



"Home of the Muskies"

JOHN GLENN HIGH SCHOOL

Student Handbook **2018-2019**

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Office Hours 7:00-3:00

This agenda belongs to:

Name _____

Address _____

City _____ Zip _____

Phone _____

Mission Statement

The mission of East Muskingum Schools, a learning community, is to educate, motivate and graduate students to live successfully in a changing world.

Dear Student/Parent,

This John Glenn High School Student handbook is provided to help students and parents become familiar with their responsibilities as well as the general procedures and school regulations at John Glenn High School. We believe when students know and understand our expectations, they are more likely to reach them.

We are pleased to present this book to you with the hope that it would be utilized to provide you with guidelines and responsibilities for a successful school year. The faculty and staff have created this handbook to help you succeed both as a student and as a productive member of John Glenn High School.

We look forward to serving you during the 2018-2019 school year. Please contact us if there are any concerns with what is contained in the handbook.

Sincerely,

Steve Brooks,
Principal

Steve Brooks, Principal – sbrooks@eastmschools.org
Clarke Warren, Assistant Principal – cwarren@eastmschools.org
Michael Dunlap, Athletic Director – mdunlap@eastmschools.org
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EQUAL EDUCATION OPPORTUNITY

The East Muskingum School District provides an equal educational opportunity for all students. Any person who believes that he/she has been discriminated against on the basis of his/her race, color, disability, religion gender, or national origin while at school or at a school activity should immediately contact the District's Compliance Officer:

Dave Adams, Assistant Superintendent (740) 826-7655

Complaints will be investigated in accordance with the procedures established by the district. 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.

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DAILY BELL SCHEDULE

First Bell	7:33
Pride (Homeroom)	7:36-7:58

<u>PERIOD</u>	<u>TIME</u>
1	8:02 - 8:49
2	8:53 - 9:40
3	9:44 – 10:31
4	Lunch A----10:35 – 11:05 Class-----11:08 – 11:55 Class-----10:35 –11:22 Lunch B----11:25 – 11:55
5	11:59 – 12:46
6	12:50 – 1:37
7	1:41 – 2:28

Bus Departure at 2:34

EMERGENCY SCHOOL CLOSING AND OTHER ANNOUNCEMENTS

Always assume that school is open, no matter how bad it looks outside. Emergency closings will be announced via the District Emergency Notification System, Local TV and Radio Stations, and The District Website @ www.east-muskingum.k12.oh.us.

The Ohio Board of Regents Recommended Program for Students Planning to Enter College

COLLEGE PREP ENGLISH	4 CR.
COLLEGE PREP MATH	3 CR. (CP ALGEBRA I, CP PLANE GEOMETRY, CP ALGEBRA II)
COLLEGE PREP SCIENCE	3 CR. (2 OF 3 CREDITS MUST BE LAB SCIENCES)
SOCIAL STUDIES	3 CR.
FOREIGN LANGUAGE	2 CR.
FINE ARTS	1 CR.

Students planning to pursue a college major in science should take an additional credit of science during their senior year. A third year of a foreign language is advised if the student can fit it into his/her schedule.

These classes are considered the College Prep Core Curriculum. "More than core" is sometimes being used to determine selective admission or possible scholarship money. It is suggested to take "more than core" as much as possible.

JOHN GLENN HIGH SCHOOL COURSE REQUIREMENTS FOR GRADUATION CLASSES OF 2018 AND BEYOND	
SUBJECT	REQUIRED CREDITS
English	4 Credits
Health	½ Credit
Mathematics	4 Credits, which shall include Algebra II or the equivalent of Algebra II
Physical Education	½ Credit
Science	3 Credits, which shall include one credit of Life Science and one credit of Physical Science and advanced study in one or more of the following: Anatomy, Chemistry, Ecology, Physics, or Zoology
Social Studies	3 Credits
Elective	6 Credits, which shall be selected from "one or any combination of foreign language, fine arts, business, career-technical education, family and consumer sciences, Junior Reserve Officer Training Corps programs, technology, agricultural education, or English language arts, mathematics, science, or social studies courses not otherwise required."
Fine Arts	Two semesters taken any time in grades 7-12.
Economics & Financial Literacy	Must receive instruction in grades 9-12. This will be covered in Government class.
Total	21 Credits

Life Sciences: Anatomy/Physiology, Biology, Ecology, Environmental Science, Zoology

Physical Sciences: Chemistry, AP Chemistry, Physics, Physical Science

Business: Word Processing I, Intro to Economics, Accounting I, Computer Technology, Computer Essentials for College Students, Personal Financial Planning, Web Site Development

Foreign Language: French, Spanish, German

Fine Arts: Any Music, Any Art, Intro to Theater, Photography

Technology: Design, Drafting, Robotics, Adv. Tech Agriculture, Agricultural and Environmental Systems Capstone

STATE TESTING REQUIREMENTS: SEVEN END OF COURSE EXAMS

English I	Algebra I	Physical Science (2018)	American History
English II	Geometry	Biology (2019)	Government

GRADUATION PATHWAYS FOR CLASS OF 2018 AND BEYOND

Pathway One

Earn a cumulative passing score on seven end-of-course exams. Students must earn a total of 18 points with a minimum score of 2 points on each test.

Pathway Two

Earn a “remediation-free” score on a nationally recognized college admission exam such as ACT or SAT. The state of Ohio will pay for all 11th-grade students in the Class of 2018 and beyond to take the exam free of charge.

Pathway Three

Earn a State Board of Education-approved, industry recognized credential or a state-issued license for practice in a career and achieve a score that demonstrates workforce readiness and employability on a job skills assessment.

FINAL GRADE AVERAGING

The final grade of a semester course shall be determined by averaging the two nine-week grades and the semester exam grade. The semester and final exams are half (1/2) the weight of a nine weeks grading period. When calculating a final average, the total points are divided by five (5) for a yearlong course and the total points are divided by 2.5 for a semester class. Grades are assigned the following point values: A=4.00, A-= 3.667, B+=3.333, B=3.00, B-=2.667, C+=2.333, C=2.00, C-=1.667, D+=1.333, D=1.00, D-=0.667, F or INC=0.00.

Once the final or semester average points have been calculated, the following scale is used to determine what letter grade that point value falls into:

A	=	3.840-4.000	C	=	1.840-2.169
A-	=	3.500-3.839	C-	=	1.500-1.839
B+	=	3.170-3.499	D+	=	1.170-1.499
B	=	2.840-3.169	D	=	0.840-1.169
B-	=	2.500-2.839	D-	=	0.665-0.839
C+	=	2.170-2.499	F	=	0.000-0.664

In a year-long course students must earn 3.333 points and pass half the grading periods.

In a semester course a student must earn 1.667 points and pass two of these grading periods.

Exceptions to this policy shall be:

1. If a student receives a grade of F for any two of the three reporting periods in a semester course, the student will receive an F for the course.
2. If a student receives a grade of F for any four of the six reporting periods in a year-long course, the student will receive an F for the course.
3. If a student receives an F for all three reporting periods in the second semester of a year-long course, the student will receive an F for the course.

A grade of INC may be given when required course work is incomplete. Not completing the required work could result in loss of credit for the entire course. Determination of credit will be based on each course and its requirements.

THE G.P.A. (GRADE POINT AVERAGE)

1. The Accumulated Grade point Average (GPA) for each student at John Glenn High School will be calculated on the usual and customary four point scale:
A = 4.00, A- = 3.667, B+ = 3.333, B = 3.00, B- = 2.667, C+ = 2.333, C = 2.00, C- = 1.667, D+ = 1.333, D = 1.00, D- = 0.67 and F or INC = 0.00
GPA is determined by adding the point value of the final grade for each course and dividing by the total credits.
2. Each student in each grade will be placed in the class rank based on his/her GPA in descending order.

REQUIREMENTS FOR TOP 10% SCHOLASTIC CLASS RANK, VALEDICTORIAN AND SALUTATORIAN

1. Students must meet the requirements to receive a Diploma with Honors
2. Those students that meet the criteria for a Diploma with Honors will then accumulate points and be further ranked by the following criteria:
 - A. Cumulative Grade Point Average shall be determined at the end of the 1st semester of the senior year. The top ten seniors shall be ranked by GPA and given the following point values. 1st: 30 points; 2nd: 27 points; 3rd: 24 points; 4th: 21 points; 5th: 18 points; 6th: 15 points; 7th: 12 points; 8th: 9 points; 9th: 6 points; and 10th: 3 points
 - B. The number of advanced classes taken by the top ten GPA seniors shall be determined at mid-3rd quarter of the senior year: AP Lit, AP Calculus, AP U.S. History, AP Psychology, AP Chemistry, and AP Art. The following point values will be awarded: 1st: 20 points; 2nd: 18 points; 3rd: 16 points; 4th: 14 points; 5th: 12 points; 6th: 10 points; 7th: 8 points; 8th: 6 points; 9th: 4 points; 10th: 2 points
 - C. The top score on the ACT tests earned by the top ten GPA seniors shall be determined at mid-3rd quarter of the senior year. The following point values will be awarded: 1st: 20 points; 2nd: 18 points; 3rd: 16 points; 4th: 14 points; 5th: 12 points; 6th: 10 points; 7th: 8 points; 8th: 6 points; 9th: 4 points; 10th: 2 points.

The point totals from the above three categories will be used to determine Valedictorian and Salutatorian. The Principal/Academic School Counselor will meet with the qualifying students after the 3rd quarter of their senior year to inform them of their honor and to begin preparing for graduation.

Students who are in a program that leads to an associate degree upon high school graduation will also be considered for valedictory and salutatory honors at John Glenn High School.

SCHEDULE CHANGE GUIDELINES

Each spring a series of scheduling activities takes place to assist students in selecting appropriate courses for the next school year. Extensive time is spent developing written information in the JHGS Curriculum Guide, registration forms and teacher recommendation forms. Teachers advise students about appropriate courses and an individual conference with a counselor may follow. These steps will verify the students' selections and offers them an opportunity to correct or change selections. Because of this detailed program, students have the best chance of developing a sound educational plan and an appropriate schedule in the spring. **Therefore, schedule changes will be limited.**

Reasons that Justify Changing Your Schedule:

1. Semester imbalances.
2. Replacement of summer school courses successfully completed.
3. Schedule adjustments for College Credit Plus Program.
4. Adjustments for special needs students.
5. Inappropriate course level as dictated by the prerequisite course final grade and/or teacher/counselor recommendation.
6. Requests that appear on the verification form or original schedule form but do not appear on printed schedules.
7. Changes in courses, which can be done by directly replacing a study hall or dropped course without changing desired courses already in place. There must be room available in the class and the student will be placed in the smallest section of the class.

ADDING AND DROPPING A CLASS

Adds: The last day to add a credit-bearing course is as follows:

Semester Class – 10 days from the start of the semester

Year Long Class – 10 days from the start of the school year

Withdrawals: (Semester or Year-Long Classes)

Students who drop a class after 10 days will withdraw (WF) from the class. The WF will appear on the transcript and will be factored into the GPA.**

Students are still required to maintain 6 credits of classes for the year. This could mean the student will not be able to drop the class or may be required to add a class second semester.

****Parents may request a conference if there is extenuating circumstances that require the student to withdraw from the class.**

POLICY FOR CREDIT FLEXIBILITY

The intent of Credit Flexibility is to allow students to learn in an “independent” or “individual” setting and to study or work with recognized experts in specific fields, subject to school and parental approval.

It is an “option” developed by the Ohio Department of Education providing for educators, scientists, artists, business persons, parents, and others to work together to prepare students for a rapidly changing world in which potentials can be best realized.

Credit Flexibility Plans may be discussed in the following areas:

1. Correspondence Courses
2. Educational Travel
3. Independent Study
4. Internships and mentorships with businesses and community organizations;
5. Service learning programs;
6. Summer School
7. College Credit Plus Options
8. Digital Academy (Apex ~ for failed courses, courses not offered at John Glenn High School or any missing credits needed for graduation.)

The district will offer a variety of pre-designed educational options opportunities in which any qualified student may enroll. Students may also propose their own “educational options plans.” This option may be useful when a student wishes to pursue an interest in a specialized topic, or when a student has a unique opportunity to participate in a special program outside the school (e.g. study abroad, summer programs, or online programs not offered directly by the district.)

Students must obtain prior approval of student-proposed educational options plans to be eligible for credit. Students considering this option should obtain an educational option plan proposal packet from the high school guidance office and submit it at least 30 days prior to the start of the semester, for a semester course. For year-long classes, students considering this option should obtain an educational option plan proposal packet from the high school guidance office and submit it at least 30 days prior to the start of the school year. In order for the course to be considered as credit-bearing for athletic eligibility purposes it must be approved within 5 days of the beginning of a new semester. Most district-developed educational options will be offered free of charge. However, students’ families may be asked to contribute to the cost of student-proposed plans.

APPEALS

The district’s credit flexibility policy provides students the right to appeal decisions regarding credit flexibility, including decisions about approval of educational options plans and criteria established for determining credit and grades. State law also provides families the opportunity to appeal the district’s final decision to the Ohio Department of Education. Students who wish to submit an appeal must do so within 10 days of the decision he or she is appealing.

REPORT CARDS

Report cards are issued to a student approximately one week after the close of each nine weeks. These are computer printouts, which also record attendance and credits.

ENDING DATES FOR GRADING PERIODS

1st grading period – Oct. 26
2nd grading period – Jan. 18
3rd grading period – March 21
4th grading period – May 29

HONOR ROLL

To be eligible for the honor roll, a student must have an average of at least 2.95 with no grade less than a “B-“.

PRINCIPAL’S LIST

To be eligible for the principal’s list, a student must have an average of at least 3.665 with no grade less than an “A-“.

STUDENT BEHAVIOR

It is the desire of the faculty and staff at John Glenn High School to provide each student with the best education and high school experience possible. In order to do this, a safe and orderly environment must be established. In order to ensure this, the student code of conduct is in effect and will be enforced. Please read the code carefully.

STUDENT CODE OF CONDUCT Scope of Jurisdiction

This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs.

In addition, this Code of Conduct includes:

1. misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property; and
2. misconduct by a student that, **regardless of where it occurs**, is directed at a district official or employee or the property of an official or employee.

Code of Conduct

1. **Disruption of School:** A student shall not by force, coercion, threat or any other method cause the disruption or destruction of the normal school day, co-curricular, or extra-curricular activities.
2. **Damage To or Theft of School Property:** A student shall not cause or attempt to cause damage to or take unlawful possession of school property including buildings, grounds, equipment, supplies, or materials.
3. **Damage To or Theft of Private Property:** A student shall not cause or attempt to cause damage to or take unlawful possession of private property on school premises or at any school activity on or off school grounds.
4. **Fighting of Any Kind:** A student shall not cause physical injury or behave in such a way which could threaten to cause physical injury to another student, teacher, administrator, visitor, volunteer, or other employee of the school district. This includes a “Word” fight or even subtle intimidation that is disruptive to the education process.
5. **Dangerous Weapons or 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, or any mundane object that is used menacingly or threateningly.
6. **Tobacco, Narcotics, Alcoholic Beverages, and Drugs:** A student shall not possess, use, transmit, conceal or be under the influence of tobacco, beverages, drugs, medicine or pills, chemical preparations, plant seeds or derivatives, hallucinogens, barbiturates, or of an amphetamine nature, as well as prescribed medications. Pretending to possess, use, transmit, conceal, or be under the influence of any of the above constitutes a disruption of the educational process.

7. **Insubordination:** A student shall not fail to comply with directions of teachers; student teachers, substitute teachers, principals, volunteers, or other authorized school personnel. In fact, violation of any school rule, directions, or discipline procedure including car and parking rules and procedures is insubordination.
8. **Violation of the Law:** A student shall not violate any law or ordinance when the student is properly under the authority of school personnel.
9. **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, volunteer, other school personnel, or visitor. Included in this misconduct would be the use of profane and/or obscene gestures, signs, or publications.
10. **Truancy and Tardiness:** Truancy is declared when a student is absent from school or any portion thereof without school authorization and parental consent. In cases of prolonged absence, a doctor's statement may be required to verify the absence in question. Repeated violations of tardiness are considered as truancy and subject to disciplinary action.
11. **Bullying/Hazing/Threats or Intimidation:** This is defined as any intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once and in the eyes of a reasonable person the behavior both:
 - (1) Causes mental or physical harm to the other student
 - (2) Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

****Please read the complete policy which can be found on page – pp. 34-37***
12. **Other:** Any misbehavior by its frequency, repetition, and/or persistency that reaches the gravity of those in the “Code of Conduct” is prohibited.

Violations: Any violation of the “Code of Conduct” will result in disciplinary action, including detention, suspension, emergency removal, corporal punishment, and/or expulsion.

Detentions: A student may be detained after school or asked to come to school early after giving the student and his/her parent ample notice. The student or his/her parents are responsible for transportation. Failure to serve detention without prior notification will result in one day of In-School Suspension and the reassignment of the detention.

Before School Detention – 6:50-7:33
After School Detention – 2:32-3:15

Saturday School: Students receiving a Saturday school will serve from 8:00 a.m. to 11:00 a.m. on Saturdays. Saturday School is usually held in the high school office. Assigned students need to bring sufficient educational materials to be busy during this period. A student missing any portion of their assigned time without proper notification or reason for absence may result in additional time in Saturday School. Failure to serve this assignment *may* result in:

First Unexcused Absence – 2 days ISS and Reassign Sat. School
Second Unexcused Absence – 1 day OSS and Reassign Sat. School
Third Unexcused Absence – 2 days OSS and Reassign Sat. School

Corporal Punishment: The East Muskingum School District does allow for the use of corporal punishment in disciplining a student. Proper notification to parents will take place before this action is used.

In-School Suspension: In school suspension removes the student from the normal routine of the school day and isolates the student from the rest of the student body. Its purpose is to correct a negative behavior without the student being denied school attendance or missing class work. Students may not participate in any school function while in ISS. Students are required to complete and **turn in to the ISS monitor** all assignments in order to satisfy the conditions of the disciplinary action. Failure to do so may result in the student receiving additional time in ISS.

Social Probation: Social probation may be imposed when the student's behavior is of a nature that reflects discredit on him or herself, as well as the school community. This could involve, but is not limited to, actions such as drinking, narcotics, vandalism, disruptive behavior, etc... Any student placed on social probation may not participate in or attend any school activity occurring after the conclusion of the regular school day or on non-school days.

Diversion Program: In lieu of Out of School Suspension, students may be assigned to the Diversion Program conducted by the Muskingum Valley Educational Service Center. This is a monthly Thursday night program designed to educate students about a variety of issues ranging from truancy, disruptive behavior to drug and alcohol use.

Out of School Suspension: Out of school suspension is the removal of a student from his/her regular school program by removing him/her from the school premises for periods of up to, and including, 10 days at a time. Students shall not attend any school function during the OSS period. In order for students to keep pace academically, suspended students will be provided the assignments they missed. *Students may be denied credit for these assignments.*

Expulsion: Expulsions are the removal from school for up to 80 days as allowed by the law and may be carried over from one semester or school year to another. Expelled students shall not be on school premises and shall not attend school functions.

***All disciplinary actions may be carried over into summer hours when necessary.**

ALCOHOL, DRUGS, AND TOBACCO POLICY

Drugs and Alcohol – possessing, using, 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:

First Offense – 10 days out of school suspension which may be reduced to no less than 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 prescribed treatment. The professional notifies 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 groups and notification by professionals.
3. ~~The student and a parent/guardian attend a “Diversion Weekend” or approved like weekend program.~~
4. Law enforcement officials will be notified as permitted by law.

Second Offense – The principal will recommend that the superintendent expel the student up to the maximum permitted days within all requirements of the law. Law enforcement officials will be notified as permitted by law.

Intending or Attempting to Sell, Selling, Supplying, or Transmitting Drugs and/or Alcohol: First or Subsequent Offense – The principal will suspend the student for 10 days, assign the student to the Diversion Program and recommend that the superintendent expel the student up to the maximum permitted days within all requirements of the law. Law enforcement officials will be notified as permitted by law.

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.

First Offense – 3 days out of school suspension which may be reduced to 1 Saturday School if the student completes a tobacco 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 Offense – 10 days out of school suspension. Law enforcement officials will be notified as permitted by law.

JOHN GLENN HIGH SCHOOL ATTENDANCE POLICY

The East Muskingum Board of Education and staff members believe that school attendance is essential to the learning process. The following is a guide for student attendance at John Glenn High School.

Students are expected to attend classes regularly and to be on time. This gives them maximum benefit from the instructional programs offered at the high school. The instructional process requires continuity of classroom learning experiences, interaction with other students and dialogue with teachers. Frequent absences can seriously disrupt this process. In many cases, the work missed cannot be adequately made up.

Students who have good attendance generally achieve higher grades and are more employable after school. Regular and prompt attendance at school is a habit that is extremely important to success in life.

REASONS FOR SCHOOL ABSENCE

1. Personal Illness
 2. Recovery From an Accident
 3. Illness in the Family
 4. Required Court Attendance
 5. Quarantine in the Home
 6. Death of a Relative
 7. Work at Home Due to the Absence of a Parent or Guardian
 8. Observance of Religious Holidays
 9. Emergency or Set of Circumstances Acceptable to the Superintendent
- *However, once a student has missed 5 days in a semester, these reasons will be considered unexcused.*

ABSENCES REGARDING CREDIT

The primary responsibility for school attendance is placed with the parents. The parent is responsible for permitting only those absences excused under the recommendations of the State of Ohio and the regulations of John Glenn High School. (3321.04 RC)

Notification:

1. When a student reaches 5 days absence, parents or guardians will receive an absence notification letter. This letter will indicate that no credit will be given after more than 10 absences in a semester.
2. When a student reaches 10 days absence, parents or guardians will receive an absence notification letter. This letter will indicate that no credit will be given after more than 20 absences in a year.

The maximum number of days a student may be absent, *for credit purposes*, is **10 days** for a semester and **20 days** for the year. Exceptions to this are:

1. Illness or hospitalization **confirmed by a Doctor;**
2. School related trips or activities approved by the principal;

3. Pre-approved planned absences (i.e. college visits, doctors appointments, armed forces testing, etc.);
4. Suspension from school;
5. Emergency or special circumstances approved by the principal.
6. All other absences count against 10 or 20 days.

When a student exceeds the maximum number of absences (10 for a semester or 20 for the year), **credit may be denied**. The student will be expected to remain in class and continue to complete all work that is assigned. At the conclusion of the course the building administrator will conduct a review of the no credit status. The parent or guardian may appeal in writing to the Superintendent if he or she feels the building decision does not reflect the intent of this policy.

ATTENDANCE BY HOURS

EXCESSIVE ABSENCES

According to HB 410, a student is excessively absent when they have missed **38 hours of school in a month** or **65 hours in a school year**, with or without a legitimate excuse for absence. Based on the law, the school is mandated to notify parents/guardians when the student has reached the threshold and take further action if the attendance does not improve. There is a possibility that with continued absence from school, it will be necessary to create an intervention team to develop a plan to assist in your child attending school on a more consistent basis.

***a student who reaches the threshold of excessive absence will be required to provide the school with legitimate excuses for each absence after the triggering event.**

HABITUAL TRUANCY

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, a second 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 schools 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. Further, reaching the qualifications of the Habitual Truant status during the plan will result in a complaint being filed.

TARDINESS (Per Semester)

- 3 tardies = Student meets with the Attendance Administrator to discuss the issue
- 4-5 tardies = 1 lunch detention
- 6-8 tardies = 1 before or after school detention
- 9 tardies = Saturday School
- 10 tardies = 1 day of ISS and student is referred to County Attendance Officer

Tardies that result from medical appointments are excused if they are confirmed by the doctor's office.

All days beyond 10 days may result in Saturday schools or In School Suspensions.

ABSENCE GUIDELINES

1. Students who arrive between 7:36-8:49 a.m. will be counted as "tardy".
2. Students who arrive after 8:49 a.m. or are gone from school for more than 2 hours and 15 minutes will be counted as being absent for ½ day.
3. Students who are gone from school for 4 hours and 30 minutes will be counted as one day absent.

ABSENTEE REPORTING

Parents are responsible for informing the school of his/her child's absence and the reason for the absence. Calls can be made between 7:00 a.m. and 9:00a.m. The number at the high school is 826-7641.

Upon receiving the absent list for the day, the Attendance Officer will telephone all parents who have not notified the school of their child's absence; therefore, parent/guardians shall provide the school with their current home and /or work telephone numbers as well as emergency telephone numbers. By law, the primary purpose of this contact is to insure that the parent is aware of the student's absence from school.

If no call was made, students should bring a note from a parent/guardian to authorize an absence. Notes should be given to the attendance officer before school at the office window in the lobby. If a student arrives late, he/she must report to the Attendance Officer **before** reporting to class and must obtain a tardy slip.

Students not providing a note or having a call to verify an absence **within two (2) school days** will have the absence deemed unexcused, counted as truant, and may be denied credit for work that is missed.

EARLY DISMISSAL

Students must have authorization from a parent/guardian to be dismissed from school during the day. This can be done with a phone call to the office or with a note from home. Notes should be given to the attendance officer before school. Calls can be made to the office any time after 7:00 a.m. Students leaving school with an "E.D." must report to the office to sign out

before leaving and must also sign back in when they return. **“E.D.s” will count as class absences** and will be assessed under the same standards as other absences. Excessive Early Dismissals could result in disciplinary action.

EARLY RELEASE (SENIORS ONLY)

Early Release is a program for seniors who are currently working. With approval from parents and administrators, seniors may be excused from the last 2 periods of the day. Verification from your current employer is a requirement. **Seniors must have earned the necessary scores on the end of course exams required for graduation before early release is permitted and must enroll in 5 classes.** If you plan to participate in athletics, you will not be permitted early release during your sport’s season and you must make sure you have the necessary number of credits to participate in athletics. Exceptions to the guidelines must be extraordinary, will be rare and must be approved by the administration.

ACADEMIC MISCONDUCT

The East Muskingum Local School System believes strongly in the importance of student academic integrity. As a result, all forms of cheating and plagiarism are unacceptable and subject to classroom and school consequences. Prohibited actions include, but are not limited to: copying another student’s work, acquiring information from an assessment in whole or in part to use or give to others, providing or receiving answers using any method, copying information from a source without proper attribution, and other acts that would be considered academically dishonest by a reasonable person.

Students determined to be in violation of this policy will be held accountable for their actions depending on the severity of the violation, prior violations and other factors. Consequences may include, but are not limited to notification of parent/guardian, receiving a failing grade for the assignment, detention, Saturday school, In-School Suspension, out of school Suspension, or expulsion.

ANNOUNCEMENTS OVER THE P.A. SYSTEM

It will be necessary from time to time for clubs, organizations, activities, and individuals to announce over the PA various things. In order for these announcements to be made properly, they should adhere to the following guidelines:

1. All announcements should be submitted to the Principal.
2. All announcements should be typed or written in a legible manner.
3. Announcements should be as brief as possible.
4. Announcements made during the school day should be of the type that cannot be made in the morning announcements (cancellation of a club meeting or an athletic event, practice, etc.).
5. All announcements before being made must have been approved by the club advisor, teacher, or coach as well as by the school administrator.

ASSEMBLIES

We have many different types of assemblies. Students should be attentive. Be quiet when quiet is appropriate; actively participate when active participation is called for. Obviously, a pep rally is different from a Thanksgiving assembly. We expect students to be cooperative and courteous in all assemblies. **Behavior in assemblies must be consistent with behavior in a classroom.**

BOOK BAGS

It is common practice among students to use backpacks, athletic bags or other types of personal luggage to carry school and personal items inside the school. In order to ensure the safety of all students and staff, the school retains the right to search these items while on school property.

CAFETERIA

When it is time for your lunch, go directly to the cafeteria. You will stay there the entire lunch period whether you are eating lunch or not. Take your turn in line. Be polite. Do not try to cut in line, push, or shove. When you are finished eating, pick up your tray and any litter and take it to the trash area. You are to be in the cafeteria the entire lunch period.

CELL PHONES

GENERAL SCHOOL SETTING – NON CLASSROOM SETTINGS (HALLWAYS, CAFETERIA, ASSEMBLIES, ETC.)

Due to the distracting nature of cell phones to the learner, Cell phones may be used before and after school but must be **turned off** between the hours of 7:36 am to 2:28 pm.

If a student is experiencing an emergency, he/she should go to the office.

If school personnel observe the use of a cell phone in any of the above settings, they will collect the phone and turn it into the office.

First Offense	Detention, and phone must be picked up by parent or guardian.
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	2 days of ISS, phone must be picked up by parent or guardian and parent must meet with administrator to determine future course of action.

CELL PHONES – CLASSROOM SETTING

While cell phones may create a powerful distraction for all, they can also be utilized as learning tools within the classroom setting. **INDIVIDUAL TEACHERS** have the authority to set parameters within their classroom for the use of cell phones solely for the purpose of teaching and learning and to modify these parameters should the need arise.

The use of phones for the purpose of social media access and entertainment is STRICTLY PROHIBITED and will fall under the consequences as listed in the GENERAL SCHOOL SETTING.

Students who violate a teacher's classroom expectations with regard to cell phones will be held accountable using the consequences as listed in the **GENERAL SCHOOL SETTING** above.

DANCES

Dances are held occasionally after football and basketball games and are sponsored by school clubs or organizations. A small admission fee is charged. All students should stay in the dance area until they leave. Students who leave the building will not be readmitted. Non-JGHS students are not permitted to attend school dances. **All dancing must be school appropriate. No grinding or front to back dancing will be permitted, face to face dancing only. Students who are dancing inappropriately may be removed from the dance.**

Homecoming, **Snow-Ball**, and Prom: Students are permitted to bring a non-JGHS student to these dances. A permission form must be filled out prior to the dance being held. Guests must be between the ages of 9th grade and under 21 years old.

SCHOOL DRESS CODE

This dress code has been established with input from the Faculty, Administration, and Student Council of John Glenn High School. JGHS is committed to providing a safe, respectful, and friendly learning environment for all students. Students are expected to wear appropriate, comfortable, safe apparel that is in good taste, clean, and neat. Clothing must not constitute a safety hazard, make a statement or contain imagery inappropriate for a school setting, and/or distract from the educational process.

All clothing, irrelevant of the wearer, must cover the shoulders, chest, torso, undergarments, and legs to a length where hemlines extend to or beyond the students longest fingertip with arms relaxed at the side.

Continued

Special Considerations:

- **Tops** are not permitted to expose excessive necklines and must be long enough to cover the torso at all times.
- **“Cold Shoulder”** tops are permitted with a shoulder strap that is 3 fingers wide and that strap returns to a proper sleeve.
- **Leggings, yoga pants** or **spandex type pants** may be worn if the student’s top or shorts are long enough that it would reach to the tip of the longest finger when both arms are relaxed by the side.
- **Jeans** or **pants** with holes below the longest fingertip are permitted. Holes above the fingertip are not permitted.
- **See-through** or **excessively ripped** or **torn** clothing are not permitted.
- **Shoes** or **sandals** must be worn at all times.
- **Hats, hoods, bandanas, head coverings,** and **sunglasses** are not permitted to be worn inside the school building without prior approval. Hats are not to be carried throughout the school day.
- **Chains** and **studded accessories** are prohibited.
- **Coats** and **gloves** are to be worn to and from school, and must be placed in the student’s locker. Students should be prepared for variations in temperature by having a sweatshirt or sweater in their locker.

JGHS administrators have the final decision as to the appropriateness of all clothing and attire.

Failure to comply with the Dress Code guidelines is considered an insubordinate act and will be dealt with accordingly. The following is the procedure for violations of the Dress Code policy:

- 1st Offense: The student will receive a written warning and will be required to change clothing or be sent home to change. Students may be placed in ISS until a change of clothes can be obtained. Inappropriate accessories will be confiscated.
- 2nd Offense: Same as 1st Offense. In addition, student may receive before/after school detention. Parents will be contacted.
- 3rd Offense: Same as 1st and 2nd Offenses. In addition, student may receive Saturday School.
- 4th Offense: The student may be suspended from school.

DRIVING TO SCHOOL

Driving to school is a privilege and students who drive must demonstrate responsible behavior in order to keep their driving privileges. Your being able to drive to school is often more convenient for your family and you than riding a bus. Staying for some sort of practice or meeting, staying after school to work on a project or to get some academic help, or staying after school for detention may be some reasons to drive to school. **Students who drive are expected to abide by the following regulations:**

1. All students must register with the high school office by filling out an information sheet and receive a parking hang tag. Hang tags must be displayed from the rear view mirror in your vehicle.
2. Students must park in designated student parking areas.
3. Students may not loiter in the parking lot before or after school.

4. Speed limit on school grounds is 10 MPH. Speeding will not be tolerated.
5. Squealing or smoking tires will not be tolerated.
6. Reckless operation will not be tolerated.
7. Students may not drive themselves or other students off campus without being legally excused from school.
8. Parking a vehicle on school grounds entitles a designee of the principal to search that vehicle.
9. The school has the right to tow a vehicle at the owner's expense if parked illegally.
10. When leaving school, students must stop when the busses start to roll.

*Remember that failure to obey the guidelines for driving may result in driving privileges being revoked.

Students wishing to drive to school are required to pay \$5.00/per semester for a parking registration tag. These tags are to be visibly displayed in the vehicle and failure to comply will result in the suspension of parking privileges.

EIGHTEEN-YEAR-OLD STUDENTS

When you turn 18 years old, you legally become an adult. You will find that reaching 18 is a mixed blessing. All of the laws, rules, regulations and penalties that apply to adults, now apply to you. **In addition**, all of the school laws, school rules, school regulations, and school penalties still apply to you. Unless you reach legal "emancipated" status, we still require communication from home and still communicate with your home. Your parent/guardian will receive school correspondence concerning you: such as, report cards, attendance information, congratulatory communications, and discipline reports. **All school policy still includes you.**

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 extra-curricular program. No student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. The Student Code of Conduct applies to all field trips.

Continued

Field Trip Policy

In order for a student to be able to go on a school field trip, the student must meet the following criteria:

Academics:

- Must be in good academic standing
- Cannot have excessive missing assignments
- Cannot be failing any classes

Attendance:

- Cannot have missed more than 8 days in the semester of the field trip
- Cannot have missed more than 16 days in the school year
- Cannot have missed more than 1 day prior to the field trip

Discipline:

- Cannot be a discipline problem
- Cannot have been suspended in the current school year

Teachers are responsible for notifying the administration of any student that should not go on the field trip because of any violation to the Field Trip Policy. The administration of JGHS has the final decision as to the Field Trip Policy.

FIRE DRILLS

At the sound of the fire warning, students are to listen to and to follow the teacher's directions. Students and teachers are to exit the building in a calm, orderly manner. Windows and doors are to be closed, and students are to remain with their group as the teacher will take attendance from the class grade/attendance book.

FOOD AND DRINKS

In order to maintain a clean and safe school, food and drinks must remain in the cafeteria during breakfast and lunch times. Students bringing in items for breakfast or lunch must eat them in the cafeteria. Teachers have the discretion to allow students to have drinks in their classrooms. All pop machines are off limits during school hours.

INSURANCE

As a service, the East Muskingum Schools work through an independent insurance agent to offer our students the opportunity to purchase accident insurance. This insurance provides coverage to, at and from school and school approved activities. Twenty – four hour coverage is also available. This insurance is not “automatic”. The student must purchase it in order to be covered. The school does not profit from this insurance in any way. It is purely a service, and it is totally up to the student to make the choice. The self-addressed form can be attained from the office and is to be mailed directly to the agent. All claims are made directly through the agent.

INTERNET PERMISSION

See the Student Technology Acceptable Use and Safety Agreement on pages 41-42

Internet Use

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

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.

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 or legal action beyond the school district's control in the case of serious violations.

STUDENT LOCKERS

Student lockers, desks, cabinets, and similar property are the property of the East Muskingum Board of Education provided to students as a convenience for their use. Lockers and other such property carry no expectation of privacy for the students who occupy them. School lockers, desks, cabinets, etc. and their contents are subject to search by school authorities at any time and without warning.

TAKING MEDICATION AT SCHOOL

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The taking of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were

not made available during school hours, or if the child is disabled and requires medication to benefit from his/her educational program.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from a licensed health professional authorized to prescribe drugs accompanied by the written authorization of the parent. Before any non-prescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication. These documents shall be kept in the office of the principal or designee, and made available to the persons designated by this policy as authorized to administer medication or treatment.

Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered. The Superintendent shall determine a location in each building where the medications to be administered under this policy shall be stored, which shall be a locked storage place, unless the medications require refrigeration in which case they shall be stored in a refrigerator not commonly used by students.

PUBLIC DISPLAYS OF AFFECTION

Students are expected to recognize the public nature of schools and not engage in intimate personal contact with other students. Absolutely no kissing or intimate hugging between couples will be tolerated. Teachers will report violations to the office and repeat offenders will be subject to appropriate disciplinary action. Any students that engage or attempt to engage in more serious sexual acts are subject to more serious disciplinary action such as suspension or expulsion.

THE TELEPHONE

In the event of an emergency, the office phone is available but the office will determine what constitutes an emergency. The office phone must be used when the student is ill or has had some change in their schedule due to an activity cancellation or time change during the school day and needs to communicate with parents. Use of the office phone, other than those previously mentioned, need the approval of the principal or assistant principal.

TORNADO DRILLS

At the sound of the tornado warning, students are to listen to and follow the teacher's directions. Assume the protective position (crouched on your knees with your face toward the floor and your hands protecting the back of your head) away from the windows and outside walls. Stay quiet and in that position until the "All Clear" signal is given. Windows may be open and classroom doors must be propped open. Remain calm.

UNNECESSARY DEVICES

According to Ohio Revised Code 3313.666, Ohio schools are permitted to ban all electronic devices not necessary in the educational process. As a result, the East Muskingum Board of Education has approved prohibiting the following items: all cameras and recording devices, radios, mp3 players, CD players, beepers, laser pointers, portable game devices or other unnecessary items, including playing cards that are disruptive to the educational process. If school personnel see these items, they will be collected and turned into the office. They may be picked up by the student at the end of the day for the first violation. Additional occurrences will result in disciplinary action and the item must be picked up by a parent.

**Any device, including cell phones, that is confiscated may be subject to inspection, with the expectation of NO privacy of data within the device.*

VISITATIONS

All visitors must come to the office before going elsewhere in the building. Students who wish to bring visitors to school need to obtain prior permission from an administrator. A “Request for Student Visitation” form must also be completed and approved by an administrator. These forms are available in the office and must be completed prior to the day of visitation.

MUSKIE ACTIVITIES

At John Glenn High School we believe that the activities of our school are an essential part of every student's education. We encourage every student to be involved. Some things vital to living in the real world are learned in our school only through these activities. A few of these are interdependence, teamwork, commitment, perseverance, and how to handle success and failure.

ATHLETICS

Fall

Boys and Girls Cross Country
Football
Cheerleading
Boys and Girls Golf
Boys Soccer
Girls Soccer
Volleyball

Winter

Boys Basketball
Girls Basketball
Cheerleading
Wrestling
Swimming
Gymnastics

Spring

Baseball
Softball
Boys Track
Girls Track

** To be eligible for participation in athletic events, students must be passing a minimum of **five credits** each grading period. Eligibility is always determined by credits earned the previous grading period.

AMBASSADOR CLUB

The Ambassador club exists to make students feel welcome and a part of the student population. They provide a reception in September for students new to our building and provide transition activities for eighth grade students in the spring. The club sponsors the National "Mix it up at Lunch" Day in November and attempt to have some type of activity each month.

APOGEE – JGHS's YEARBOOK

Being on the APOGEE staff offers students the opportunity to learn journalistic skills involved in publishing a book that records the history of the school year. Students in the advanced Publications class are responsible for the planning, design, photography, copy, and fund-raising (mainly through advertising) of the school yearbook. Most of the staff members are currently enrolled in the advanced Publications class. Beginning Publications students may work on the yearbook during the second semester. Other students are welcome to work on the book after school. Staff members work during class time, but a great deal of time is spent after school especially before deadlines. Student photographers are asked to cover school activities, which involve many hours after school. Some members work for a few weeks after school is officially out to complete the book. Many staff members also attend a yearbook camp the last week of June.

ART CLUB

The purpose of the Art Club is to promote interest in and understanding of the visual arts among John Glenn High School students. Members must currently be enrolled or have been enrolled in JGHS art class. Annual dues are charged.

BUSINESS PROFESSIONALS OF AMERICA (BPA)

The purpose of Business Professionals of America is to enhance student interest and participation in professional business activities. Students must be or have been enrolled in at least one business class. Annual dues are charged to each member to fund membership into the national, state, and local BPA organization. BPA activities include leadership conferences, skills competitions, community service, fundraising and various business functions such as Shark Tub/Shark Tank.

COLOR GUARD

The Color Guard is an auxiliary unit to the JGHS Marching Band. The Color Guard uses props to add color and flash to Marching Band performances. The Color Guard practices with the Marching Band in addition to having regular practices.

EARTH CLUB

The Earth Club is an organization devoted to raising awareness of environmental issues. The club is open to all student body members. Annual dues are charged.

FCCLA

FAMILY, CAREERS AND COMMUNITY LEADERS OF AMERICA

FCCLA is more than a just a club or student activity. FCCLA is a student organization that provides excellent opportunities for leadership development, service learning, project and problem based learning, state and national projects, regional competitive events, and an opportunity to attend the annual FCCLA State Convention.

FCS – FELLOWSHIP OF CHRISTIAN STUDENTS

The FCS exists to present the challenge and adventure of adding spiritual values to daily life. Student led meetings are held weekly before school or during lunches.

FFA – FUTURE FARMERS OF AMERICA

The FFA is a national organization intended to provide high school “vo-ag” students the opportunity to participate in a variety of activities related to the agriculture industry. The primary aim of the Future Farmers of America is the development of agriculture leadership, cooperation, and citizenship. There is an annual due charged each member and the meetings of

the organization occur in the evenings in the “vo-ag” classroom. This organization sponsors a host of contests and special activities each year. The Parent/Member banquet in the spring is the high point of the year.

INTERNATIONAL CLUB

The purposes of the International Club are to promote knowledge and understanding of other countries, and ways of life and to foster student exchanges both in and out of the U.S. This organization is open to anyone. It is recommended that the student have at least one year of foreign language study. This organization has annual dues.

JG COMPANY

JG Company gives students an opportunity to develop their voice in a smaller, auditioned ensemble. Members of JG Company are selected through an audition taking place each spring at near the end of the school year. Rehearsals occur once a week after school for two hours. JG Company performs at a variety of venues throughout the year, with a large variety of music.

JON JEE – JGHS’s STUDENT NEWSPAPER

Being on the JON JEE staff offers students the opportunity of publishing the online school newspaper. Students in the advanced Publications class are responsible for the planning, layout, editing and final typing and paste-up of the pages, which are published on the New Concord Leader. Most of the staff members are currently enrolled in beginning or advanced Publications class. Other students are encouraged to submit articles for the paper and are also eligible to work after school. Staff members work during the class time, but a great deal of time is spent on after-school activities, where students must cover events just like real reporters and photographers. Along with this work, these students are also responsible for creating the yearbook, the Apogee. These students create and design the yearbook throughout the school year and are expected to cover school events.

KEY CLUB

The Key Club is a service club for community and school. This school organization is affiliated with Kiwanis International. It is open to any student in the school who has a desire to be of service to John Glenn High School and the community. All of its activities are associated with rendering a service or raising funds to be able to render service.

NATIONAL HONOR SOCIETY

The purposes of the John Glenn High School chapter of the National Honor Society are to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of John Glenn High School.

Membership is an honor bestowed upon a student. Students become eligible to be considered for membership after the first semester of their sophomore year if they have maintained an “A-“ accumulative GPA. Each academically eligible student is invited to complete a Student Activity Information Form and to write a brief essay. The actual selection for membership is made by the Faculty Council, which is appointed yearly by the principal. Selection to NHS is based on outstanding scholarship, character, leadership, and service as shown on the Student Activity Forms. Teacher recommendations will also be considered. Induction is held at the spring scholarship banquet. Once selected, members have the responsibility to continue to demonstrate these qualities and to pay annual dues.

QUIZ TEAM

The purpose of the Quiz Team is to compete on an academic challenge team, testing knowledge, recall and expeditious thinking. Students try out for the team in early January and meet once or twice a week after school during Quiz Team season.

SKI CLUB

Ski Club provides students with a chance to learn a lifetime sport. The Ski Club is open to any student who wants to participate. Five trips are taken to the Snow Trails Ski Area, beginning the first week of January. Group rates, rental equipment, and transportation on a motor coach combine to give students great opportunity to learn how to ski or board and to develop their skills in the sport. Trips to Peek’n Peak Resort in New York and Killington in Vermont are scheduled for those who like more challenging slopes.

STRING SOUNDS

String Sounds is a co-curricular activity of the John Glenn High School Symphony Orchestra. Its purpose is to promote interest in string music in general and in the East Muskingum orchestra program in particular. This is a service organization, which provides a unique form of entertainment and education for schools, community organizations, clubs, and other groups. There are no dues but members furnish their own instruments and purchase their own uniforms. To be eligible for membership, one must be a member in good standing of the JGHS Symphony Orchestra and be willing and able to meet membership requirements, rules, and obligations. Rehearsals occur weekly after school for at least two hours. There is a performance schedule of around 30 events.

STUDENT COUNCIL

The objectives of the student council of John Glenn High School are to be a training ground for student leadership, to represent the student body and to help solve problems and promote programs in its area of responsibility. Its authority is delegated by the principal to the student council. The student council president and vice-president are elected by the student body while each class elects its student council members. Student council projects include the sponsoring of Homecoming, assemblies, blood drive, and election of class officers.

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 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).

STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION

Family Educational Rights Privacy Act (FERPA)

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 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 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; 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).

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 the 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).

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

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 of Education 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, 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, graphic, 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/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e. but not limited to, Internet, e-mail, cellular telephone, personal digital assistance (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/cyberbullying 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 up to 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).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, act of harassment, intimidate, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

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.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Reporting Requirement

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the policy on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

Immunity

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian.

The statement may be sent with regular student report cards or may be delivered electronically.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and aggressive behavior and bullying in general, will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy to the extent that State or Federal funds are appropriated for this purpose.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the building principal to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students, to the extent that State or Federal funds are appropriated for these purposes. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board Policy [8462](#), the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

R.C. 3313.666, 3313.667
State Board of Education Model Policy (2007)

Adopted 2/8/07
Revised 12/13/07
Revised 7/10/08
Revised 8/11/11
Revised 12/13/12

STUDENT RIGHTS OF EXPRESSION

In accordance with Board of Education Policy [5722](#) and Policy [9700](#), students have the right, protected by the First Amendment to the U.S. Constitution, to exercise freedom of speech. This includes the right to distribute or display, at reasonable times and places, written material, petitions, buttons, badges, or other insignia, except expression which:

- A. is obscene to minors;
- B. is libelous;
- C. is pervasively indecent or vulgar;
- D. advertises any product or service not permitted to minors by law;
- E. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, or ethnic origin);
- F. presents a clear and present likelihood that, either because of its content or the manner of distribution or display, it will cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

Distribution or display of material in any of the above categories is prohibited on school premises or at any school-related event.

Procedures

Any student wishing to distribute or display nonschool material must first submit for approval a copy of the material to the principal twenty-four (24) hours in advance of desired distribution/display time, together with the following information:

- A. name of the student or organization
- B. date(s) and time(s) of day of intended display or distribution
- C. location where material will be displayed or distributed
- D. the grade(s) of students to whom the display or distribution is intended

The principal should either approve the material or indicate how it violates the guidelines listed above or the time, place, and manner restrictions listed below. If permission to distribute or display the material is denied, the student shall have the opportunity to make necessary revisions and/or deletions.

Permission to distribute or display material does not imply approval of its contents by either the School, the administration of the School, or the Board.

The student submitting the request shall have the right to appear and present the reasons, supported by relevant witnesses and material, as to why distribution/display of the written material is appropriate.

If the student is dissatisfied with the decision of the principal, s/he may submit a written request for appeal to the Superintendent. The Superintendent will render a decision within forty-eight (48) hours. The student may appeal the decision to the Board of Education by notifying the Treasurer in writing. The Board or a committee of the Board will meet within five (5) days to review the Superintendent's decision. If the committee of the Board makes a recommendation to the Board, the Board shall review the recommendation at its next regularly-scheduled meeting and issue a decision prior to the close of that meeting. If the committee or Board fails to make a decision in the time required, the student may resume display/distribution and continue to display/distribute the information until a decision is made.

Time, Place, and Manner of Distribution or Display

The distribution or display of written material shall be limited to a reasonable time, place, and manner as follows:

- A. No material may be distributed or displayed during the time or at the place of a school activity if it is likely to cause a substantial disruption of that activity.
- B. No material may be distributed or displayed if it blocks the safe flow of traffic within corridors and entrance ways of the school.

Definitions

The following definitions shall apply:

- A. "Obscene to minors" is defined as:
 - 1. the average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to the prurient interest of minors;
 - 2. the material depicts or describes conduct that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors;
 - 3. the material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- B. "Minor" means any person under eighteen (18) years of age.

Disciplinary Action

Distribution or display by any student of nonschool-sponsored material prohibited by these guidelines will be halted and disciplinary action will be taken in accordance with the procedures contained in AG [5600A](#)/AG [5610](#).

Any other party violating this guideline will be requested to leave the school property immediately and, if necessary, the police will be called.

Student Technology Acceptable Use and Safety Agreement

To access and use District Technology Resources (see definition below in Bylaw 0100), including a school-assigned email account and/or the internet at school, students under the age of eighteen (18) must obtain parent permission and sign and return this form. Students eighteen (18) and over may sign their own forms.

Use of District Technology Resources is a privilege, not a right. The Board of Education's Technology Resources, including its computer network, internet connection and online educational services/apps, are provided for educational purposes only. Unauthorized and inappropriate use will result in loss of this privilege and/or other disciplinary action.

The Board has implemented technology protection measures that protect against (e.g., block/filter) Internet access to visual displays/depictions/materials that are obscene, constitute child pornography, or are harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parent/guardians are advised that determined users may be able to gain access to information, communication, and/or services on the internet that the Board has not authorized for educational purposes and/or that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Students using District Technology Resources are personally responsible and liable, both civilly and criminally, for unauthorized or inappropriate use of the Resources.

The Board has the right, at any time, to access, monitor, review and inspect any directories, files and/or messages residing on or sent using District Technology Resources. Messages relating to or in support of illegal activities will be reported to the appropriate authorities. Individual users have no expectation of privacy related to their use of District Technology Resources.

Parent/Guardian

As the parent/guardian of this student, I have read the Student Technology Acceptable Use and Safety Policy and Guidelines, and have discussed them with my child. I understand that student access to the internet is designed for educational purposes and that the Board has taken available precautions to restrict and/or control student access to material on the internet that is obscene, objectionable, inappropriate and/or harmful to minors. However, I recognize that it is impossible for the Board to restrict access to all objectionable and/or controversial materials that may be found on the internet. I will not hold the Board (or any of its employees, administrators or officers) responsible for materials my child may acquire or come in contact with while on the internet. Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the Internet – i.e., setting and

conveying standards for my daughter/son to follow when selecting, sharing and exploring information and resources on the Internet. I further understand that individuals and families may be liable for violations.

To the extent that proprietary rights in the design of a web page, site, service or app hosted on Board-owned or District-affiliated servers would vest in my child upon creation, I agree to assign those rights to the Board.

Please complete the following information:

Student User's Full Name (Please Print): _____

School: _____

Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____

Parental acknowledgement is granted on the Parental Responsibility form located at the end of this handbook.

Date: _____

Date: _____

Student

I have read and agree to abide by the Student Technology Acceptable Use and Safety Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense and/or may result in disciplinary action. As a user of District Technology Resources, I agree to communicate over the Internet and through Technology Resources in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

Student's Signature: _____

Student acknowledgement is granted on the Student Responsibility form located at the end of this handbook.

Date: _____

Teachers and building principals are responsible for determining what is unauthorized or inappropriate use. The principal may deny, revoke or suspend access to and use of the Technology Resources to individuals who violate the Board's Student Technology Acceptable Use and Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate to the Student Code of Conduct.

THE JGHS FIGHT SONG

**Yea, for the Little Muskies!
Long may we reign supreme!
So give a cheer for the
Students who are fighting;
We'll always boost our team
RAH! RAH! RAH!
White and Maroon we praise thee!
Long may our banners be bright!
So give a cheer for the
Students who are fighting;
Give us a victory tonight!**

THE JGHS ALMA MATER

**O come; let's sing Glenn High School's praise.
In fellowship and love we raise.
As we join in glad refrain,
Familiar faces see again.
Bless our school and keep it strong;
Let every heart and soul belong.
Through the years none can deny,
We'll ne're forget our JOHN GLENN HIGH.**

PARENTAL RESPONSIBILITY

We the parents of _____, have read the John Glenn High School Student Handbook 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.

Please place an "X" on the appropriate authorizations:

_____ *School Disciplinary Agreement – My child and I have read and reviewed the John Glenn High School Handbook*

PHOTO PERMISSIONS:

_____ *I DO want my child to have his/her photo to appear on any publication produced by John Glenn High School (includes yearbook and school newspaper).*

_____ *I DO NOT want my child to have his/her photo to appear on any publication produced by John Glenn High School (includes yearbook and school newspaper).*

FERPA ACKNOWLEDGEMENT:

_____ *We have read and acknowledged the Family Educational Rights Privacy Act (FERPA) information contained in the handbook (pages 32-33).*

Parent's Signature _____

Student's Signature _____

Date _____

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

August 31st, 2018