

# East Muskingum Middle School



Student Handbook  
2019 - 2020

**EAST MUSKINGUM MIDDLE SCHOOL**

**STUDENT HANDBOOK**

**For The**

**EAST MUSKINGUM LOCAL SCHOOL DISTRICT**

East Muskingum Middle School  
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# WELCOME

Welcome to East Muskingum Middle School! We are very proud of our school and student body.

At East Muskingum Middle School, our mission is to “Embrace the Spirit, Empower the Mind”. Our goal is to help each of our students have a productive and successful school year. Remember that your success at the middle school depends directly upon your efforts. We are confident that you will have a great year!

## E.M.M.S. STAFF PHILOSOPHY

Because we care about you:

*We believe that you can learn.*

*We believe that you have worth.*

*We believe that you are an important individual.*

*We believe that you are a winner.*

*We believe that you deserve our best efforts.*

## E.M.M.S. BELIEF STATEMENTS

1. Learning must be a collaborative effort among students, teachers, administrators, parents, and community.
2. Teachers are *facilitators of learning* in an environment where *students are responsible for their learning and behavior*.
3. Learning is enhanced by ongoing administrative and staff development.
4. All students can learn; however, the rate and degree to which success is met will vary.
5. A curriculum maximizing problem solving, creative thinking, technology utilization, and integrated curricula must be developed to prepare students to meet the challenges of a constantly changing world.

## EAST MUSKINGUM MIDDLE SCHOOL VISION

EMMS will strive to create an atmosphere of stability that we hope will be inviting to all. The school will be a place where teachers are sensitive to students' needs by recognizing the total person. Teachers will meet these needs by providing learning situations which develop student responsibility and foster mutual respect for all. Teachers will hold high expectations for all students while acknowledging individual learning styles. Students will have the opportunity to enhance and demonstrate their talents and abilities.

Flexibility within the EMMS experience will reflect the diverse needs of middle school students. Instruction will blend proven successful strategies and innovative techniques, compatible with the school's beliefs.

## EMMS COURSE OFFERINGS FOR SIXTH, SEVENTH, AND EIGHTH GRADE

All students will have language arts, math, science, and social studies. Students will be offered career connections, physical education, art, general music, health and computer throughout the year. Students may meet high school requirements in the areas of art and general music. High school credit is earned in 8<sup>th</sup> grade health and algebra. Band, orchestra, and vocal music meet daily during the school year.

## GIFTED & TALENTED SERVICES

Students who qualify may be scheduled into an honors class. These classes are available for each grade level.

## **DISTRICT POLICY & IDENTIFICATION FOR GIFTED STUDENTS**

East Muskingum follows the identification eligibility criteria as specified in Section 3324.03 of the Ohio Revised Code and the Ohio Rule for the Identification and Services for Children Who Are Gifted. Using instruments approved by the Ohio

Department of Education, the district identifies children in grades kindergarten through twelve who may be gifted in Superior Cognitive Ability, in Specific Academic Ability in Reading, Writing, Math, Science, and/or Social Studies, in Creative Thinking Ability, and in Visual or Performing Arts.

All students in grades 1, 2, 3, 5, and 7 are given the Terra Nova Full Battery while 6<sup>th</sup> and 8<sup>th</sup> grade receive portions of the test. All students in grades 3, 5, and 7 are given the In-View. Students achieving an ability score of 128 or above are identified as cognitively gifted. Students scoring at an ability level of 122-126 are eligible to be further assessed with the Woodcock-Johnson III Test of Cognitive Abilities. Students obtaining an achievement score at the 95th percentile or above are identified as gifted in the corresponding academic area. Students achieving 90th-94th percentile in achievement tests are eligible for further assessment with the Woodcock-Johnson III Tests of Achievement Form B. Woodcock-Johnson III Form A and WIAT are additional assessment instruments available to provide the student two opportunities per year to be screened or assessed. The school psychologist uses the WISC if needed. Students may be nominated by teachers, parents, or themselves, and nomination forms are available in each school office.

East Muskingum ensures assessments are provided in the child's native language. East Muskingum ensures assessments are valid for special populations including culturally diverse, economically disadvantaged, physically disabled, sensory disabled, and limited English proficient students.

Tests from the approved list of Screening/Assessment/ Identification for Special Populations are used. Collaborative measures with other school districts provide availability of needed instruments. Tests are administered by qualified personnel.

Parents are notified as soon as test results are received from the scoring services. The district adheres to notifying parents of results within 30 days as required by law.

Test data from transfer students is accepted. If further assessment is needed, the gifted coordinator, the intervention specialists, or the school psychologist provide those services within ninety days. Test data from reputable outside testing agencies is accepted.

Parents may appeal decisions regarding screening or identification by notifying the building principal in writing of their desire to appeal. That letter or form is forwarded to the district gifted contact. A committee consisting of a teacher, principal, district gifted representative, school psychologist, and ESC gifted coordinator review data on the student.

## **SERVICES**

Students identified as gifted in reading are served in grade 4 in a resource room setting by the gifted intervention specialist. Students identified as gifted in math are served in grade 4 in a resource room setting by a gifted intervention specialist.

Students identified in reading and/or writing are served in grades 5, 6, 7, and 8 by the intervention specialist as their teacher of record. Students identified in math are cluster grouped in grades 4, 5, 6, 7, and 8 with regular classroom teachers receiving additional training in differentiation. All teachers receive in-service training in differentiation. Objective written criteria to be eligible for services are established. All students who meet the criteria have equal access to service.

Parents may appeal decisions regarding services and placement by notifying the building principal in writing. Requests for withdrawal from gifted services must be submitted in writing by the student or parent and are reviewed. The parent has the final decision.

## **WRITTEN EDUCATION PLANS**

A Written Education Plan is written for each student receiving gifted services. The WEP describes services the student will receive assuring services are consistent with area(s) of identification and are differentiated to meet the student's needs. The WEP outlines goals for each service and cites methods for evaluating progress toward achieving those goals. The WEP specifies instructors responsible for delivering each service and the method and schedule for reporting progress to parents. Parents receive a copy of the Written Education Plan for their student. Each staff member responsible for delivering service receives a copy of the Written Education Plan as well. The date of the next review is included. Policies regarding waiver of assignments or re-scheduling of tests are included.

## ARRIVAL AT SCHOOL

Sixth, seventh, and eighth grade students may enter the building at 7:20 A.M. *Students will not be supervised before this time.* Please do not bring your child to the school before this starting time. Students should be dropped off in the parking lot only and enter the building through the main doors.

## ATTENDANCE

East Muskingum and other Muskingum County Schools place great value on the education of their students. It is the responsibility of our schools, parents/guardians, and community to provide the background and discipline to enable our students become productive adult citizens. *We believe that regular attendance is an important step in the development of punctuality and regularity.* This will help students accept responsibilities in everyday life.

*We believe that, through the positive efforts of both parents and the school, each child can receive the quality education that is available to him/her. This can best be achieved by each student attending school on a regular basis.*

The attendance of all children of compulsory school age, which is 6 to 18 years of age, is expected every day that school is in session. The laws of the State of Ohio place the responsibility for school attendance squarely on the parents.

*Parents/Guardians are required to have their child attend school regularly. Failure to do so may result in disciplinary action.*

**In accordance with the Missing Child Act**, when the child will be absent from school, please contact the school office between 7:00 A.M. and 9:00 A.M. Failure to contact the school may result in the school contacting the parent at home or work. If phone contact is not made, you will receive an automated call. The student must bring a written excuse from the parent explaining the absence. If a student is absent, within the framework of the Ohio Revised Code 3321.04 and the State Board of Education Regulation 3301-51-13, he/she will be given excused absences for:

1. Personal Illness
2. Serious illness in family
3. Quarantine
4. Death of a relative
5. Observance of religious holiday
6. Superintendent or principal's discretion
7. Emergency at home
8. Required Court attendance

## IMPROVING YOUR ATTENDANCE

*Personal Illness:* If a student is truly ill, we want him/her to stay out of school for his/her own good as well as the good of other children. However, parents should make sure the child is truly ill rather than just "not feeling well" before permitting him/her to stay at home.

*Doctor and Dental Appointments:* Such appointments are for the purpose of maintaining good health and will be considered necessary. Parents are encouraged to schedule appointments before and after school whenever possible. Students should bring a doctor's note with them when they return to school following an appointment that occurs during the school day.

## EXCUSED ABSENCE

When a student is absent with parental consent for one of the approved reasons within the framework of the Ohio Revised Code 3321.04 and State Board of Education Regulation 3301-51-13, the absence is excused. **Work missed during the absence may be made up. The student will have the same number of days as he/she was absent to make up the work unless the work was given in advance in which case it must be turned in the first day the student returns or the work may be considered late. The individual teacher may extend this time if so desired.** *Please note: if a teacher has a substitute on the day work is requested, there may not be anything sent home for that class.*

## UNEXCUSED ABSENCE

When a student is absent and the excuse does not fall within the framework of the Ohio Revised Code 3321.04 and the State Board of Education Regulation 3301-51-13, the absence is unexcused. Work during this period may be denied credit at the teacher's discretion.

## TRUANCY

Truancy is defined as the willful absence of a student from class or school without the prior knowledge of the school or parents (guardians). Class work during this period will not be given credit. Disciplinary action will be taken.

## EXCESSIVE ABSENCE

**The primary responsibility for school attendance is placed with the parents/guardians. The parent/guardian is responsible for permitting only those absences excused under the recommendations of the State of Ohio and the regulations of East Muskingum Middle School. (3321.04 RC)**

Absences at EMMS will be addressed according to the following procedures:

**\*\*Students exceeding 30 hours (5 days) per semester, or 60 hours (10 days) absence for the school year may be required to receive a doctor's verification or the absence could be considered unexcused.\*\***

*The maximum number of days a student may be absent is 60 hours (10 days) for a semester and 120 hours (20 days) for the year. Exceptions to this are:*

1. **Illness or hospitalization confirmed by a doctor;**
2. **School related field trips or activities approved by the principal;**
3. **Pre-planned approved absences (i.e. fair, family vacations, doctor appointments, etc.)**
4. **Suspension from school;**
5. **Emergency or special circumstances approved by the principal.**
6. **All other absences count against the 5 or 10 day total.**

When a student exceeds the maximum number of absences (10 for a semester or 20 for the year) it may result in the failure of the class. The student will be expected to remain in class and continue to complete all assigned work. At the conclusion of the class the building administrator will conduct a review of the class failure status. The parent or guardian may appeal to the Superintendent if he/she feels the building decision does not reflect the intent of the policy.

## NOTIFICATION OF STUDENT ATTENDANCE TO PARENTS/GUARDIANS PER STATE LAW

House Bill 410 states that **30 hours (5 days) of unexcused consecutive absences, 42 hours (7 days) of unexcused absences in a 30 day period, or 72 hours (12 days) of unexcused absences in a school year** are cause to classify a student as a **Habitual Truant**. Because of **House Bill 410**, a student will be referred to the county attendance officer when a student reaches any of the above markers. Further, the following will apply to any student identified as a Habitual Truant:

1) Within **10 days** of a student being designated as a **Habitual Truant**, an absence intervention team must be created comprised of a school representative from the school who knows the student, and the student's parent, guardian, or custodian.

a. The school will make and document 3 good faith attempts within a seven day window to secure parent participation. *Failure of the parent to respond to the school's request may trigger mandatory reporting to public agencies.*

2) An **ABSENCE INTERVENTION PLAN** must be developed within 14 days of the "Habitual Truant" designation. The plan **MUST** state that failure to comply will result in a complaint filed with juvenile court no later than 61 days after the initiation of the plan, therefore *reaching the qualifications of the "Habitual Truant" status during the plan will result in a complaint being filed.*

**\*\*Students could be required to make-up days of school missed in one and/or more of the following manners or face the possibility of retention\*\***

- After-School Detentions
- Saturday Schools
- Diversion Weekends
- Summer School

## PREPLAN POLICY

Students who are going to miss school for three or more days due to: vacations, medical reasons, and/or other family obligations should obtain a "Preplan" in the office. This should be done at least 48 hours before the planned activity is scheduled. Failure to obtain a "Preplan" could result in the days missed being recorded as unexcused absences.

## **PARTICIPATION IN ATHLETIC AND EXTRACURRICULAR EVENTS WHEN ABSENT**

A student who misses school because of illness must be in school *at least four and a half periods* of that day to participate in an athletic or extracurricular event that evening (example: concerts, school dances, sporting events).

## **SIGNING IN AND OUT OF THE BUILDING**

All Students (6<sup>th</sup>, 7<sup>th</sup>, & 8<sup>th</sup>) entering the building after 7:35 A.M. must first report to the office. If a student has an appointment or becomes ill during the school day, the parent and/or guardian must sign the student out at the office.

Students must be in attendance at school for *at least four and a half periods* to get any credit for that school day. Early dismissal will be granted from 1:30 P.M. to 2:25 P.M. without any attendance penalties. Early dismissal before 11:00 A.M. without the student returning to school will be counted as a full day absence. Early dismissal granted between 11:00 A.M. and 1:30 P.M. will be counted as a ½ day absent.

## **TARDY TO SCHOOL**

The school day begins for grades 6, 7, 8 at 7:35 A.M. Students entering the building after 7:35 A.M. will be considered tardy and must check in at the office upon entering the building. Students arriving after 8:30 A.M. until 11:00 A.M. will be considered to be ½ day absent from school. Students arriving after 11:00 A.M. will be considered to have missed a full day of school.

***Excessive tardiness to school could result in the following disciplinary action:***

- 3<sup>rd</sup> Tardy – Conference with an Administrator
- 4 - 5 Tardies – Lunch Detention
- 6 - 8 Tardies – After School Detention
- 9 or more Tardies - Saturday School and/or a Diversion Weekend could occur

***The tardy policy is per semester (two nine weeks grading periods).*** Students who develop a tardy pattern may be referred to the Muskingum County Truant Officer.

## **BUS PASS/EARLY DISMISSAL PROCEDURES**

Bus passes **MUST** be obtained in the office **by the end of first period**. A note is required from the parent that should include the name of the person where the student will be dropped off, the address, and bus number. Passes may be denied on some buses due to their number of riders.

If a student is leaving early with another parent or someone not listed on their emergency medical form, a note is required.

Any student not participating in a supervised activity must leave the school grounds immediately upon school dismissal.

## **E.M.M.S. DISCIPLINE POLICY**

Students are expected to behave in an appropriate manner at the middle school. We expect the students to have pride in both themselves and their school. Consequently, the school operates under a minimum number of rules.

***General building rules are as follows:***

Students will walk in the building.

Students will not take actions that are harmful or disruptive to others.

Students will follow all instructions from the adults in the building.

Students are permitted to have candy in the lunchroom at the discretion of the staff member on duty...

Students must keep all food and drink in the cafeteria or other designated areas. **Energy drinks are not permitted.**

Students will exhibit appropriate behavior during all assemblies, school activities, field trips, etc.

The classroom rules will be explained to the students by each classroom teacher. This will include possible consequences for students who do not conform to the rules. Teachers may have a conference with the student, assign detention, contact parents, and/or take other appropriate disciplinary action.

**Students who commit major rule violations and/or excessive rule violations are referred to the office by a teacher and may be subject to more severe disciplinary action.**

**This may include, but not be limited to, after-school detention, Saturday school, in-school detention, out-of-school suspension, and/or expulsion.**

At any time, the assistant principal or principal may request a parent conference. We also encourage parents to request a conference at any time to address any concerns.

## **SUMMARY OF DISCIPLINARY POLICY**

The disciplinary policy of the middle school is designed to reward positive student behavior and achievements and to correct inappropriate behavior in both a consistent and fair manner. Parental involvement with the school is both encouraged and appreciated.

## **AFTER-SCHOOL DETENTION POLICY**

After-School-Detention will be held as assigned from 2:30 P.M. until 4:00 P.M. Failure to serve an After-School-Detention could result in a Saturday School and/or In-School Detention.

## **BULLYING, HARASSMENT, AND OTHER FORMS OF AGGRESSIVE BEHAVIOR**

Repeated acts of harassment, intimidation, or bullying behavior by any student/school personnel is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Harassment, intimidation, or bullying includes any intentional written, verbal, graphic or physical act including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds or at any school sponsored activity, including transportation.

## **ELECTRONIC DEVICES**

Students are discouraged from bringing to school any electronic device that distracts or disrupts others. Electronic communication devices are not permitted to be used during the regular school day unless approved by a classroom teacher. **The administration and staff reserve the right to eliminate these activities at any time.** The school district is not responsible for lost, stolen or damaged electronic devices. A student who brings a phone to school is consenting to allowing the phone's data to be searched as long as the search is tied to a specific violation. If the policy is violated, personnel will collect the device and turn it into the office.

**First Offense – Detention and phone must be picked up by parent or guardian unless proven that student was not using the phone inappropriately.**

**Second Offense – Saturday School, phone must be picked up by parent or guardian and parent must meet with administrator to determine future course of action.**

**Third Offense – 1 day of ISS, phone must be picked up by parent or guardian and parent must meet with administrator to determine future course of action.**

**Fourth Offense – 1 day of OSS, phone must be picked up by parent or guardian and parent must meet with administrator to determine future course of action.**

## **VIOLATION OF LAW**

A student shall not violate any law or ordinance when on school premises, while under school authority (including buses) or at any school-sponsored activity, function, or event. The superintendent or a building principal shall have the authority to suspend or expel a student for conduct not specifically set forth herein and which substantially and materially disrupts or interferes with the good order, discipline, operation, academic or educational process taking place in the school or which substantially and materially is or poses a threat to the safety of persons or property.

## SCHOOL DRESS GUIDELINES

East Muskingum Middle School has a concern for the health, safety and general well-being of each student in establishing dress guidelines. Therefore, we reserve the right to restrict dress, accessories, and/or other aspects of appearance that are inconsistent with safety, good health practices and are **disruptive to the educational process** – both during the regular school day as well as at all school-related activities. Enforcement of the dress code is the responsibility of the staff and the administration.

Students should govern their dress and grooming by maintaining reasonable standards of neatness and cleanliness. It is desired that these dress guidelines will assist students in making appropriate choices that serve as an indication of their pride in themselves and in their school. Attempts by students to call undue attention to themselves and/or to cause **disruption of the educational process** will not be permitted. It is hope that the following dress guidelines will promote understanding and cooperation among students, parents and the school.

### **Unacceptable apparel includes, but it is not limited to, the following:**

1. Hats, headgear, headbands, sweatbands, bandannas or sunglasses are not to be worn in the building if not serving a functional or practical purpose..
2. Hair colors, hairstyles, make-up, and/or body piercing which cause educational disruption will not be permitted.
3. Shirts must have sleeves. Strap T-shirts (tank tops and muscle shirts), lacy or fishnet-type shirts, sheer shirts, halters, and shirts that expose the midriff and/or low-cut necklines are not acceptable wearing apparel.
4. Shorts/skirts must be appropriate in length and even with fingertips when arms are relaxed at sides
5. Cutoffs, pajamas, biking shorts, long underwear and other similar items are not to be worn at school.
6. Pants must be secured at the natural waistline. Underwear should never be visible.
7. Clothing that is exceedingly torn (including jeans with holes in inappropriate places) or that advertises alcohol, tobacco or other drugs; is suggestive, offensive, or profane; has sexual connotations; promotes, puts down, insults, threatens or harasses any member of the school staff or student body based upon issues such as gender, sexual orientation, race, religion or disabilities; or creates a hostile, intimidating, harassing or offensive learning environment is unacceptable and cannot be worn in school or at school-related activities.
8. Accessories, (including jewelry), that advertise alcohol, tobacco or other drugs; are suggestive, offensive or profane; have sexual connotations; or promote, put down, insult, threaten or harass any member of the school staff or student body based upon issues such as gender, sexual orientation, race, religion or disabilities; or create a hostile environment are unacceptable and cannot be worn in school or at school-related activities.
9. Flip-flops are discouraged. Footwear that may be harmful to the flooring or present a safety concern may not be worn in the building. Examples include, but are not limited to, shoes with wheels and athletic cleats.
10. Outerwear coats are not to be worn inside the building and must be stored in lockers.
11. Book bags / back packs are not permitted in the classrooms and must be stored in lockers.

## POLICIES AND PROCEDURES FOR STUDENT CONDUCT AND SUBSTANCE ABUSE

### *I. Purpose:*

To provide the guidelines and procedures governing student conduct and discipline in the East Muskingum Local School District.

### *II. Guidelines and Procedures of the Code of Student Conduct*

#### A. Preface

This code meets the intent of Am. Sub. HB 421, and conforms to ORC 3313.661, which requires each board of education to adopt a set of rules and regulations designed to maintain order and discipline necessary for effective learning, and to provide procedural standards for the suspension and expulsion of students.

The board of education's primary concern is that students who wish to learn can do so in an environment conducive to learning and that every available disciplinary and prescriptive means is employed on behalf of those who would destroy or deny such an environment. The sole objective of this code is to insure fair and equitable handling of disciplinary problems. This code is intended to standardize procedures to guarantee equally the rights of every student in the East Muskingum Local School District.

#### B. Developing a Good School Environment

Conditions which do not foster the ideal of self-discipline within both the individual and the group will eventually prove to be weak and ineffective. The following conditions are favorable to the development of a good school environment:

- A home condition which assumes the primary responsibility for the discipline of the child.

- Acknowledges the child’s responsibilities and obligations in the school as well as in the community.
- Recognizes that school personnel must necessarily concern themselves primarily with education.
- Encourages the cooperation of parents with school authorities, and the participation of parents in conferences regarding the behavior, health, and/or academic progress of their children.
- A responsible student who respects constituted authority and includes not only obedience to school rules and regulations, but also conforms to the laws of the community, state, and nation.
- Reflects respect and consideration for the personal and property rights of others and has an understanding of the need for cooperation with all members of the school community.
- A responsible school in which the professional staff, to the extent possible, maintains an atmosphere conducive to good behavior.
- Promotes effective training or discipline based upon fair and impartial treatment of all students.
- Encourages the use of good guidance procedures.
- Exhibits an attitude of respect for students which has a positive influence in helping students develop good citizenship traits.
- Plans a flexible curriculum to meet the needs of all students.
- Endeavors to involve the entire district in order to improve the quality of life therein.

## **CODE OF STUDENT CONDUCT**

Listed below are policy and procedural statements pertaining to the more extreme disciplinary measures which may be needed to resolve certain situations.

### **I. USE OF FORCE**

A teacher, principal, or other administrator may use and apply such amount of force as is reasonable and necessary: (1) to quell a disturbance threatening physical injury to himself or others, (2) to obtain possession of weapons or other dangerous objects on the person or within the control of the person for the purpose of self-defense, or for the protection of persons or property.

### **II. SUSPENSION**

#### **A. Definitions:**

1. The term “suspension” shall mean the removal of a student from the school premises and all related school activities for a period of time in excess of 24 hours, but not to exceed 10 school days.
2. The term “in-school detention” shall mean the removal of a student from the normal schedule of classes and activities (including extra-curricular) and reassignment to other special programming within the school. Daily school attendance is still required.

#### **B. Procedure**

Violation of any school rule may result in disciplinary action, including, but not limited to detention, suspension, Saturday school, emergency removal, and or expulsion.

When it becomes necessary (for the principal) to suspend a student, the following procedures shall be employed.

1. The principal or assistant principal shall give the student written notice on the official school form of intention to suspend.
2. The pupil shall be provided an opportunity for an informal hearing to produce witnesses and to otherwise explain his/her actions.
3. If the student is to be suspended, he/she will be told of the suspension and its length.
4. An attempt shall be made to notify the parent or guardian by telephone of the impending action and the reasons.

5. Within twenty-four (24) hours, a letter shall be sent to the parent or guardian stating the specific reasons for the suspension and include notice of his/her right to appeal such action, the right to be represented at the appeal, and the right to request the hearing to be held in private.
6. Simultaneous copies of the written notice of suspension shall be sent to the Superintendent of Schools.

### **III. EMERGENCY REMOVAL**

#### **A. Definition**

The term “emergency removal” shall mean the removal of a student from curricular or extracurricular activities or from the school premises because the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.

#### **B. By Administrator**

1. If a pupil's presence and behavior poses a continuing danger to persons or property or is an ongoing threat of disrupting the academic process, then the superintendent, principal, or assistant principal may remove the student from the school premises, and all school activities.
  - A. If it is intended that the pupil be removed from a curricular or extracurricular activity for more than 24 hours, a due process hearing must be held within 72 hours after the removal is ordered.
  - B. An attempt should be made to notify parent or guardian immediately by telephone of the pending action and the reason.
  - C. Written notice of the hearing, the reason for the removal, and any intended disciplinary action must be given to the pupil as soon as possible prior to the hearing. The pupil must have the opportunity to appear at an informal hearing before the principal or assistant principal and has the right to challenge the reasons for the suspension or otherwise explain his/her actions.
  - D. The person who ordered or requested the removal must be at the hearing.
  - E. If suspension or expulsion is intended, the due process requirements of the law must be followed.

#### **C. By Teacher**

1. If a pupil's presence and behavior poses a continuing danger to persons or property and/or is an ongoing threat of disrupting the academic process, then the teacher may remove a student from curricular or extra-curricular activities under their supervision with the following conditions:
  - A. Students are not to be removed from the school premises. They are to be sent to the office of the principal or assistant principal.
  - B. Removal of students shall be limited to no more than one school day for any single incident.
  - C. The specific reasons for removal by the teacher must be submitted to the principal or assistant principal in writing the same day the removal occurs.
  - D. A pupil can be kept from class by the principal or assistant principal until the matter of his misconduct is disposed of either by reinstatement, suspension or expulsion.

### **IV. STUDENT DISCIPLINE CODE**

#### **A. Disruption of School**

A student shall not use violence, force, coercion or threat to cause the disruption or interruption of the school day or extracurricular activity. (Including false alarms, bomb threats, etc.)

#### **B. Damage to School Property**

A student shall not cause or attempt to cause damage to school property including buildings, grounds, equipment, supplies, or materials.

### **C. Damage to Private Property**

A student shall not cause or attempt to cause damage to private property on school premises, or at any school activity on or off school grounds.

### **D. Assault**

A student shall not cause physical injury or behave in such a way which could threaten to cause physical injury to another student, district employee, or visitor to the school district.

\*\*This includes verbal references as well as written references to committing violent acts.

### **E. Dangerous Weapons and Instruments**

A student shall not possess, handle, transmit, or conceal any object which might be considered a dangerous weapon or instrument of violence, such as, but not limited to guns, knives, chemicals, gasses, clubs, explosives, etc. or look alike weapons such as toy guns. (Under Ohio law, a student may be expelled for one calendar year for weapons violations).

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

The definition of a firearm shall include any weapon (including a starter gun) which, (1) will or is designed to or may readily be converted to expel a projectile by the action of an explosive, (2) contains the frame or receiver of any such weapon, (3) consists of any firearm muffler or firearm silencer, (4) is considered a destructive device (as defined in U.S.C.A. Section 921). A destructive device includes any explosives, incendiary, or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or device similar to any of the devices described above.

Students are prohibited from bringing a firearm on school property, in a school vehicle, or to any school-sponsored activity.

If a student brings a firearm on school property, in a school vehicle or to any school-sponsored activity, the superintendent shall expel this student from school for a period of one calendar year and notify the appropriate criminal justice or juvenile delinquency authorities.

Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The superintendent may reduce the one-year expulsion on a case-by case basis.

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

Students are also prohibited from bringing knives on school property, in a school vehicle or to any school-sponsored activity. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a blade fastened to a handle. If a student brings a knife on school property, in a school vehicle or to any school-sponsored activity, the Superintendent may expel the student from school, subject to the same conditions stated above. Legal Refs.: ORC 3313.66, 3313.661 20 USC 2701 et seq.- Title IX 9001-9005 18 USC 921, 20 USC 8922.

### **F. Tobacco, Narcotics, Alcoholic Beverages & Drugs:**

A student shall not possess, use, transmit, conceal or be under the influence of tobacco, narcotics, alcoholic beverages, drugs, medicine, pills, chemical preparations, plant seeds or derivatives thereof, hallucinogens, or barbiturates. Under the influence constitutes a disruption of the educational process.

Possessing, using, transmitting, or concealing what are called, in the vernacular, "look alike" drugs (pills, tablets, capsules, powder, over the counter medications) is also a violation of this section.

The use of the above substances is strictly prohibited unless evidence that the substance has actually been prescribed by a duly licensed physician. Legally prescribed cases shall not constitute a violation.

### **G. Insubordination**

A student shall not fail to comply with directions of teachers, student teachers, substitute teachers, principals or other authorized school personnel during any period of time when the student is properly under the authority of the school personnel. Violation of any school rule, directive, or discipline procedure shall also constitute insubordination.

## **H. Violations of the Law**

A student shall not violate any law or ordinance when the student is properly under the authority of school personnel.

## **I. Profanity and/or Obscene Language**

A student shall not use profanity or obscene language, either written or verbal, in communicating with another student, any faculty member, other school personnel, or visitor. Included in this prohibition would be the use of obscene gestures, signs, pictures, or publications.

## **J. Truancy and Tardiness**

Truancy is declared when a student is absent from school or any portion thereof without school authorization and parent consent. Students are required to have excuses from school authorized and have parent consent. All excuses from school must meet state and board of education conditions as outlined in the student handbook and the Ohio Revised Code. In cases of prolonged absence, a doctor's certificate may be required to verify the absence in question. Repeated violations of tardiness shall be considered a violation of "Item G."

## **K. Theft**

A student shall not cause or attempt to take into possession the public property or equipment of the school district or the personal property of another student, teacher, visitor, or employee of the school district.

## **L. Sexual and Other Forms of Harassment**

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature. Other prohibited conduct includes that which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive learning environment on the basis of gender, religion, race, color, ethnicity, age, disability, and/or any other characteristic.

The harassment of a staff member by a student or fellow student of this district is strictly forbidden. Any student who is found to have harassed a staff member or student will be subject to discipline in accordance with law and the Code of Conduct.

## **M. Repeated Violations**

Any misbehavior by its frequency, repetition, and/or persistency that reaches the gravity of those in this "Code of Misconduct" is considered a violation of this Code.

## **V. EXPULSION**

### **A. Definition**

The term "expulsion" shall mean the exclusion of a student from all school attendance and related activities up to eighty school days. (These days are consecutive and may run from one school year to another.) Expulsion may be for longer than 80 days when weapons are involved.

### **B. Procedure**

1. Only the superintendent may expel. The superintendent may expel a student from school for the same reasons arising from the same conduct as warranted the student's suspension.

2. The superintendent must give the student and his parents or guardian written notice of the intended expulsion.

A. The notice is to include reasons for the intended expulsion.

B. The pupil and parent or representative have the opportunity to appear on request before the superintendent or designee to challenge the action or to otherwise explain the student's actions. The administrator cannot compel such hearing in the event the pupil and parent choose not to have a hearing.

C. The notice is to state the time and place to appear, and must be less than 3 days nor later than 5 days after the notice of expulsion has been given.

D. The superintendent may grant an extension of time. If extension is granted; he/she must notify all parties of the new time and place.

3. Within 24 hours of the expulsion, the superintendent will forward a letter to the pupil and the clerk of the school board of the action to expel. The notice must include the reasons for the expulsion, the right of the pupil or guardian to appeal to the board, the right to be represented at the appeal, and to request the hearing be held in executive session. The board may hold the hearing in executive session, but must act upon the expulsion only at a public meeting. The board may, by a majority vote of its full membership, reinstate the student.

## **VI. APPEAL TO BOARD**

A. A pupil or his parent/guardian may appeal his/her expulsion or suspension by a superintendent or principal to the board. Such student or his/her parent/ guardian may be represented in all such appeal proceedings and shall be granted a hearing before the board in order to be heard against such suspension or expulsion. (Note: A suspension hearing is not an adversary hearing and the student has no right to legal counsel at this administrative level.)

B. A verbatim, word for word, record is required. (This may be a tape recording, etc.)

C. No particular procedure for the hearing to follow is required by the statute.

D. Formal action to affirm, vacate, or modify the disciplinary action on the appeal may only be taken during “public” session.

E. The decision of the board is may be further appealed to the Court of Common Pleas under O.R.C. 2506.

F. The act is silent regarding the time limit to request an appeal to the board. It is assumed that the appeal will be set at the discretion of the board.

## **EAST MUSKINGUM DRUG, ALCOHOL, AND SUBSTANCE ABUSE POLICY STATEMENT**

The East Muskingum Local School District believes that the use and misuse of alcohol and other drugs is a societal problem of major proportions. It reaches all segments of the population including adults and adolescents. Therefore, it is the responsibility of the family, the school, and the broader community as well as each individual to address the issue.

A major role of the school is to provide education and prevention programs for the children and adolescents at school and support the family and community efforts to address problems at home and out-of-school. It is also a responsibility of the school to provide early identification of high-risk and at-risk students and to assist with intervention and referral of those students for treatment using community resources.

Each school will provide information about drug/alcohol counseling and rehabilitation programs and re-entry programs to the student. An appropriate policy for substance violations defines the guidelines for possessing, using, selling, supplying or transmitting mood altering chemicals (including alcohol) in schools. It attends to those who violate school policy and assists law enforcement with its efforts to deal with the sale, possession, and distribution of illegal drugs.

Policies and procedures for the student athletic program are also provided for those students who accept the privilege of participating in sports. While this policy discourages the use of chemicals, it encourages treatment for those students who are found in violation of the policy.

The school district collaborates with both families and community in their efforts to address the problem. All procedures are evaluated regularly.

A copy of the standards of conduct and the statement of disciplinary sanctions required are provided for students and parents. This notification includes a statement that compliance with the standards of conduct is mandatory.

### **SUBSTANCE VIOLATIONS -- Student Policy (5530)**

Students shall be held accountable for substance violations committed during school, summer school, field trips, travel on any school provided or permitted transportation, or any school-sponsored activity held on or off school property.

#### **Drugs & Alcohol - Possession, purchase, use, application or being under the influence:**

First Offense - 10 days out of school suspension. This may be reduced to no less than five (5) days if all of the following occur:

1. The student proceeds to be evaluated by a professional approved by the East Muskingum Local School District and agrees to their prescribed treatment. The professional must then notify appropriate school staff of the selected treatment.
2. The student follows the appropriate treatment, which may include, but not be limited to, required attendance at support

3. The student and a parent/guardian attend a “Diversion Weekend” or school district approved weekend program.  
\*\*Law enforcement officials will be notified as permitted by law.

Second or Subsequent Offense - The principal will recommend that the superintendent expel the student up to the maximum time permitted within all requirements of law.

\*\*Law enforcement officials will be notified as permitted by law.

**Selling, supplying, or transmitting:**

First or Subsequent Offense - The principal will recommend that the superintendent expel the student up to the maximum time permitted within all requirements of the law.

\*\*Law enforcement officials will be notified as permitted by law.

**Use or Possession of Tobacco (smokeless, smoking, vaping)**

First Offense - 3 days out of school suspension reduced to one (1) Saturday School if the student completes a smoking cessation program.

\*\*Law enforcement officials will be notified as permitted by law.

Second Offense - 5 days out of school suspension.

\*\*Law enforcement officials will be notified as permitted by law.

Third and/or Subsequent Offense - 10 days out of school suspension.

\*\*Law enforcement officials will be notified as permitted by law.

**ASSEMBLIES**

Assemblies are a regularly scheduled part of the school program and are designed to be educational as well as entertaining experiences. Assemblies provide opportunities to learn formal audience behavior. Courtesy demands that the student body be respectful at all programs.

**BUILDING CARE AND USE**

We expect our students to have pride in themselves and their school. It is the responsibility of each student to help maintain our school in its present attractive condition.

All after-school student activities must be supervised by a faculty advisor or an approved adult, and must be approved by the office.

**CAFETERIA**

A student may bring his/her lunch to school and eat in the commons during the designated lunch times. Students may also purchase lunches provided by the food service staff. The “Type A” lunch menu changes daily.

A La Carte items are also available to students. **It is important to check the balance of your child’s account regularly.** You may call the cafeteria between the hours of 7:00 a.m. and 1:00 p.m. to check your child’s balance or to request a printout of your child’s daily purchases .

Students must:

1. Stay in designated areas.
2. Talk quietly.
3. Remain seated until dismissed.
4. Leave the area clean.
5. Students may have assigned seats for inappropriate behavior.

**DANCES/ACTIVITY NIGHTS**

Dance/Activity Nights are sponsored periodically by the school. Students should observe the following rules while attending dances:

1. These programs are for East Muskingum Middle School students; therefore, only students that attend EMMS will be admitted. (The only exception is for students who leave EMMS during the school year. With the approval of the principal, they may be able to attend.)
2. A parent request (in person or written) is necessary for a student to leave a dance early.
3. Parents should be at school promptly to pick up students at the conclusion of the dance. **(Students walking home from a dance are required to have written permission from a parent or guardian.)**
4. Students must be in school at least four and one half periods to attend the dance that day.
5. Students may be denied the privileges of attending extracurricular activities because of **disciplinary infractions or poor academic performance.**
6. All school rules apply during these activities including dress code, etc.

## **EMERGENCY CLOSING**

When the schools are to be closed because of adverse weather conditions, an announcement will normally be given by 6:30 A.M. on WHIZ (1240 AM, 102.5 FM) Zanesville, and on WCMJ (1270 AM, 96.7 FM) Cambridge. Please listen to your radio if a school closing seems possible. You may also view our school district Website which is: <http://www.east-muskingum.k12.oh.us>. East Muskingum Schools will use an "Automated Phone System" when necessary to make important school announcements, including school delays, and cancellations.

## **EMERGENCY MEDICAL AUTHORIZATION**

When parents or guardians cannot be reached, the school needs authorization to provide emergency treatment for students who become ill or injured. A copy of the authorization should be completed, signed by the parents, and returned to the school. Only persons listed on this form are contacted in emergencies. Therefore, parents are encouraged to keep this updated with correct names, addresses, and phone numbers.

## **EXTRACURRICULAR ACTIVITIES**

The following guidelines should be observed:

1. Good sportsmanship should be emphasized at all times by participants and the audience or spectators.
2. Once a student leaves an activity, he/she will not be permitted to reenter.
3. Students in attendance at school events should remain seated in the bleachers during the course of the program or contest and stay off the gym floor.
4. All school rules apply during these activities including dress code, etc.
5. Students may be denied the privileges of attending extracurricular activities because of disciplinary infractions.
6. Students must be in school at least four and one half periods to attend any extracurricular activity.

## **FIELD TRIPS**

Each grade level has various field trips during the school year. Two examples are the sixth grade camp at Recreation Unlimited and the eighth grade trip to Washington, D.C. We encourage all students to participate in the class field trips and no student shall be denied this opportunity because of financial difficulty.

However, the school does reserve the right to exclude students from field trips because of unacceptable behavior during the school year. Field trip chaperones must be a parent or legal guardian.

## **FIRE AND TORNADO DRILLS**

These drills will be held throughout the year. Instructions are posted in each classroom. All students are to remain quiet during the drill and follow the directions of teachers. Directions for the drills will be explained by the teachers at the beginning of the school year.

## **FUND RAISING**

Solicitation at school is not permitted. Due to potential problems, students are not to be permitted to buy or sell candy at school. The school will permit school groups to have limited projects.

The middle school has some fund raising activities during the school year organized by our Academic Boosters. Money raised on these fundraisers goes toward the individual sixth grade camp and eighth grade Washington, D.C. trip.

Other monies are used by the Boosters to buy supplies, pay for field trips and help purchase items needed for the building. All fund raising activities must be approved by office.

## **GIRL-BOY RELATIONS**

Boys are to conduct themselves as gentlemen and girls as ladies. Handholding, arms around one another, and other displays of affection are not acceptable. Sexual harassment and/or innuendoes toward any student or adult on school grounds are not acceptable. See the policies and procedures booklet for further information.

## **GRADING POLICY**

The grading system used at the middle school is the standard five letter system.

A = course objectives achieved in a superior manner

B = course objectives achieved in a highly satisfactory  
Manner

C = course objectives achieved in a satisfactory manner

D = course objectives achieved in a minimum manner

F = course objectives not achieved

I = course objectives incomplete

S, U = Satisfactory, Unsatisfactory

Components of a grade include, but are not necessarily limited to: tests, quizzes, class projects, term papers, reports, class participation, attendance, and homework.

The final grade for a whole year course shall be the average of the four nine-week grades.

Exceptions to this policy shall be: (1) if a student receives an F grade for any three grading periods, the student shall receive an F for the course. (2) If a student receives an F in each of the last two grading periods, he/she could receive an F for the course. If a grade falls exactly in between two letter grades, no grades shall be rounded up (Example: an A and a B = B+).

## ***PROGRESSBOOK***

East Muskingum has a data collection system called Progress Book to manage student information. Progress Book is a web-based software application that can integrate teacher grade book data, lesson plan development, attendance, special education, and parent access into one system.

Using internet access, a parent or student can view homework assignments, class progress, attendance, and teacher comments. Each student and parent receives the password through the school. Please stress with your child that this is confidential, personal information, not to be shared with others. Please remember to write down any changes of passwords.

Any parent who does not have internet access may request a copy of their child's progress report through the office.

## ***PROMOTION, ASSIGNMENT, RETENTION***

Students must pass three of the four academic subjects (language arts, math, social studies, and science) for the year in order to be promoted to the next grade level.

Pupils may be assigned to the next grade level, retained, or assigned to summer school on the basis of a combination of measures, including:

1. Age
2. Maturation
3. Academic achievement
4. Social development
5. Development in relation to his/her own needs and abilities
6. Excessive absence

All retentions and accelerations shall be approved by the building principal and superintendent.

## **REPORT CARDS**

A report card is issued to a student one week after the close of the nine weeks. It is the student's responsibility to share the report with parents or guardians.

## **REWARDS**

1. Students are awarded ribbons each nine weeks for making the school honor roll. They are also eligible for other awards for excellent academic performance.
2. Students with perfect school attendance for the entire school year will be presented a certificate for this outstanding accomplishment on the last day of school.

## **GUIDANCE OFFICE**

Students are encouraged to use the counseling services available to them to discuss any questions or problems. Appointments to see the counselor may be made. Permission to leave class to see the counselor may be granted by a teacher; however, the best times are before and after school, between classes, at lunch, study periods or other times not conflicting with class work. Guidance services are offered in the form of group counseling as well as individual counseling.

## **LOCKERS/BOOKBAGS/HANDBAGS**

All lockers will be assigned by the school. It is the student's responsibility to see that his/her locker is in order at all times. Lockers are the property of the East Muskingum School District and the lockers and the contents thereof are subject to random searches at any time without regard to any reasonable suspicion.

Handbags are also subject to search.

Large athletic type bags are not allowed in the school except for approved sports seasons and only if kept in the locker rooms. Only backpack size bags are allowed to be used as book bags. Backpacks are not permitted in any classrooms.

## **LOST AND FOUND**

A lost and found box will be located in the office. These items will be displayed periodically for claiming. Unclaimed items are donated to local charities.

## **PARENT-TEACHER CONFERENCES**

Each year, time is set aside for teachers to meet with parents. In addition to this time, parents and teachers are encouraged to meet any time a need arises. Parents may meet with individual teachers or with a team of teachers.

Conference time is a time for sharing concerns, problems, solutions, and joys of students of EMMS. The intent is to foster a good working relationship between parent and school.

## **PRESCRIBED MEDICATION**

If possible, please administer student medication at home. If the parent requests that the student be assisted with prescribed medication at school, we must have the two medication forms completed and returned to the office. One form is to be completed by the parent and the other must be signed by the physician. These forms will be sent home with the students the first day of school and extras are available at the office. All prescribed medications to be administered at school must be brought to the school by an adult.

## **SCHOOL BUSES**

Students who ride a bus to school must depart from the bus at the middle school. After school, they must board the bus at their designated area. Students are not permitted to board the bus at the high school unless they have received permission from the school office.

Students will enter the building through the main entrance in the morning and exit through designated doors at the end of the day.

The East Muskingum Schools own and operate the transportation system for student convenience. All school rules apply for students riding the bus. Cooperation with the bus driver is expected at all times. Students may be restricted from riding the bus for unacceptable behavior, including damage to the bus. Buses depart from the loading area five (5) minutes after school ends.

To enjoy bus-riding privileges, students should observe the following guidelines and regulations:

1. Parents have the responsibility of supervision until such time as the student boards the bus in the morning and after the student leaves the bus at the end of the day.
2. While loading, riding, and departing from the bus, all directions given by the driver are to be followed. Students should help the driver to assure safety at all times.
3. Students must be on time. Plan to leave home at the same time each day so you'll be at your bus stop five (5) minutes before the bus arrives.
4. If you have to walk where there are no sidewalks, face traffic, stay as far off the road as possible, and go single file.
5. At the bus stop, remain off the street or highway in an orderly manner. Do not move to the bus until it has made a full stop. Wait for the driver to signal and then walk ten (10) feet in front of the bus if you cross the road.
6. Remain seated at all times. Students may occupy any seat unless assigned a particular seat by the driver or school principal.
7. As a school bus rider, you are expected to:
  - Save snacks for later.
  - Place books and other articles where they can't fall.
  - Keep arms and legs out of the aisle.
  - Act as you would in a classroom.
  - Keep your head & arms inside the bus at all times.
  - Refrain from talking with the driver while the bus is in motion except in emergencies.
  - Converse in normal tones; loud and profane language is prohibited.
  - Throwing of any item is strictly prohibited.
  - Be considerate of small children.
  - Fighting, pushing, and shoving are not permitted.
  - Ride only on assigned buses. Parents may request deviation by making a written request to the driver. Without a written request by the parent, the student will be placed on his/her assigned bus.
  - Report any damage you observe to the driver.
8. The use of tobacco and the possession of any instrument that may potentially be a dangerous weapon to other riders are strictly prohibited.
9. No pet animals are to be transported on the school bus.
10. The school will not enter into disputes involving students and parents prior to pick-up or after return to home.
11. The parents will be held responsible for any damage to a bus by their children.
12. All students should ride their own scheduled bus to and from school. The school discourages students from riding a bus to a friend's house. This causes capacity problems for a number of busses. Students may only ride another bus with written parental permission and approval by the school.
13. In the event these guidelines are not followed, students may have their bus riding privileges suspended. In such instances, parents have the responsibility for seeing that their children go to and from school or the student will be considered truant.

## **SCHOOL CLINIC & TELEPHONE**

A school clinic is maintained as a temporary area for students who become ill at school. The clinic is located inside the office area. Students must check with the office secretaries to go to the clinic.

The office telephone number is 826-7631 (7:00 A.M. – 3:00 P.M.). The office phone is for official school business or emergencies. Students must have permission from an adult to use the office phone.

Students are permitted to use the office phone only when sick or in an emergency.

## **INTERNET PERMISSION**

Access to the Internet will enable students to be in touch with thousands of libraries, databases, and bulletin boards and to exchange messages with Internet users throughout the world. Our intent is to make Internet access available to further educational goals and objectives. However, students may find ways to access other materials as well, and families should be aware that some material accessible via the internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people.

In order to minimize student access to inappropriate materials, East Muskingum Schools and our Internet Service Provider has installed Internet blocking software to block inappropriate sites that students may try to access.

This blocking software blocks Internet addresses as well as key words in a search. While any blocking software will not block 100% of the inappropriate sites that students may access on the Internet, we feel confident that the software will block a large percentage of the sites. Every day new sites are loaded on the Internet. The software company monitors these new sites and will apply the block to that site if they deem the site inappropriate.

While we believe that the benefits to students gained from Internet access in the form of information resources and opportunities for collaboration far exceed any disadvantages, East Muskingum supports and respects each family's right to decide whether or not to apply for access. Parents are welcomed to visit their child's classroom to view how the blocking software works. Ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources.

## **DISTRICT INTERNET**

Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others.

Access to network services is given to students who agree to act in a considerate and responsible matter. Parent permission is required. Access is a privilege not a right and as such entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed.

During the school day, the classroom teachers will guide students toward appropriate materials and internet sites. The teachers and staff will be providing students with specific sites to find the information needed for their class work.

As outlined in Board policy and procedures on Acceptable Use Policy. The following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes

Violations may result in a loss of access as well as other school disciplinary procedures which could involve legal action beyond the school district's control in the case of serious violations.

## **PARENT PERMISSIONS**

A parent or legal guardian can deny access to networked computer services for his/her son or daughter. A parent or legal guardian will need to sign a form in the school office stating he/she do not grant permission. These forms are available in each school office.

## **ATHLETIC POLICY**

Dear Student and Parent/Guardian,

We are pleased that you have decided to be a member of one of our East Muskingum athletic teams.

While the benefits are numerous, it is important that you also recognize that each time you participate in athletics you are assuming certain risks. In fact, nearly all participants will be injured at some time. Some of these injuries heal quickly and recovery time takes only a few days or hours. However, some injuries may be long term and could result in permanent disability and even death. Certainly the contact sports are the most dangerous where chances of injury to the head, neck, spine and back are more likely to occur. As a result, each sport involves certain rules and regulations and precautions which are designed to protect participants.

For example:

All participants must have a physical examination, and complete an emergency medical and insurance form before participating.

All participants must wear proper equipment, condition themselves properly, and abide by all rules.

Proper techniques must be used. Such acts as leading with the head when tackling in football or "spearing" with the helmet are not permitted.

Participants are expected to use good judgment at all times. We urge parents/guardians and athletes to understand the risks involved in each sport.

### ***GENERAL RULES:***

Athletes must be in school at least one-half day (4½ periods) in order to be eligible to practice or participate in a scheduled athletic event for that day. Coaches and advisors should encourage athletes to be on time for school the day following athletic events. Personal, family, or medical emergencies might be an exception if approved by the head coach or administrator and written authorization and verification of the need is provided by the parents or guardian.

All participating school personnel (coaches, players, cheerleaders, statisticians, managers, etc.) must be transported by school authorized transportation both to and from games or contests. The only exception is when parents or legal guardians speak to the coach personally and have the athlete released to their custody. The coach may deny this request due to team considerations. (Note: Students, regardless of age, will not be permitted to drive athletes to and from games or contests even with parental permission.)

Once a student "makes" a team, he/she is an official member and is obligated to the sport throughout the season. If he/she quits or is dismissed after that time, he/she will not be allowed to participate in another sport during that sport season. Players cut from one sport will be encouraged to try out for another sport.

Any action by a player which produces disunity or disharmony on the team may cause the athlete to lose his/her privilege to participate as a team member.

Physical cards, emergency medical forms and insurance waivers must be on file in the athletic office before the athlete can participate.

Curfew times will be established and enforced by each coach.

### ***ATHLETIC ELIGIBILITY:***

If a student meets all eligibility requirements of the Ohio High School Athletic Association (OHSAA) and of John Glenn High School & middle school, he/she is eligible to participate in interscholastic events. OHSAA SCHOLASTIC ELIGIBILITY: "Eligibility for each grading period is determined by grades received the preceding grading period. Semester and yearly grades have no effect on eligibility."

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

**GRADES 7 – 8:** To be eligible, you must be currently enrolled in a member school and have received passing grades in a minimum of five (5) subjects in which enrolled the immediately preceding grading period."

"For eligibility purposes, summer school grades may not be used to substitute for failing grades received in the final grading period of the regular school year or for lack of enough courses taken in the preceding grading period."

### ***ADDITIONAL REQUIREMENTS ADDED BY JGHS:***

If an OHSAA-eligible student's GPA is below a 1.0 (0.950) for the preceding grading period, (s) he/she is ineligible and shall not participate in interscholastic events or practice during the current grading period.

If an OHSAA-eligible student's GPA is 1) between an 1.0 (0.950) and a 2.0 (1.950) for the preceding grading period and/or 2) has a failing mark in any course for the preceding grading period, he/she is considered to be eligible-on-academic probation and an intervention plan must be developed, implemented and executed. This intervention plan will be developed by the student's teachers, the student, and, if possible, the student's parent/guardian. This intervention plan must be agreed to by signatures of the student and the student's parent/guardian.

The athlete and parents/guardian will submit a written copy of this plan to the athletic director. Without such agreement, the student is ineligible and cannot participate in interscholastic events or practice.

If the student does not follow the intervention plan as agreed, he/she is immediately ineligible and cannot participate in interscholastic events or practice.

Your eligibility is determined by the school district of residence of your parents or legal guardian. You are not eligible to participate in the East Muskingum Athletic Program unless your parents or legal guardian reside in this school district. Exceptions are tuition students who have received a "release" from their local board.

If you change schools and your parents do not move to your new school district, you will be ineligible for one year unless you meet one of the exceptions to the transfer by-laws set forth by the OHSAA.

Ask your coach to give you information about summer camps/no contact period/instructional programs and open gyms. Student participation in athletic contests is a privilege. Athletes are expected to conduct themselves in an exemplary manner at all times. If the athlete fails to abide by the decisions of officials, uses profanity, uses obscene gestures, is disrespectful to an official, strikes an official or opponent, he/she may be denied further participation.

The equipment deadline is two weeks after the last game. Athletes not returning equipment will not be permitted to compete in another sport until all equipment is returned or paid for at new replacement cost. No athletic awards will be given and grades will be held until all equipment is returned. Uniforms are to be worn only during athletic contests in which the wearer is a participant. Uniforms are not to be worn to school or other places unless approved by the coach or athletic director. The athlete should never allow others to wear his/her uniform.

Under no conditions may any student use the weight room without adult supervision. Supervision in this case is defined as being in the immediate area of the weights and taking active interest in the workout. Coaches will not schedule team workouts in the weight room unless a coach is there to supervise. There are no exceptions to this policy.

Student athletes have a responsibility to their teammates to be at all practices and games. This is consistent with the goals of responsibility and teamwork that are such an important part of the program. Student athletes who miss practice or games for no justifiable reason may be denied the opportunity to participate. The athletic staff realizes that justifiable conflicts such as family responsibilities, other extra-curricular duties, emergency situations and medical excuses might be justifiable. The athlete will notify the coach as soon as he/she is aware of the conflict.

The OHSAA will establish the length of the sports season.

A student-athlete suspended or expelled from school for violation of the Student Code of Conduct is automatically denied participation in all athletic activities until normal school activities are allowed by the principal or assistant principal.

#### ***STUDENT PARTICIPATION CONDUCT PENALTY:***

Any student ejected for unsportsmanlike conduct or flagrant foul shall be ineligible for contests for the remainder of that day as well as for all contests in that sport until two regular season/tournament contests are played at the same level as the ejection (one contest in football).

If the ejection occurs in the last contest of the season, the student shall be ineligible for the same period of time as stated above in the next sport in which the student participates. A student under suspension may not sit on the team bench, enter the locker room or be affiliated with the team in any way traveling to, during or traveling after the contest (s).

#### ***SUBSTANCE VIOLATIONS:***

Athletes shall not knowingly possess, buy, sell, use, transmit, apply, manifest or exhibit any physical sign or symptom of having used any mood-altering chemical of any kind at any time and any where during the sports season. "Mood-altering chemical" includes but is not limited to narcotics, depressants, stimulants, hallucinogens, counterfeit drugs, marijuana, alcohol, and prescription drugs, unless authorized by a medical prescription from a licensed physician which shall state the athlete's name and directions for use.

Manifesting or exhibiting any symptoms or sign of having used any mood altering chemical of any kind shall be defined as observable or admitted conduct or appearance such as staggering, reddened eyes, odor of chemicals, odor of alcohol, nervousness, restlessness, memory loss, abusive language, falling asleep in class or any other behavior not normal for the particular student. In the following, the term sports season will be defined in length by OHSAA time lines.

**First violation:** Participation will be denied for 40 percent of the current sports season. The athlete in violation can receive an assessment and counseling to reduce the removal time to 20 percent of the scheduled contests of that sport.

**Second violation:** Participation will be denied for one calendar year from the violation date. The athlete in violation must receive assessment and counseling before participating in another sport season.

**Third violation in a subsequent calendar year:**

Participation in all sports will be denied while a student at East Muskingum Middle School or John Glenn High School.

#### ***USE OR POSSESSION OF TOBACCO PRODUCTS:***

**First violation:** The athlete will be denied participation in 20% of the games or matches in the sports season.

**Second violation:** The athlete will be denied participation in 40 percent of the scheduled contests of that sport.

**Third violation:** The athlete will be denied athletic participation from all sports for one year from time of infraction.

**Fourth violation:** The athlete will be denied athletic participation for the remainder of the athletic career.

All substance violations are cumulative while a student at East Muskingum Middle School or John Glenn High School. Due process procedures will be followed as outlined in the following pages of the athletic handbook.

The principal and athletic director will investigate all incidents brought to their attention.

Infractions will be investigated if: The player is observed by a teammate, coach, teacher or staff member at the school, officer of the law, parent or guardian, or admits to his/her violation. Anonymous reports will be investigated but will not form the sole basis for any disciplinary action.

If the athlete is denied the privilege of participation, he/she will not participate in another sport, including conditioning or open gym, until the sports season in which his/her violation occurred is completed.

#### ***DUE PROCESS PROCEDURE:***

The following procedure will be used if an athlete or cheerleader is denied the opportunity to participate in the athletic program. Notify the athletic director.

Present the athlete, in writing, a notice of actions to be taken.

Duplicate the information and give the athletic director a copy. Have the athlete sign the notice to deny. The written notice will contain reasons for denial as well as information concerning the right to a hearing.

If requested, an informal hearing will be held. The athlete, coach, athletic director, and principal will provide the athlete with an opportunity to present his/her point of view.

If requested, a formal hearing will be conducted involving the parents or guardian, the athlete, coach, athletic director, and principal. This meeting will be held in order to allow both or all points of view to be expressed.

The principal will render the decision.

#### ***SUMMARY:***

Notify the athletic director

Review the situation with the athletic director prior to taking action

Prior knowledge of the rules

Written notification of the intent

Opportunity for a hearing

Provision for an appeal

## **EAST MUSKINGUM LOCAL SCHOOL DISTRICT BYLAWS & POLICIES**

### ***2416 – STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION***

The board of education respects the privacy rights of parents and their children. 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 un-emancipated 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 his/her parents;
- B. mental or psychological problems of the student or his/her 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;
- 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).

The superintendent shall require that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

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/evaluation within a reasonable period of time after the request is received by the building principal.

Additionally, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

The board will not allow 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).

The superintendent is directed to provide notice directly to parents of students enrolled in the district of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the superintendent is directed to notify parents of students in this district, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the administration of any survey by a third party that contains one or more of the items described in A through H above are scheduled or expected to be scheduled.

For purposes of this policy, the term “parent” includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). A.C. 3301-35-02©, 3301-35-01 (D) (5) 20 U.S.C. 1232 (g) (h)

## **DIRECTORY INFORMATION**

Each year the superintendent shall provide public notice to students and their parents of its intent to make available, upon request, certain information known as “directory information.”

The board designates as student “directory information”: a student’s name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; honor rolls; scholarships; telephone numbers only for inclusion in school directories including the districts automated call system, and/or yearbook.

Directory information shall not be provided to any organization for profit-making purposes. Parents and eligible students may refuse to allow the board to disclose any or all of such “directory information” upon written notification to the board within three (3) days after receipt of the superintendent’s annual public notice.

In accordance with Federal and State law, the board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information.

A secondary school student or parent of the student may request in writing that the student’s name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that “any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces.” The superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or educational records or for the release of "directory information," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The board may disclose "directory information" on former students without student or parental consent.

The board shall not permit 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).

## PARENTAL RESPONSIBILITY

We the parents of \_\_\_\_\_,

have read the East Muskingum Middle School Student Handbook/Athletic Policies and Procedures.

We have also reviewed this booklet with our child/children. We agree that school activities and procedures are a responsibility shared by the school and the home.

Parent's Signature \_\_\_\_\_

Student's Signature \_\_\_\_\_

Grade \_\_\_\_\_

Date \_\_\_\_\_

PLEASE DETACH AND RETURN THIS SIGNATURE PAGE TO THE SCHOOL BY:

**September 6, 2019**