDE

Must have a 4.0 GPA on a 4.0 Scale (no rounding of calculations), and 18 college preparatory courses according to the requirements below.

MAGNA CUM LAUDE

Must have at least a 3.75 GPA on a 4.0 Scale (no rounding of calculations), and 17 college preparatory courses according to the requirements below.

CUM LAUDE

Must have at least a 3.50 GPA on a 4.0 Scale (no rounding of calculations), and 16 college preparatory courses according to the requirements below.

When determining the number of college preparatory courses that count toward academic recognition, the subject and course requirements listed below will be followed:

- Minimum of 3 and a maximum of 5 high school credits of Advanced Level or CCP English¹
- Minimum of 3 and a maximum of 5 high school credits of Advanced Level or CCP Mathematics²
- Minimum of 3 and a maximum of 5 high school credits of Advanced Level or CCP Science³
- Minimum of 2 and maximum of 4 high school credits of Advanced Level or CCP Social Studies⁴
- Minimum of 3 and a maximum of 4 high school credits of Foreign Language or CCP Foreign Language

*The total number of courses must meet the minimum standard of 16 for cum laude, 17 for magna cum laude, and 18 for summa cum laude. The subject maximums to count toward recognition are in place to ensure a well-rounded curriculum for students, though additional coursework in any area is permitted and encouraged.

*CCP coursework must be approved by the High School Counseling Office to correspond to the elected subject area.

- Advanced English 9, Advanced English 10, Advanced English 11, and Advanced English 12 are considered Advanced Level High School English courses.
- CP Geometry, CP Algebra II, Pre-Calculus, and Calculus are considered Advanced Level High School Mathematics courses. Any level of High School Algebra I is not considered an Advanced Level Mathematics course.
- Lab Biology, Advanced Physical Science, Chemistry, Physics, and Anatomy are considered Advanced Level High School Science courses.

- Advanced Modern World History, Advanced US History, and Advanced Government are considered Advanced Level High School Social Studies courses.

NOTE: The above awards will be determined at the conclusion of the first semester of the senior year. Grades will be monitored for the second semester and the award may be revoked if progress is determined to be unsatisfactory.

EARLY GRADUATION

Students who wish to apply for early graduation should apply to the high school principal. Early graduation will be permitted if the student fulfills the graduation requirements and conditions for graduation. Students who choose early graduation may participate in the graduation ceremonies of their designated class.

PARTICIPATION IN COMMENCEMENT EXERCISES

All candidates for commencement exercises must attend on the day and at the time (to be announced) of rehearsal.

Illness or a legitimate excuse will be the only acceptable excuse for absence on this day, and in this event, it is the responsibility of the individual class member or parent to obtain directions prior to the date of graduation. Further it is the responsibility of the parents or student (if an eighteen year old letter of intent has been signed) to contact the principal by 3:00 p.m. the school day before graduation practice.

1. All fees must be paid by 3:00 p.m. the evening before graduation practice;
2. All requirements of the Rolling Hills Local Board of Education must be met to participate in commencement exercises;
3. Any student expelled during the school year of their graduation will not be permitted to participate in commencement exercises.
4. Students are required to follow all rules as set by the Student Handbook through the completion of the commencement exercises. Any violations will result in the withholding of the diploma until any conditions/punishments set by the administration have been met.

COLLEGE SCHOLARSHIPS

Students interested in working toward college scholarships are advised that these are usually given on the basis of the following factors:

1. Scholastic record in high school

2. Leadership characteristics as noted through school /community participation
3. Financial need

Some scholarships are awarded on the basis of competitive examinations. Information will be posted throughout the year in the guidance office and on the district website or social media. Keep informed by reading notices and listening to the daily announcements over the public address system. A College Night and Financial Aid Workshop are held annually to assist students and their parents.

PUBLIC SCHOOL CHOICE OPTIONS

The No Child Left Behind Act of 2001 provides that parents/guardians of students enrolled in a Title I school in the District the first year following the building's identification as being in "School Improvement" have the right to transfer their children to another school in the District, provided there is a school that provides instruction at the students' grade level(s) and such school has not been identified as being in the process of school improvement, corrective action, or restructuring. However, if there is not another school in the District offering instruction at the students' grade level(s) that has not been identified as needing improvement, the Superintendent will contact neighboring districts and request that they permit students to transfer to a school in one of those districts. Supplemental Education Services (SES) will also be offered to students in any school no later than the first year following the building's identification as being in "School Improvement", regardless of whether a transfer option is available.

Additionally, if a school within the District has been designated as "persistently dangerous" as defined by State law, students have the right to transfer to another "safe" school in the District. If there is not another "safe" school in the District providing instruction at the students' grade level(s), the Superintendent shall contact neighboring districts and request that they permit students to transfer to a school in one of those districts. Further, if a student is a victim of a violent crime on school property, *s/he* also has the right to transfer to another school in the District. If there is not another school in the District providing instruction at the student's grade level, the Superintendent shall contact neighboring districts and request that they permit that student to transfer to a school in one of those districts providing instruction at the student's grade level.

SECTION IV – STUDENT ACTIVITIES

ELIGIBILITY

It is the policy of the Rolling Hills Board of Education that in order to be eligible for any co-curricular, interscholastic, and non-interscholastic extra-curricular activity, a student must have maintained at least a 1.25 grade point average for the grading period prior to the grading period in which she/he wishes to participate. All students, grades 9–12, also must have received passing grades in a minimum of five one-credit courses, or the equivalent, in the immediately preceding grading period. All beginning ninth graders must have received passing grades in 75 percent of all courses taken in the last grading period of the eighth grade. If a student who becomes ineligible under these standards improves his/her grade point average during the current grading period to meet the eligibility standard, she/he may be reinstated at the beginning of the next grade period. These same eligibility standards shall apply to all other co-curricular and extra-curricular activities sponsored by the District.

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Meadowbrook High School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

The School has many student groups that are authorized by the School. It is the District's policy that authorized groups are only those approved by the Board of Education and sponsored by a staff member.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and or appeal rights in accordance with Board Policy 5610.05.

NATIONAL HONOR SOCIETY

One of the most prestigious groups in the high school is the National Honor Society. Students are given an application if they meet Scholarship Pillar with a 3.75 GPA requirement and are a current sophomore, junior or senior at MHS.

An application, including two letters of recommendation, must be completed and turned in by the designated due date for a ceremony in the Spring of that year.

NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non-school-sponsored student groups may meet in the building during non-instructional hours. The application for permission to use school facilities can be obtained from the principal/assistant principal. The application must verify that the activity is being initiated by students, attendance is voluntary, that no school staff person is actively involved in the event that the event will not interfere with school activities and that non-school persons do not play a regular role in the meeting. School rules will still apply regarding behavior and equal opportunity to participate. Membership in any fraternity, sorority, or any other secret society as prescribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

A non-district-sponsored organization may not use the name of the school or school mascot on any materials or information.

ATHLETICS

Meadowbrook High School provides a variety of athletic activities in which students may participate providing they meet eligibility requirements established by the Board and by the Ohio High School Athletic Association (OHSAA). Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and or appeal rights in accordance with Board Policy 5610.05.

All athletes, in school-sponsored sports, must abide by the rules outlined in the Athletic Student Handbook. For further information, contact the Athletic Director, Jeff Wheeler.

ACADEMIC ELIGIBILITY

In addition to the eligibility requirements established by the Ohio High School Athletic Association, to be eligible for any interscholastic extracurricular activity, a student must have maintained at least 1.25 grade point average.

All students, grades 9 – 12, also must have received passing grades in a minimum of five one-credit courses, or the equivalent, which count toward graduation, in the immediately preceding grading period.

The eligibility or ineligibility of a student continues until the start of the fifth school day of the next grading period, at which time the grades from the immediately preceding grading period become effective. EXCEPTION: Eligibility or ineligibility for the first grading period commences with the start of the fall sports season. For the purposes of this Bylaw, “school day” includes faculty in-service days, calamity days and regular school attendance days but not holidays or school breaks.

All beginning ninth graders must have received passing grades in 75 percent of all courses taken in the last grading period of the eighth grade.

If a student who becomes ineligible under these standards improves his/her grade point average during the current grading period to meet the eligibility standard, she/he may be reinstated at the beginning of the next grading period.

These same eligibility standards shall apply to all other co-curricular and extra-curricular activities sponsored by the District.

In the case of student being educated under an IEP, the IEP Team shall determine whether or not the student has met eligibility standards appropriate for participation in an extra-curricular activity.

POLICY FOR STUDENT ASSEMBLIES

Rights and Responsibilities

The purpose of student assemblies is to present information, speakers, programs, and special events that would be difficult to conduct in a classroom situation. Assemblies also provide students with the opportunity to conduct themselves as a responsible, courteous audience.

Material NOT Permitted in School Assemblies:

1. Material that is libelous or violates the right to privacy
2. Material that is lewd, indecent, or obscene, according to current community standards
3. Material that portrays or advocates breaking the law
4. Material that portrays the use of tobacco, liquor, or any product not permitted teenagers.
5. Material that criticizes or demeans any group because of race, religion, or stereotype

6. Material that would cause substantial disruption of the school.

Appropriateness

The advisor of the sponsoring activity shall have the primary responsibility for seeing that appropriate education standards are maintained. The principal or designated representative may also review the script or text prior to its performance, if he/she requests.

STUDENT ATTENDANCE AT SCHOOL EVENTS

The school encourages students to attend as many school events held after school as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as non-participants are properly safeguarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The school is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

SECTION V – ATTENDANCE

Regular attendance is a significant student responsibility at all grade levels. Many studies correlate regular attendance with success in school. Regular attendance means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interaction with others in class. Many important lessons are learned through active participation in classroom and other school activities that cannot be replaced by individual study.

Meadowbrook High School is also concerned with helping students develop a high quality work ethic as we strive to prepare all students for college and career readiness. One of the most sought after traits amongst colleges and companies is a student with an outstanding attendance record. A strong attendance record is a strong indicator of the student's level of responsibility and dependability.

A student in grades 9 through 12 may be considered a full-time equivalent student provided the student is enrolled in at least five (5) units of instruction, as defined by State law, per school year. In accordance with statute, the Superintendent shall require, from the parent of each compulsory school age student who has been absent from class for any reason, a statement of cause for such

absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

If a student is going to be absent, the parents/guardian must contact the school (685-2566) no later than 9:00 a.m. on the day of the absence or by the following day. If prior contact is not possible, the parents should provide a written excuse as soon as possible.

TRUANCY

A student shall be considered truant each day she/he is inexcusably absent from his/her assigned location without the knowledge of the reason for the absence. A student will be considered habitually truant if the student is absent without a legitimate excuse for **30 or more consecutive school hours**, for **42 or more school hours in 1 month**, or **72 or more school hours in 1 school year**.

If a student is habitually truant the student will be referred to the school Attendance Intervention Team; a team of at least 2 staff members that will develop a specialized plan to incorporate supports and remove barriers to regular attendance. Part of this plan is parent engagement and accountability, which is integral to successful intervention plans.

Guardians will be notified of the Attendance Intervention Team's meeting at a date no later than 10 days after the student is considered habitually truant. Good faith attempts will be made to contact the guardians though the meeting will be held as scheduled. At the time of the initial meeting, another 60 day meeting will be scheduled for a progress check. If during this 60 day period the student reaches habitual truancy again, or the student has refused to participate in or failed to make satisfactory progress on the plan, as determined by the Attendance Intervention Team the violation will result in a complaint will be filed with the Judge of the Juvenile Court in compliance with State law and Board Policy 5200.

In the event that a student becomes habitually truant within twenty-one (21) school days prior to the last day of instruction of a school year, the school district may toll the time periods to accommodate for the summer months and reconvene the Absence Intervention Process upon the first day of instruction of the next school year.

In order to address the attendance practices of a student who is habitually truant, the Board authorizes the Superintendent to take any of the following intervention actions:

- A. Assigning the student to a truancy intervention program
- B. Providing counseling to the student
- C. Requesting or requiring the student's parent to attend a parental involvement program
- D. Requesting or requiring a parent to attend a truancy prevention mediation program
- E. Notifying the Registrar of Motor Vehicles of the student's absences
- F. Taking appropriate legal action
- G. Assignment to an alternative school

If a student who is habitually truant violates the order of the Juvenile Court regarding the student's prior adjudication as an unruly child for being habitually truant, s/he may further be adjudicated as a delinquent child.

The Superintendent is authorized to establish an educational program for parents of truant students, which is designed to encourage parents to ensure that their children attend school regularly. Any parent who doesn't complete the program is to be reported to law enforcement authorities for parental education neglect, a fourth class misdemeanor if found guilty.

Truancy demonstrates a deliberate disregard for the education program and is considered a serious matter for which administrative action will be taken as follows:

- Each teacher is to notify his/her principal/assistant principal when the number of absences becomes three (3) days in a nine (9) week period. The assistant principal should attempt to rectify the truancy pattern through contact with the student or his/her parents.
- A parent conference may be held.
- A record of truancy will be entered in the student's record file.
- Driving privileges can be suspended through the Registrar of Motor Vehicles and the just of Juvenile Court. Parents are to be notified that they may appear in the principal's office at the scheduled time which shall be not earlier than three (3) days or later than five (5) days after the date of the notification. The administration can grant an extension, if requested.

- Notification will be sent within two (2) weeks after the superintendent receives the information or the conclusion of the hearing and the attendance record is upheld. The student's name, address, birth date, school, district, and attendance record shall be sent to the juvenile judge in writing and to the Registrar of Motor Vehicles in the manner designated by the registrar.

The skipping of classes or any part of the school day will be considered an unexcused absence and disciplinary action will follow.

EXCUSED ABSENCES

Students May Be Excused By Parent/Guardian For the Following Reasons. Students will be provided an opportunity to make-up missed school work and/or tests:

- Personal Illness- A written statement (or phone call) verifying the illness must be submitted by the parent. Parents may submit ten (10) notes (calls) per year for excused personal illnesses, after the tenth parent note the student must turn in a valid medical excuse for the absence. Physician's notes must be turned in within five school days of the absence.
- Illness in the family- Must be part of the immediate family.
- Quarantine of the home
- Death in the family- This applies to the immediate family. Documentation must be provided upon returning to school.
- Necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- Family vacations- Attendance records will be reviewed before a family vacation is recorded as an excused absence. Forms may be picked up in the office and turned in a minimum of three (3) days **PRIOR** to the start of the requested vacation. Students are limited to five (5) days (60 hours) of approved excused vacation per school year.
- Observation or celebration of a bona fide religious holiday
- Out-of-State Travel for District approved activity- Up to a maximum of twenty-four (24) hours per school year that the student's school is open for instruction to participate in a District-approved enrichment or extracurricular activity. Any classroom assignment missed due to the absence shall be completed by the student. If the student will be absent for twenty-four (24) or more consecutive hours that the student's school is open for instruction, a

classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.

- I. Hunting- Applies to deer season only. Students must turn in a signed excuse from their parent/guardian prior to the absence. Students must also provide a copy of a valid hunting license and deer tag. Students are allowed one (1) day of excused absence for deer hunting.
- J. Guernsey County Fair- Students must have the proper documentation turned in to the office by 8:00 a.m. Thursday, the week prior to the fair. Only documentation from the fair board with a signed pre-planned absence form counts for an excused absence.
- K. College Visits- College visitations are district excused absences but are limited to the following with proper documentation (written and signed letter from the school attended): Seniors may not exceed three (3) educational days; freshmen, sophomores, and juniors may not exceed two (2) days.
- L. Job Shadowing- Job shadowing is encouraged to allow students to work towards college and career readiness. Students must have approval from the Principal/Assistant Principal prior to the experience. Students must provide written and signed documentation from the cooperating company for each day of job shadowing. Two days, with proper documentation, are district excused absences. All work missed during absences must be completed within two days of the absences.
- M. Superintendent discretion- Such good cause as may be acceptable to the Superintendent.
- N. Maternity Medical Leave- Medically necessary leave for a pregnant student in accordance with Policy 5751.

Attendance need not always be within the school facilities. The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program provided that s/he reports to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

The superintendent may excuse a student over fourteen (14) years of age from attendance at school for a future limited period for the purpose of performing essential work directly or exclusively for the student's parents or guardians. Such excuse should not exceed five (5) days and may be renewed for five (5) additional days, if necessary, in any one (1) school year. At no

time, however, shall such excuse cause a student to be absent from school for a period of more than ten (10) consecutive days.

At the discretion of the Superintendent of his/her designee, a student may be excused for a longer period of time than then (10) days if a child's parent or guardian has recently died or become totally or partially incapacitated and there is no older brother or sister living in the home who is out of school. (The Superintendent may request a certificate of a physician attesting to the physical condition of the parent or guardian.)

NOTIFICATION OF ABSENCE

If a student will be absent, the parents must notify the School at 740-685-2566 by 9:00 a.m. and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible after the student's absence. When no excuse is provided, the absence will be unexcused and the student will be identified as truant for that school day. If the offered excuse for a student's absence is questionable or if the number of student absences is excessive, the school staff will notify the parents of the need for improvement in the student's attendance.

Students with a health condition that causes repeated absences must provide the administration with an explanation of the condition from a registered physician.

MAKE-UP TESTS AND OTHER SCHOOL WORK

Students who are absent from school with shall be given the opportunity to make-up work that has been missed. The student should contact the classroom teacher as soon as possible to obtain assignments. Students will be given the number of days of excused absence in which to make up work.

If a student misses a teacher's test due to excused absence, she/he must make arrangements with the teacher to take the test. If she/he misses a State Assessment or other standardized tests, the student must consult with the Guidance Office to arrange for taking the test.

SUSPENSION FROM SCHOOL

Absence from school due to suspension shall be considered an authorized absence.

A suspended student will be responsible for making up school work missed due to suspension, per the authorized absence procedures. If a student is suspended out of school they will be allowed to make up any missed assignments for credit.

Absence from school due to suspension or expulsion is to be made a part of his/her permanent record until she/he leaves the school and released in accordance with AG 8330.

UNEXCUSED ABSENCES

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to truancy laws of the State. (Please refer also to "Truancy" in this handbook.) Excessive unexcused absences will be referred to the School Engagement Coordinator in conjunction with Guernsey County Juvenile Courts.

If a student under the age of 18, has 30 or more consecutive hours, 42 hours a month, or 72 total hours in a year of unexcused absence, s/he will be considered habitually absent and will be reported to the Attendance Intervention Team. If the intervention plan isn't successfully completed or another habitually truancy occurs within 60 days of the Attendance Intervention Team meeting a complaint will be filed with the Judge of the Juvenile Court and notification may be sent to the Bureau of Motor Vehicles for suspension of his/her driver's license, if appropriate, as a result of this excessive absence.

TARDINESS

Each student is expected to be in his/her assigned location throughout the school day. If a student is arriving late at school, **after 7:55 a.m.**, he/she shall report to the office for an admit slip. In addition, any student reporting to class late must produce a valid note from his/her prior teacher. Students arriving to class late shall be subject to classroom and/or building discipline. Any time absent from school without proper excuse will be accumulated towards truancy hours, which includes arriving late to school or signing out early from school.

*After 5 tardy days in a grading period – student may lose driving privileges for the remainder of the grading period.

Any student arriving after 9:38 a.m. will be reported to the Ohio Department of Education as a half-day absence. For school attendance policy, this will only affect the classes for which the student is either late or absent. This same principle also applies to early sign outs.

NOTE: Students who are more than ten (10) minutes late will be considered absent for that instruction period unless otherwise excused by a principal.

VACATIONS DURING THE SCHOOL YEAR

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents or students are required to discuss the matter with the Principal to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip. Attendance records will be reviewed before a family vacation is recorded as an excused absence. Forms may be picked up in the office and turned in a minimum of three (3) days PRIOR to the start of the requested vacation. Students are limited to five (5) days of excused vacation per school year.

COLLEGE VISITATIONS

College visitations are district excused absences but are limited to the following with proper documentation: Seniors may not exceed three (3) educational days; freshmen, sophomores, and juniors may not exceed two (2) days.

JOB SHADOWING

Job shadowing is encouraged to allow students to work towards college and career readiness. Students must have approval from the Principal/Assistant Principal prior to the experience. Students must provide written and signed documentation from the cooperating company for each day of job shadowing. Two days, with proper documentation, are district excused absences. All work missed during absences must be completed within two days of the absences.

SECTION VI – STUDENT CONDUCT

CODE OF CONDUCT

A major component of the educational program at Meadowbrook High School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with Federal, State and local laws and rules and Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify the student's behavior when a student's behavior does not fall within these parameters.

Good conduct is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in such a way that the rights of others are not violated. The students of Rolling Hills School District will conform to school regulations and accept directions from authorized school personnel.

The Board of Education has “zero tolerance” for violent, disruptive or inappropriate behavior by its students and such behavior is prohibited as set forth in the Student Code of Conduct. Excessive incidences with OSS can lead to the school filing disorderly charges.

DRESS AND GROOMING

The Rolling Hills Board of Education believes that good grooming and proper dress contributes to the positive education environment of the district schools. Students are expected to dress appropriately at all times. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these guidelines.

Guidelines:

- NO shorts, skirts, and holes in clothing that are above fingertip length (or at least a 5 inch inseam on shorts) when hands/arms are against sides.
- NO revealing clothing. Yoga pants, leggings or any other skin-tight pants/shorts/skirts must be covered over the “pant seat” area.
- NO visible undergarments.
- NO bare midriff (torso) or low cut tops.
- NO hats worn in the building, except when approved by the principal, such as a paid “hat day”
- NO sunglasses worn in the building
- NO book bags, backpacks, coats, purses or gym bags carried throughout the day. These must be stored in lockers during school hours.
- NO flip-flops in December, January or February. Shoes must be worn at all times.

Students who are representing Meadowbrook High School at an official function or public event may also be required to follow specific dress requirements.

The final decision as to what constitutes a violation of the Student Dress Code shall be determined by building administrators. Students who do not follow these guidelines will not be admitted to class, will be sent to the office and may face disciplinary action.

GANGS

Gangs that initiate, advocate or promote activities that threaten the safety or well-being of persons or that are disruptive to the school environment will not be tolerated.

Incidents involving initiations, hazing, intimidations or related activities that are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures that symbolize gang membership or causing and/ or participating in activities that are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the principal.

BULLYING, HARASSMENT, AND INTIMIDATION

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

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

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

Harassment, intimidation, or bullying means:

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

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

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

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

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

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

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

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

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

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

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

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

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

Complaints

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

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

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

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

STUDENT DISCIPLINE CODE

Each of the behaviors and/ or types of misconduct described below are prohibited and may subject the student to disciplinary action including, but not limited to, student conference, parent/guardian notification, parent/guardian conference, detention, in school discipline, suspension and/or expulsion from school. Furthermore, any criminal acts committed at or related to the School will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

The Board of Education has adopted the following disciplinary code.

The code includes the types of misconduct subject to discipline. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. Discipline is within the sound discretion of the School's staff and administration.

The following provides a list of major areas that could result in disciplinary action. An explanation of each behavior and possible consequence follows the list. The absence of a behavior or any specific action from the list does not mean that such conduct does not violate the discipline code or cannot be punished.

1. POSSESSION/USE OF DRUGS and/or ALCOHOL

Possessing, using, transmitting or concealing, or being under the influence of any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, look-alikes, over the counter stimulants or depressants, anabolic steroids, or drug-related paraphernalia.

If a building principal has a reasonable individualized suspicion of drug or alcohol use, s/he may request the student in question to submit to any appropriate testing, including but not limited to, a Breathalyzer test or urinalysis. In such circumstances, the student will be taken to a private administrative or instructional area on school property for such testing with at least one other member of the teaching or administrative staff present as a witness to the test. If a student refuses to take the test, s/he will be advised that such denial leaves the observed evidence of alcohol or drug use unrefuted thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test.

The school has a “Drug Free” zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity – sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants or look-alike drugs is prohibited. This includes non-alcoholic beers and wines, steroids, and the like. This prohibition also applies to any type of drug-related paraphernalia. Many drug abuse offenses are also felonies.

2. **POSSESSION/USE OF TOBACCO**

Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products or electronic cigarettes or similar devices in school, on school grounds, on school buses, and at any interscholastic competition, extra-curricular event, or other school-sponsored event. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. Smoking of electronic, "vapor", other substitute forms of cigarettes, or clove cigarettes is also prohibited. This prohibition also applies when going to and from school, at school-based activities and at bus stops.

3. **STUDENT DISORDER/DEMONSTRATION**

Students will not be denied their rights to freedom of expression. However, the disruption of any school activity will not be allowed, and the expression may not infringe on the rights of others or create an atmosphere of fear and/or intimidation. If a student or students feel there is a need to organize, they are encouraged to contact the Principal/Assistant Principal to discuss the proper way to plan such an activity.

4. **USE AND/or POSSESSION OF A FIREARM**

Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the Superintendent using the guideline(s) set forth in Board Policy.

A firearm, under the Federal law is defined as:

- A. Any weapon (including a starter gun) which will or is designed to or may be readily converted to expel a projectile by the action of an explosive.**
- B. The frame or revolver of any such weapon;**

C. Any firearm muffler or firearm silencer; or

D. Any destructive device, not including an antique.

5. **USE AND/OR POSSESSION OF A WEAPON**

A weapon is any device that may be used for offensive or defensive purpose, including but not limited to conventional objects such as guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/ or use of a weapon may subject a student to expulsion and possible permanent exclusion. Criminal charges may be filed for this violation.

A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for, or is readily capable of causing death or serious bodily injury.

It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, the student shall also be subject to the same disciplinary actions.

6. **USE OF AN OBJECT AS A WEAPON**

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, and jewelry. Intentional injury to another can be a felony and/or cause for civil action. This violation may subject a student to expulsion and possible permanent exclusion.

7. **KNOWLEDGE OF DANGEROUS WEAPONS OR THREATS OF VIOLENCE**

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.

8. **ARSON**

Arson is the intentional or purposeful destruction or damage to school or district buildings or property by means of fire. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion.

9. **PHYSICALLY ASSAULTING A STAFF MEMBER/STUDENT/PERSON ASSOCIATED WITH THE DISTRICT**

Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally bullying, inflicting or attempting to inflict bodily harm upon another person. Physical assault of a staff member, student, or other person associated with the District, regardless of whether it causes injury, will not be tolerated. Any intentional, harmful or potentially harmful physical contact or bullying initiated by a student against a staff member will be considered to be assault. Assault may result in criminal charges and may subject the student to expulsion.

10. **VERBALLY THREATENING (either orally, in writing or otherwise expressed) A STAFF MEMBER/STUDENT/PERSON ASSOCIATED WITH THE DISTRICT**

Any oral or written statement or otherwise expressed action that a staff member, student, or other person associated with the District reasonably feels to be a threat will be considered a verbal assault. Profanity directed toward a staff member in a threatening tone may also be considered a verbal assault. Confrontation with a student or staff member that bullies, intimidates, or causes fear of bodily harm or death is also prohibited.

11. **MISCONDUCT AGAINST A SCHOOL OFFICIAL OR EMPLOYEE, OR THE PROPERTY OF SUCH A PERSON, REGARDLESS OF WHERE IT OCCURS**

The Board prohibits misconduct committed by a student against a school official or employee, including, but not limited to, harassment (of any type), vandalism, assault (verbal and/or physical), and destruction of property.

12. **MISCONDUCT OFF SCHOOL GROUNDS**

Students may be subject to discipline for their misconduct, even when it occurs off school property when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the District.

Misconduct is defined as any violation of the Student Discipline Code.

13. **EXTORTION**

Extortion is the use of threat intimidation, force or deception to take, or receive something from someone else. Extortion is against the law.

14. **GAMBLING**

Gambling (i.e., playing a game of chance for stakes) includes casual betting, betting pools organized-sports betting and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity.

15. FALSIFICATION OF SCHOOL WORK, IDENTIFICATION, FORGERY

Falsifying signatures or data, or refusing to give proper identification or giving false information to a staff member. This prohibition includes, but is not limited to, forgery of hall/bus passes and excuses, as well as the use of false I.D.'s.

Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action.

16. BOMB THREATS, AND OTHER FALSE ALARMS AND FALSE REPORTS

Making a bomb threat (i.e., intentionally giving a false alarm of a bomb) against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year. Additionally, intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm is prohibited. It should be remembered that false emergency alarms or reports endanger the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the building. What may seem like a prank, is a dangerous stunt that is against the law and will subject the student to disciplinary action.

17. TERRORISTIC THREAT

Threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another is forbidden.

18. POSSESSION AND/OR USE OF EXPLOSIVES AND/OR FIREWORKS

Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat (including, but not limited to explosives and chemical-reaction objects such as smoke bombs and poppers). Additionally, possessing or offering for sale any substance combination of substances or articles prepared to produce a visible and/or audible effect by combustion, explosion, deflagration or detonations are forbidden and dangerous.

19. TRESPASSING

Although schools are public facilities, the law does allow the school to restrict access on school property. Being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a Board-owned vehicle; or unauthorized access or activity in a Board-owned computer, into district, school or staff computer files, into a school or district file server, or into the Network. When a student has been removed, suspended, expelled, or permanently excluded, the student is prohibited on school property without authorization of the Principal.

20. **THEFT, OR KNOWINGLY RECEIVING OR POSSESSING STOLEN PROPERTY**

Theft is the unauthorized taking of property of another person or receiving or possessing such property. Students caught stealing will be disciplined and may be reported to law enforcement officials. Students should not bring anything of value to school without prior authorization from the Principal/Assistant Principal. The School is not responsible for personal property.

21. **DISOBEDIENCE/INSUBORDINATION**

Students are expected to comply with the reasonable directions of staff. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member, or acting in defiance of staff members. School staff is acting “in loco parentis,” which means they are allowed, by law, to direct a student as a parent would. Chronic disobedience can result in expulsion.

22. **DAMAGING PROPERTY (VANDALISM)**

Vandalism is the defacing; cutting, or otherwise damaging property that belongs to the school, district, other students, employees or other and disregard for school property will not be tolerated.

23. **PERSISTENT ABSENCE OR TARDINESS**

Attendance laws require students to be in school all day or have a legitimate excuse for their absence. It is also important to establish consistent attendance habits in order to succeed in school and in the world of work. Penalties can range from detention to a referral to Court and/or revocation of a student’s driver’s license. (See section of handbook on attendance.)

24. **UNAUTHORIZED USE OF SCHOOL OR PRIVATE PROPERTY**

Students must obtain permission to use any school property or any private property located on school premises. Any unauthorized use of school property, or private property located on school premises, shall be subject to disciplinary action.

25. REFUSING TO ACCEPT DISCIPLINE

Students failing to comply with disciplinary penalties may face enhanced penalties for such action. The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action.

26. AIDING OR ABETTING VIOLATION OF SCHOOL RULES

If a student assists another student in violating any school rule, they will be disciplined. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

27. DISPLAYS OF AFFECTION/SEXUAL ACTIVITIES

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Sexual activity of any nature is prohibited and will result in disciplinary action.

28. POSSESSION OF ELECTRONIC EQUIPMENT

Most electronic equipment necessary in school is supplied by the school. Students are not allowed to bring radios, “boom-boxes”, portable TV’s, beepers, pagers, video games, and the like without the permission of the assistant principal. The property will be confiscated and disciplinary action will be taken. Cell phones may be searched if there is cause to believe a violation of the Code of Conduct has occurred. Meadowbrook High School has a “Bring Your Own Device Policy” (BYOD) for computers, cell phones (smart phones), and tablets. The following guidelines should be followed regarding these BYOD devices.

ELECTRONIC DEVICE POLICY

The classroom teacher makes the final decision as to when an electronic device will be allowed to be used during class time. **This is for education purposes only.**

1. Students are permitted to use their electronic devices during their lunch period and in between classes throughout the school day.

2. If the electronic device is used in a manner that violates the student code of conduct that student(s) will be punished according to the student code of conduct. (i.e. Facebook usage/postings.)
3. If a student is using the electronic device without the permission of the classroom teacher that students will be punished according to the student code of conduct. (i.e. Texting during class.)
4. Students are not permitted to use electronic devices to record videos/images within the school without the permission of the classroom teacher/students they will be recording. This required for protection the privacy rights of all students and faculty.

Violation of this policy

1st offense – Verbal warning and the device is kept by the teacher/office for **one day** to be picked up by the student at the end of the day.

2nd offense – Device is confiscated and held in the office for **one week** or if parents request an alternative punishment then the student will serve two Friday school detentions. If the Friday school detentions are not served then the child will move up the infraction list of mischievous or severe infractions.

3rd offense – Device is confiscated and held in the office for **one month**. Failure to serve punishment would result in moving to the next step in the severe infraction.

All further offenses – Device is confiscated and held in the office until the **end of the year**. Failure to serve punishment would result in moving to the next step in the severe infractions.

29. VIOLATION OF INDIVIDUAL SCHOOL/CLASSROOM RULES

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules within each learning environment, all of which will be consistent with this code.

30. DISRUPTION OF BUS RULES

Please refer to Section VII – Bus transportation rules.

31. INTERFERENCE, DISRUPTION, OR OBSTRUCTION OF THE EDUCATIONAL PROCESS

Any actions or manner of dress that materially and substantially disrupts or interferes with school activities or the educational process, or which threatens to do so, are unacceptable. Such disruptions include, but are not limited to, delay or prevention of lesson, assemblies, field trips, athletic and performing arts events.

32. **HARASSMENT AND/OR AGGRESSIVE BEHAVIOR**

(Including Bullying/Cyberbullying)

The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment and/or aggressive behavior (including bullying/cyberbullying) toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, and any speech or action that creates a hostile, intimidating, or offensive learning environment. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Individuals engaging in such conduct will be subject to disciplinary action.

Sexual Harassment- Conduct constituting sexual harassment, may include, but is not limited to:

- verbal harassment or abuse;
- pressure for sexual activity;
- repeated remarks with sexual or demeaning implications;
- unwelcome touching;
- sexual jokes, posters, cartoons, etc.;
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or safety;
- a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/ or humiliation to another;
- remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

Note: An inappropriate boundary invasion by a District employee or other adult member of the School District community into a student's personal space and personal life is sexual

harassment. Further, any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law.

A. Verbal:

The making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions or threats to a fellow student, staff member, or other person associated with the District, or third parties (visiting speaker, athletic team member, volunteer, parent, etc.).

B. Nonverbal:

Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to or by a fellow student, staff member or other person associated with the District, or third parties.

C. Physical Contact:

Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, brushing the body, or coerced sexual activity, with a fellow student, staff member, or other person associated with the District, or third parties.

Gender/Ethnic/Religious/Disability Harassment

Conduct constituting harassment on the basis of race, color, national origin, religion, or disability may take different forms, including but not limited to, the following:

A. Verbal

1. The making of offensive written or oral innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person's race, color, national origin, religious beliefs, or disability toward a fellow student, staff member, or other person associated with the District, or third parties.
2. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interaction with the person.

B. Nonverbal:

Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District, or third parties based upon a person's race, color, national origin, religious beliefs, or disability.

C. Physical:

Any intimidating or disparaging action such as hitting, pushing, shoving, hissing, or spitting on or by a fellow student, staff member, or other person associated with the District, or third parties based upon the person's race, color, national origin, religious beliefs, or disability.

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

Any student who believes that she/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District should report the matter immediately to the Complaint Coordinator(s)- the Principal/Assistant Principal who shall then contact the Superintendent. If deemed necessary, the principal shall arrange promptly for a proper investigation by an agency that is experienced in such investigations. In addition, the principal, upon receiving the complaint from a minor student or his/her parents shall determine if the harassment may constitute child abuse and, if so, follow the child-abuse reporting procedure described in AG 8462.

The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom she/he believes to be responsible for the harassment and the nature of the harassing incident(s).

A written summary of each such report will be prepared promptly and a copy forwarded to the Principal.

Each report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence.

Given the nature of harassing and/or bullying/cyber bullying behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment and/or bullying/cyber bullying allegations or charges.

Some forms of sexual harassment of a student by another student may be considered a form of child abuse that will require that the student-abuser be reported to proper authorities.

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

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of harassment and/or aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as harassment and aggressive behavior. Making intentionally false reports about harassment or aggressive behavior the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above. Any one having further questions concerning prohibited behaviors and/or the complaint process should request a copy of Board policies and administrative guidelines 5517 and 5517.01.

Under no circumstances will the school threaten or retaliate against anyone who raises or files a harassment complaint.

33. **HAZING**

Hazing is performing any act, or coercing another, including the victim, to perform any act of initiation into any class, team, or organization, that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this rule.

Hazing by any individual, school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing

the participants may be. Hazing activities are prohibited at any time in school facilities, on school property, and/ or off school property but connected to activities or incidents that have occurred on school property.

All incidents of hazing must be reported immediately to any of the following individuals: the building principal or other administrator; teacher; coach; student club advisor/supervisor, and/ or Superintendent. Students who engage in hazing may also be liable for civil and criminal penalties.

34. VIOLENT CONDUCT

Students may be expelled for up to one school year for committing an act at school, on school property, at an interscholastic competition, extracurricular events, or any other school program, or directing an act at a Board official or employee, regardless of where or when that act may occur, or their property that would be a criminal offense if committed by an adult and results in serious physical harm to person(s) or property.

35. IMPROPER DRESS

Clothing may not include words or visuals that are lewd, obscene, disruptive, abusive, or discriminatory, or that advertise drugs, alcohol or tobacco. Dress or grooming that is disruptive of the classroom or school atmosphere is not allowed. Shoes must be worn at all times for health and safety reasons.

36. CARELESS OR RECKLESS DRIVING

Driving on school property in such a manner as to endanger persons or property is prohibited.

37. BURGLARY

Burglary is entering a building or a specific area of a building without consent and with intent to commit a crime, or entering a building without consent and committing a crime. Burglary is prohibited by law.

38. FIGHTING

Engaging in adversarial physical contact (differentiated from poking, pushing, shoving or scuffling) in which one or the other party(ies) or both contributed to the situation by verbally instigating a fight and/or physical action. Promoting or instigating a fight (i.e., contributing to a fight verbally or through behavior). All forms of fighting are unacceptable.

39. LIGHTING INCENDIARY DEVICES

Unauthorized igniting of matches, lighters and other devices that produce flames is unacceptable.

40. POSSESSION OF PORNOGRAPHY

Possessing sexually explicit material in any form is prohibited.

41. UNAUTHORIZED USE OF VEHICLES

Occupying or using vehicles during school hours without parental permission and/ or school authorization is unacceptable.

**MANDATORY REPORTING TO THE BUREAU OF MOTOR VEHICLES AND
JUVENILE JUDGE**

The Superintendent shall notify the County Registrar of Motor Vehicles and Juvenile Judge, within two (2) weeks, when a student has been suspended, expelled, removed, or permanently excluded from school misconduct involving a firearm, knife, or other weapon as defined in Board policy

**DISCRETIONARY REPORTING TO THE BUREAU OF MOTOR VEHICLE AND
JUVENILE JUDGE**

The principal may notify the Bureau of Motor Vehicles that a student has been suspended or expelled for use or possession of alcohol, a drug of abuse, or alcohol and a drug of abuse. Such notification shall be made in the manner determined by the Bureau. If a report is made to the Bureau of Motor Vehicles, a report should also be made to the Juvenile Judge.

STUDENT DISCIPLINE

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

The School is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm and consistent for all students in the School.

Because it is not possible to list every misbehavior that occurs, misbehavior not listed above will be responded to as necessary by staff. Ultimately, it is the Principal's responsibility to keep things orderly.

In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two (2) types of discipline are possible, informal and formal.

Informal Discipline

Informal discipline takes place within the school and may include, but is not limited to:

- writing assignments;
- change of seating or location;
- lunch-time detention;
- after school detention;
- in-school restriction;
- 3 Hour Friday School
- loss of driving privileges
- no pass list/shelter plan

CLASSROOM DISCIPLINE

Classroom discipline will be handled primarily by the classroom teacher using procedures deemed appropriate and necessary. All teacher disciplinary actions will be documented.

These disciplinary actions may be accompanied by:

1. Warning
2. Student Conference
3. Lunch/After School Detention
4. Written notice to parents
5. Telephone parent-teacher conference
6. Guidance conference
7. Personal parent-teacher conference
8. Office Referral

Upon referral to the office by a teacher, disciplinary action may result in:

1. Verbal warning
2. Assigned detention (after school)
3. 3 Hour detention (Friday School)
4. Temporary removal
5. Internal restriction (In-School Restriction)
6. External suspension (Out of School Suspension)
7. Recommendation for expulsion

And/or other actions considered necessary by the Administration.

DETENTIONS

A student may be detained after school for a 60 minute period or asked to come to school early by a teacher, after giving the student and his/her parents one day's notice. The student or his/her parents are responsible for transportation.

IN-SCHOOL DISCIPLINE

Formal after school detentions will be covered by rotating staff on Tuesday's for 60 minutes after school (3:00-4:00). Students are to report to the front lobby at the conclusion of school unless otherwise noted by the office.

Friday school will be in session from 3:00-6:00 p.m., usually on alternating Fridays or as deemed necessary by the administration. Please contact the Assistant Principal for questions concerning time or dates. Assigned students will attend a continuous 3-hour period during which time they will be permitted one 10 minute break at 4:00 p.m. Students who arrive late, or must leave the detention area will have the relevant amount of time added to the discipline. Each student shall bring sufficient educational materials to be occupied during this 3-hour study period. Should the student fail to bring materials, or fail to stay busy during the three hour period, relevant time will be added to the discipline. Transportation from Friday school is the student/parent's responsibility, but the district will endeavor to provide the date and time to the student and parent more than one week in advance.

A student missing any portion of his/her assigned time in Detention or Friday School may be given an additional assignment of discipline. Failure to timely serve a discipline assignment(s) may lead to suspension from school for a period not to exceed 3 days. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

The following rules apply to Detention, In-School Discipline and Friday School:

- A. Students are not to communicate with each other unless given permission to do so.
- B. Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- C. Students shall not be allowed to put their heads down or sleep.
- D. No electronic communication devices, computers, cell phones, radios, CD/MP3 players, cards, magazines, or other entertainment/recreational articles or devices shall be allowed to be used by students unless academically appropriate.
- E. No food or beverages, except for clear water, shall be consumed.
- F. The teacher on duty may recommend another Friday school the following week if the student fails to adhere to these rules.
- G. If a student fails to attend Friday school, after being given due notice, the student will receive another Friday school as well as one day suspension out of school.
 - a. Should more days be missed in the same school year, the discipline measures will continue to progress including but not limited to expulsion.
 - b. To maintain such validity in the disciplinary measure, only extreme circumstances will be excused.

IN SCHOOL RESTRICTION (ISR)

The purpose of ISR is to provide an alternative when possible to Out-of-School Suspension (OSS). Students assigned to ISR will report to the office at 7:55 and then the ISR room.

- 1. All students in ISR should report to the office/ISR room by 8:00 a.m. with materials.
- 1. Students are not to communicate with other students in any way during their time in ISR.
- 2. Students may not sleep or eat in the ISR room. Only water is permitted in the classroom and available upon request of the teacher, not kept with the student.
- 3. Students are expected to complete work assigned by their teachers. If work is not complete by the end of the time assigned in ISR, additional time may be added.
- 4. Students will be given a character education packet to complete relating to their infraction. The ISR instructor will determine satisfactory completion of the work or additional time may be added.
- 5. Lacking instructional materials, the student will be asked to read or study on their own. Failure to maintain such work may result in additional discipline or time added.

6. Misbehavior of any kind will not be tolerated and will result in additional days in ISR or a more severe punishment.
7. Students will receive a restroom break in the morning and one in the afternoon and will be allowed 20 minutes to eat lunch. Lunch will be eaten with the lunch detention students.
8. Failure to comply with any of the above regulations may result in additional days in ISR.
9. Cell phones will be given to administration **prior** to entering ISR and returned to the student at the end of the day.

FORMAL DISCIPLINE

Meadowbrook High School makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the Principal/Assistant Principal.

Formal discipline involves removal of the student from school. It includes emergency removal for up to three (3) school days, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days or the number of days remaining in the semester, whichever is greater, and permanent exclusion. Suspensions and expulsions may carry over into the next school year. Any student who is expelled from school for more than twenty (20) days or for any period of time if the expulsion will extend into the following semester or school year will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion. The Superintendent at his/her discretion may require/allow a student to perform community service in conjunction with or in place of an expulsion. The Superintendent may impose a community service requirement beyond the end of the school year in lieu of applying the expulsion to the following school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

Students being considered for suspension are entitled to an informal meeting with the building administrator prior to removal. Also, students being considered for expulsion are entitled to an informal meeting with the Superintendent or designee prior to removal. During the informal meeting, the student will be notified of the charges and given the opportunity to respond.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules.

If a student commits a crime while under the School's jurisdiction, s/he may be subject to school disciplinary action as well as action through local law enforcement. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

DUE PROCESS RIGHTS

Before a student may be suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed. As long as the in-school discipline is served entirely in the school setting, it will not require any notice or hearing to be subject to appeal.

SUSPENSION FROM SCHOOL

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will then be given an opportunity to explain his/her view of the underlying facts. After that informal hearing, the Principal/Assistant Principal or other administrator will make a decision whether or not to suspend. If the decision is made to suspend the student, she/he and his/her parents will be given written notification of the suspension within one (1) day setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within ten (10) days after receipt of the suspension notice, to the Superintendent. The request for an appeal must be in writing.

During the appeal process the student is allowed to remain in school unless safety is a factor. If that is the case, the student shall be immediately removed under the Emergency Removal Procedure.

If the appeal is heard by the Board's designee, the appeal shall be conducted in a private hearing and the student may be represented. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or his/her representative requests otherwise. A verbatim transcript will be made (recorded) and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

If a student is suspended out of school they will be allowed to make up any missed assignments for credit. These assignments must be completed within the number days the student was suspended.

EMERGENCY REMOVAL

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Superintendent, principal or assistant principal may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises.

If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing within one (1) school day. No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extracurricular activity for less than one school day, and is not subject to further suspension for expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day, then a hearing will be held within three (3) school days after the removal is ordered. Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject to an out of school suspension, the student will have the opportunity to appear at an informal hearing before the principal, assistant principal, Superintendent or designee, and may challenge the reasons for the removal or otherwise explain his/her actions.

Within one (1) school day of the decision to suspend, written notification will be given to the parent(s)/guardian(s) or custodian(s) of the student. This notice will include the reasons for the suspension, the right of the student or his/her parent(s)/guardian(s) or custodian(s) to appeal to the Board or its designee, and the student's right to be represented in all appeal proceedings. If it is likely that the student may be subject to expulsion, the hearing will take place within three (3) school days and will be held in accordance with the procedures outlined in the Student Expulsion Policy. The person who ordered or requested the removal will be present at the hearing. In an emergency removal, a student may be kept from class until the matter of the alleged misconduct is resolved either by reinstatement, suspension or expulsion.

EXPULSION FROM SCHOOL

When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the

intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may be removed immediately. A hearing will be scheduled no earlier than three (3), nor no later than five (5) school days after the notice is given. Parents may request an extension of time for the hearing. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the hearing.

In accordance with Board Policy 5610, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student and the student's parents will be provided with written notice within one (1) school day of the imposed expulsion. The notice will include the reasons for the expulsion, the right of the student, or the student's parent(s)/guardian(s) or custodian(s) to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee, and the right to request that the hearing be held in executive session.

Within 10 days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas.

Students serving expulsions will not be awarded grades or credit during the period of expulsion. Expulsion for certain violations including use or possession of alcohol or drugs may result in revocation of student's driver's license. When a student is expelled, the Superintendent will notify any college in which the expelled student is enrolled under the Postsecondary Enrollment Option at the time the expulsion is imposed.

PERMANENT EXCLUSION

State law provides for the permanent exclusion of a student, sixteen (16) years of age or older, who engages in certain criminal activity. Permanently excluded students may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if

the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school:

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

This process is formal and will usually follow an expulsion and the proper notification of the parents.

DISCIPLINE OF STUDENTS WITH DISABILITIES

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

SUSPENSION OF BUS RIDING/TRANSPORTATION PRIVILEGES

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to address the basis for the proposed suspension at an informal hearing. After that information hearing, the Principal (or assistant principal or other administrator) will make a decision whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year.

If a student's bus riding/transportation privileges are suspended, she/he and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension.

SEARCH AND SEIZURE

Administrators may search a student or his/her property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law, and may be taken, held or turned over to the police. The School reserves the right not to return items that have been confiscated.

INTERROGATION OF STUDENTS

The School is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the School believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property.

If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and s/he (or a designated guidance counselor) will remain in the room during questioning. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or a designated guidance counselor) will remain in the room during questioning.

If law enforcement or children's services agency removes a student from school, the building administrator will notify a parent.

STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, non-commercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.

A. A material cannot be displayed if it:

1. is obscene to minors, libelous, indecent or vulgar,
2. advertises any product or service not permitted to minors by law,
3. intends to be insulting or harassing,
4. intends to incite fighting or
5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the Principal twenty-four (24) hours prior to display.

SECTION VII - TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

The school provides bus transportation for all students who live further than one (1) mile from school. The bus schedule and route is available by contacting the transportation department at 685-5507.

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal/Assistant Principal.

The principal/assistant principal may approve a change in a student's regular assigned bus stop to address a special need, if a note from the parent is submitted to the building principal/assistant principal stating the reason for the request and the duration of the change and the principal/assistant principal approves, with a signature.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School's co-curricular and extracurricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips. Attendance rules apply to all field trips. Students must be in good academic standing and have an acceptable attendance pattern deemed so by counselors and/or administration. A student could be deemed ineligible for trips if guilty of a major behavior infraction during the current academic school year. A committee of staff members will rule whether the students will be granted permission to go on the trip.

BUS CONDUCT

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain transportation safety. Furthermore, students are held to the same standards on the bus as in the building, accepting additional or different directives from the bus driver or transportation director.

PENALTIES FOR INFRACTIONS

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus.

SELF-TRANSPORTATION TO SCHOOL

Driving to school is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents

assume full responsibility for any transportation to and from school not officially provided by the school.

The following rules shall apply:

1. Students under age eighteen (18) must have written permission from their parents prior to driving to school
2. Students shall complete the Student Vehicle Form 5515F1 and provide:
 - driver's license
 - insurance certificate;
 - vehicle registration
3. Students are required to obey the parking lot speed limit of 15 mph.
4. The student must obtain a permit from the high school office and pay a fee of \$1.00 for the entire school year.
5. If a student's permit is suspended, no fees will be refunded.

Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for a student.

When the school provides transportation, students shall not drive to school-sponsored activities, unless written permission is granted by their parents, authorizing the student to drive and releasing the Board from liability. Such a divergence also requires prior consent of the principal.

An approved student drivers may not transport other students to a school-sponsored activity unless the parents of the approved student driver and the parents of the student(s) to be transported in the approved student driver's vehicle provide written authorization for the student to drive or to be transported and release the Board from liability, which is approved by the principal.

LOCAL BOARD OF EDUCATION

Dennis Dettra Board Member

Darren Singleton
Bryan Stoney
John Urdak

Board Member
Board Member
Board Member

Karen Wiggins Board Member

DISTRICT ADMINISTRATION & STAFF

Ryan Caldwell Superintendent
Allison Beros Superintendent's Secretary
Kandi Raach Treasurer
Liz Meredith Curriculum Director
Bryan Raach Student Services Director
James Buckey Computer Technician
Sara Burris Technology Coach
Tracy Pannas Psychologist
Vicki Sichina Fiscal Asst./EMIS Coord.
Mandy Vannoy Fiscal Assistant
Shelly Aleshire Fiscal Assistant

BUILDING ADMINISTRATION & STAFF

Devvon Dettra Principal
Jeffrey Wheeler Assistant Principal
Jeffrey Wheeler Athletic Administrator
Shannon Wetzler Guidance Counselor
Cristin Canter Guidance Counselor
Kim Rucker Nurse
Kim Allen LPN
Molly McVicker Secretary
Cheryl Stoldt Secretary
Teresa Dudley Paraprofessional
Phyllis Millhone Paraprofessional
Beth Warehime Paraprofessional
Rhonda Stemmer Paraprofessional
Tammy Treherne Paraprofessional
Nancy Markley Lunchroom Monitor
Robert Bates Vocal Music
Coular Clendenning Special Ed. Sci
Louis Tolzda Social Studies
John Epperson Mathematics
Grant Gaydos Business
Bridget George Health
John Grimes Art
Catherine Hesson Business
Laura Kackley Science/Ag. Education

Carleen Latchic Family Consumer Science
Tyler Baker Credit Recovery Administrator
Susan McCauley Special Education/Math
Laura McKnight Special Ed/S.S
Kieth Robinson Social Studies
Rebekah Mill Science
John Millhone Social Studies
Ben Mumma English
Robert Murphy Science
Krysten O'Connell Foreign Language
Timothy Roller Physical Education
Mike Snively Special Education
Julie Starr Special Education/English
Cassie Stevens Foreign Language
Annie Baker English
Katie Janusik Mathematics
Victoria Hupp Social Studies
Craig Welsch English
Matt Wentworth Ag. Education
Beth Wesson English
David Swigert Mathematics
Darren McCoughn Instrumental Music
Zane Zehnder Science
Amy Zuress Mathematics

MAINTENANCE & CUSTODIAL STAFF

David Lashley Maintenance Supervisor
Michael Arnold Custodian
Richard Wheeler Custodian
Charles Carpenter Custodian
Judy Estep Custodian

CAFETERIA STAFF

Angela Norman Lunchroom Supervisor
Missy Wells Cook
Fannie Slabaugh Cook
Melinda McCollum Cook