



EAST MUSKINGUM LOCAL SCHOOLS

STUDENT HANDBOOK 2022-2023

GRADES 6-12

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.

WELCOME

Welcome to East Muskingum Middle School! At EMMS our mission is to “Embrace the Spirit, and Empower the Mind”. Our entire staff is committed to ensuring each of our students have a productive and successful school year by helping them grow intellectually, as well as socially and emotionally. Remember that your success at the middle school depends upon your effort and the attitude you come to school with every day.

East Muskingum Middle School Vision

EMMS will strive to create an atmosphere of stability that will be inviting to all. The school will be a place where teachers are responsive to students’ needs. The EMMS staff will strive to meet these needs by establishing a learning environment which develops student responsibility/accountability and foster mutual respect for all. EMMS staff will hold high expectations for all students while acknowledging individual learning styles, and students will have the opportunity to enhance and demonstrate their talents and abilities in a variety of ways. Flexibility within the EMMS experience will address the diverse needs of middle school students by using best practices aligned with the school’s beliefs.

EMMS Staff Philosophy

Because we care about you:

We believe you can learn

We believe you have worth

We believe that you are an important individual

We believe that you are a winner

We believe that you deserve our best efforts

EMMS Belief Statements

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

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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.

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!

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	1st Bell	7:32
	Tardy Bell	7:35
1st Period	7:35-8:15	40 Min.
2nd Period	8:18-8:57	39 Min.
3rd Period	9:00 -9:39	39 Min.
4th Period	9:42-10:21	39 Min.

6th Grade

Lunch - 10:24-10:54

5th Period - 10:57-11:36

6th Period - 11:39-12:18

7th Grade

5th Period - 10:24-11:02

Lunch - 11:05-11:35

6th Period - 11:39-12:18

8th Grade

5th Period - 10:24-11:03

6th Period - 11:06-11:45

Lunch - 11:47-12:17

7th Period	12:20-12:59	39 Min.
8th Period	1:02-1:41	39 Min.
9th Period	1:44-2:25	41 Min

Bus Departure at 2:30

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**

EAST MUSKINGUM SCHOOLS COURSE REQUIREMENTS FOR HIGH SCHOOL GRADUATION	
SUBJECT	REQUIRED CREDITS
English	4 Credits
Health	½ Credit
Mathematics	4 Credits, which shall include Algebra II or the equivalent of Algebra II. Students who are pursuing a career-technical education pathway are permitted to replace the Algebra II requirement with a career-based mathematics course.
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, Anthropology

Business: Accounting I, Accounting II, Personal Finance, General Business, Entrepreneurship, Microeconomics

Foreign Language: French, Spanish

Fine Arts: Any Music, Any Art, Photography, Computer Graphics

Technology: Computer Aided Design, Computer Graphics, Intro to Programming, Digital Media, Computer Building and Repair, Robotics, Agricultural and Environmental Systems Capstone

STATE TESTING REQUIREMENTS: SIX END OF COURSE EXAMS

Algebra I	American History	Biology
English II	Geometry	Government

*DENOTES CLASSES OF 2023 AND BEYOND ARE EXEMPT FROM THIS ASSESSMENT

RECOMMENDED PROGRAM FOR STUDENTS PLANNING TO ENTER COLLEGE

COLLEGE PREPARATORY ENGLISH	4 CR.
COLLEGE PREPARATORY MATH	3 CR. (CP ALGEBRA I, CP PLANE GEOMETRY, CP ALGEBRA II)
COLLEGE PREPARATORY 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 Preparatory 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.

Ohio's High School Graduation Requirements

Classes of 2023 and Beyond

It's Your **Future.** Get **Ready.**

Before you know it, you'll be receiving your high school diploma. Ohio is giving you new ways to show the world what you can do with it.

As a student entering ninth grade on or after **July 1, 2019**, Ohio's new high school graduation requirements give you more flexibility to choose a graduation pathway that builds on your strengths and passions — one that ensures you are ready for your next steps and excited about the future.

First, cover the basics

You must earn a minimum total of 20 credits in specified subjects and take your required tests. Then, decide how you will round out your diploma requirements.

English language arts	4 credits
Health	½ credit
Mathematics	4 credits
Physical education	½ credit
Science	3 credits
Social studies	3 credits
Electives	5 credits

Other Requirements

You also must receive instruction in economics and financial literacy and complete at least two semesters of fine arts. Your district may require more than 20 credits to graduate.

Second, show competency

Earn a passing score on Ohio's high school Algebra I and English II tests. Students who do not pass the test will be offered additional support and must retake the test at least once.

Is testing not your strength? After you have taken your tests, there are three additional ways to show competency!

Option 1.

Demonstrate Two Career-Focused Activities*:

Foundational

Proficient scores on WebXams
A 12-point industry credential
A pre-apprenticeship or acceptance into an approved apprenticeship program

Supporting

Work-based learning
Earn the required score on WorkKeys Earn the OhioMeansJobs Readiness Seal

*At least one of the two must be a Foundational skill

Option 2.

Enlist in the Military

Show evidence that you have signed a contract to enter a branch of the U.S. armed services upon graduation.

Option 3.

Complete College Coursework

Earn credit for one college-level math and/or college-level English course through Ohio's free College Credit Plus program.

Third, show readiness

Earn two of the following diploma seals, choosing those that line up with your goals and interests. These seals give you the chance to demonstrate academic, technical and professional skills and knowledge that align to your passions, interests and planned next steps after high school.

At least one of the two must be Ohio-designed:

- ☐ OhioMeansJobs Readiness Seal (Ohio)
- ☐ Industry-Recognized Credential Seal (Ohio)
- ☐ College-Ready Seal (Ohio)
- ☐ Military Enlistment Seal (Ohio)
- ☐ Citizenship Seal (Ohio)
- ☐ Science Seal (Ohio)
- ☐ Honors Diploma Seal (Ohio)
- ☐ Seal of Biliteracy (Ohio)
- ☐ Technology Seal (Ohio)
- ☐ Community Service Seal (Local)
- ☐ Fine and Performing Arts Seal (Local)
- ☐ Student Engagement Seal (Local)

Want to learn more? Contact your school counselor or visit education.ohio.gov/graduation



FINAL GRADE AVERAGING FOR HS CREDIT

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 ($\frac{1}{2}$) 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.

CALCULATING GRADE POINT AVERAGE FOR MIDDLE & HIGH SCHOOL COURSES

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. Each student in each grade will be placed in the class rank based on his/her GPA in descending order

MIDDLE SCHOOL GRADING POLICY

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

A = course objectives achieved in a superior manner

B = course objectives achieved in a highly satisfactory manner

C = course objectives achieved in a satisfactory manner

D = course objectives achieved in a minimum manner

F = course objectives not achieved

I = course objectives incomplete

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

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

Exceptions to this policy shall be: (1) if a student receives an F grade for any three grading periods, the student shall receive an F for the course. (2) If a student receives an F in each of the last two grading periods, he/she could receive an F for the course.

If a grade falls exactly in between two letter grades, no grades shall be rounded up (Example: an A and a B = B+).

**** To be eligible for participation in middle school athletic events, students must be passing a minimum of four credits each grading period and maintain a 1.300 GPA. Eligibility is always determined by credits earned the previous grading period.**

MIDDLE SCHOOL PROMOTION, ASSIGNMENT, RETENTION

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

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

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

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

REPORT CARDS

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

ENDING DATES FOR GRADING PERIODS

1st grading period – October 28th

2nd grading period – January 13th

3rd grading period – March 24th

4th grading period – May 24th

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-”.

HIGH HONOR ROLL

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-”.

ATTENDANCE

ARRIVAL AT SCHOOL

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

Students who drive to school are not to arrive prior to 7:00 am unless the student is engaging in a school sponsored activity.

DISMISSAL

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

NOTIFICATION TO SCHOOL OF A STUDENT ABSENCE – PARENTAL RESPONSIBILITY

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

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

The attendance of all children of compulsory school age, which is 6 to 18 years of age, is expected every day that school is in session. The laws of the State of Ohio place the responsibility for school attendance squarely on the parents. Parents/Guardians are required to have their child attend school regularly. Failure to do so may result in disciplinary action.

In accordance with the Missing Child Act, when the child will be absent from school, please contact the school office between 7:00 A.M. and 9:00 A.M. Failure to contact the school may result in the school contacting the parent at home or work. If phone contact is not made, you will receive an automated call. The student must bring a written excuse from the parent explaining the absence. If a student is absent, within the framework of adopted school board policy po5200, the Ohio Revised Code 3321.04 and the State Board of Education Regulation 3301-51-13, he/she will be given excused absences for:

- A. personal illness (a written physician's statement verifying the illness may be required)
- B. illness in the family necessitating the presence of the child
- C. quarantine of the home
- D. death in the family
- E. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- F. observation or celebration of a bona fide religious holiday
- G. out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment

or extracurricular activity. Any classroom assignment missed due to the absence shall be completed by the student. If the student will be absent for twenty-four (24) or more consecutive hours that the student's school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.

- H. such good cause as may be acceptable to the Superintendent
- I. medically necessary leave for a pregnant student in accordance with Policy 5751
- J. service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725

These reasons outlined above will be considered unexcused once a student has missed 30 hours in a semester unless verified by school staff.

EXCUSED ABSENCE

When a student is absent with parental consent for one of the approved reasons within the framework of adopted school board policy po5200, the Ohio Revised Code 3321.04 and State Board of Education Regulation 3301-51-13, the absence is excused. Work missed during the absence may be made up. The student will have the same number of days as he/she was absent to make up the work unless the work was given in advance in which case it must be turned in the first day the student returns or the work may be considered late. The individual teacher may extend this time if so desired. Please note: if a teacher has a substitute on the day work is requested, there may not be anything sent home for that class.

A student may have up to (5) medically excused absences without a doctor's note, but with a phone call from a parent/guardian. This policy will be extended beyond (5) days if the student or someone in the student's family is in quarantine due to recognized pandemic or epidemic (e.g., COVID-19) or experiencing symptoms of the pandemic or epidemic.

UNEXCUSED ABSENCE

When a student is absent and the excuse does not fall within the framework of adopted school board policy po5200, the Ohio Revised Code 3321.04 and the State Board of Education Regulation 3301-51-13, the absence is unexcused. Work during this period may be denied credit at the teacher's discretion.

TARDY POLICY

The school day begins for grades 6, 7, 8 at 7:35 A.M. and High School grades at 7:36 A.M. Students entering the building after 7:35 A.M. will be considered tardy and must check in at the office upon entering the building. Students arriving after 8:20 A.M. will be considered absent from school.

Athletes must be in school at least one-half day to be eligible to practice or participate in a scheduled athletic event for that day. Athletes must be in school by 10:30 a.m. to be considered one-half day.

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

3 Tardies – Conference with an Administrator

4 - 5 Tardies – Lunch Detention

6 - 8 Tardies – After School Detention

9 or more Tardies - Saturday School and/or In-School Detention, or other consequence as deemed appropriate by school administration AND referral to the school attendance officer.

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

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 Early Dismissal must report to the office to sign out before leaving and must also sign back in when they return. Early Dismissals will count as class absences and will be assessed under the same standards as all other absences.

Early dismissal will be granted from 1:00 P.M. to the end of the school day. Early dismissal before 11:00 A.M. without the student returning to school will be counted as a full day absence. Early dismissal granted between 11:00 A.M. and 1:00 P.M. will be counted as a ½ day absent without the student returning to school.

Excessive Early Dismissals could result in disciplinary action and does count toward a student's accrued absence totals.

EXCESSIVE ABSENCES

When a student of compulsory school age is absent from school with combined nonmedical excused absences and unexcused absences in excess of thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year, that student is considered "excessively absent" from school. The District or school shall notify the child's parent or guardian of the child's absences, in writing, within seven (7) school days after the date of the absence that triggered the notice requirement. At the same time written notice is given, any appropriate intervention action listed herein may be taken.

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.

HABITUALLY TRUANT STUDENTS

A student will be considered habitually truant if the student is of compulsory school age and absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42)

or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.

Note: A parent may be aware and consent to the absence, yet the absence may not be an excused absence. Examples of non-legitimate, un-excused absences: unapproved vacations, oversleeping, car trouble, missing a ride, shopping, non-medical appointments, skip day, jobs, etc.

If a student is under the age of 18 and is absent to the degree of becoming Habitually Truant, the student will be reported to the school truancy officer and (if applicable) to the Bureau of Motor Vehicles for suspension of his/her driver's license. Further, parents will be required to report to the school to participate in the formation of an absence intervention plan as mandated by HB 410 in a manner consistent with Board Policy 5200.

NOTIFICATION OF TRUANCY TO PARENT(S)/GUARDIAN(S)

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

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

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

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

Before or After-School Detentions

Saturday Schools

Summer School

SCHOOL TRUANCY – REFUSAL TO ATTEND SCHOOL or LEAVING WITHOUT PERMISSION:

Truancy from Class:

1st Offense: 2 Detentions, parents notified, and conference with the Assistant Principal

2nd Offense: 1 Saturday School or Discipline Intervention, and counseling referral

3rd Offense: Administrative Discretion and possible referral to truancy officer

Truancy from School:

1st Offense: 1 Saturday School, parents notified, and conference with the Assistant Principal

2nd Offense: 2 Saturday Schools and Discipline Intervention, counseling referral, and referral to truancy officer

3rd Offense: Administrative Discretion

PRE-PLANNED ABSENCE POLICY

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

PARTICIPATION IN EXTRACURRICULAR EVENTS

A student who is absent from school in an unexcused manner must be in school by 10:30 A.M. of that same day to participate in extracurricular events that evening.

SIGNING IN AND OUT OF THE BUILDING

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

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

ATTENDANCE IMPACT ON HIGH SCHOOL CREDIT

SEMESTER COURSES: When a student reaches 30 hours of unexcused absence, parents or guardians will receive an absence notification letter. This letter will indicate that no credit will be given after more than 65 hours of unexcused absence in a semester.

YEAR-LONG COURSES: When a student reaches 65 hours of unexcused absence, parents or guardians will receive an absence notification letter. This letter will indicate that no credit will be given after more than 130 hours of unexcused absence in a year.

The maximum number of hours a student may be absent, for credit purposes, is 65 unexcused hours for a semester and 130 unexcused hours 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 hours.

When a student exceeds the maximum number of absences 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.

STUDENT CODE OF CONDUCT

POLICIES AND PROCEDURES FOR STUDENT CONDUCT AND SUBSTANCE ABUSE

I. Purpose:

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

II. Guidelines and Procedures of the Code of Student Conduct

A. Preface

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

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

B. Developing a Good School Environment

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

- A home condition which assumes the primary responsibility for the discipline of the child.
- Acknowledges the child's responsibilities and obligations in the school as well as in the community.
- Recognizes that school personnel must necessarily concern themselves primarily with education.
- Encourages the cooperation of parents with school authorities, and the participation of parents in conferences regarding the behavior, health, and/or academic progress of their children.
- A responsible student who respects constituted authority and includes not only obedience to school rules and regulations, but also conforms to the laws of the community, state, and nation.

- Reflects respect and consideration for the personal and property rights of others and has an understanding of the need for cooperation with all members of the school community.
- A responsible school in which the professional staff, to the extent possible, maintains an atmosphere conducive to good behavior.
- Promotes effective training or discipline based upon fair and impartial treatment of all students.
- Encourages the use of good guidance procedures.
- Exhibits an attitude of respect for students which has a positive influence in helping students develop good citizenship traits.
- Plans a flexible curriculum to meet the needs of all students.
- Endeavors to involve the entire district to improve the quality of life therein.

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.

SUMMARY OF DISCIPLINARY PROCEDURES

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

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

I. USE OF FORCE

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

II. SUSPENSION

A. Definitions:

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

B. Procedure

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

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

1. The principal or assistant principal shall give the student written notice on the official school form of intention to suspend.
2. The pupil shall be provided an opportunity for an informal hearing to produce witnesses and to otherwise explain his/her actions.
3. If the student is to be suspended, he/she will be told of the suspension and its length.
4. An attempt shall be made to notify the parent or guardian by telephone of the impending action and the reasons.
5. Within twenty-four (24) hours, a letter shall be sent to the parent or guardian stating the specific reasons for the suspension and include notice of his/her right to appeal such action, the right to be represented at the appeal, and the right to request the hearing to be held in private.
6. Simultaneous copies of the written notice of suspension shall be sent to the Superintendent of Schools.

III. EMERGENCY REMOVAL

A. Definition

The term “emergency removal” shall mean the removal of a student from curricular or extracurricular activities or from the school premises because the student's presence poses a

continuing danger to persons or property or an ongoing threat of disrupting the academic process.

B. By Administrator

1. If a pupil's presence and behavior poses a continuing danger to persons or property or is an ongoing threat of disrupting the academic process, then the superintendent, principal, or assistant principal may remove the student from the school premises, and all school activities.

A. If it is intended that the pupil be removed from a curricular or extracurricular activity for more than 24 hours, a due process hearing must be held within 72 hours after the removal is ordered.

B. An attempt should be made to notify parent or guardian immediately by telephone of the pending action and the reason.

C. Written notice of the hearing, the reason for the removal, and any intended disciplinary action must be given to the pupil as soon as possible prior to the hearing. The pupil must have the opportunity to appear at an informal hearing before the principal or assistant principal and has the right to challenge the reasons for the suspension or otherwise explain his/her actions.

D. The person who ordered or requested the removal must be at the hearing.

E. If suspension or expulsion is intended, the due process requirements of the law must be followed.

C. By Teacher

1. If a pupil's presence and behavior poses a continuing danger to persons or property and/or is an ongoing threat of disrupting the academic process, then the teacher may remove a student from curricular or extracurricular activities under their supervision with the following conditions:

A. Students are not to be removed from the school premises. They are to be sent to the office of the principal or assistant principal.

B. Removal of students shall be limited to no more than one school day for any single incident.

C. The specific reasons for removal by the teacher must be submitted to the principal or assistant principal in writing the same day the removal occurs.

D. A pupil can be kept from class by the principal or assistant principal until the matter of his misconduct is disposed of either by reinstatement, suspension or expulsion.

IV. STUDENT CODE OF CONDUCT

A. Disruption of School

A student shall not use violence, force, and coercion, or engage in any other behaviors that may inhibit, or threaten to disrupt the school day or extracurricular activity. (False alarms, bomb threats, vandalism, etc.)

B. Damage to School Property

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

C. Damage to Private Property

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

D. Assault/Fighting

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

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

E. Dangerous Weapons and Instruments

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

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

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

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

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

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

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

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

F. Tobacco, Narcotics, Alcoholic Beverages & Drugs:

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

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

The use of the above substances is strictly prohibited unless evidence that the substance has been prescribed by a duly licensed physician. Legally prescribed cases shall not constitute a violation when the school is properly notified by a parent or guardian.

EAST MUSKINGUM DRUG, ALCOHOL, AND SUBSTANCE ABUSE POLICY STATEMENT

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

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

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

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

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

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

SUBSTANCE VIOLATIONS -- Student Policy (5530)

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

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

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

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

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

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

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

Selling, supplying, or transmitting:

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

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

Tobacco Use and/or Possession (Smokeless, Smoking, Vaping Devices, Vaping Chargers, Cartridges or Vaping liquids) in accordance with Board Policy po5512:

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, the Board prohibits the possession, consumption, purchase or attempt to purchase and/or use of tobacco or tobacco substitute products by students on Board premises, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and/or used to provide education or library services to children, and at all Board-sponsored events.

First Offense** - 3 days of in-school suspension with a possible reduction to one (1) Saturday School, or 2 days of in-school suspension if the student completes a smoking cessation program approved by school administration.

Second Offense** - 3 days of out of school suspension.

Third and/or Subsequent Offense** - 5 days out of school suspension and the student forfeits the privilege to attend any extracurricular events or after school programs for the remainder of the school year.

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

G. Insubordination

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

H. Violations of the Law

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

I. Profanity and/or Obscene Language

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

J. Truancy and Tardiness

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

K. Theft

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

L. Sexual and Other Forms of Harassment

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

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

M. 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. 49-53

N. Repeated Violations

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

V. EXPULSION**A. Definition**

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

B. Procedure

1. Only the superintendent may expel. The superintendent may expel a student from school for the same reasons arising from the same conduct as warranted the student's suspension.
2. The superintendent must give the student and his parents or guardian written notice of the intended expulsion.
 - A. The notice is to include reasons for the intended expulsion.
 - B. The pupil and parent or representative have the opportunity to appear on request before the superintendent or designee to challenge the action or to otherwise explain the student's actions. The administrator cannot compel such hearing in the event the pupil and parent choose not to have a hearing.
 - C. The notice is to state the time and place to appear, and must be less than 3 days nor later than 5 days after the notice of expulsion has been given.
 - D. The superintendent may grant an extension of time. If extension is granted; he/she must notify all parties of the new time and place.
3. Within 24 hours of the expulsion, the superintendent will forward a letter to the pupil and the clerk of the school board of the action to expel. The notice must include the reasons for the expulsion, the right of the pupil or guardian to appeal to the board, the right to be represented at the appeal, and to request the hearing be held in executive session. The board may hold the hearing in executive session, but must act upon the expulsion only at a public meeting. The board may, by a majority vote of its full membership, reinstate the student.

VI. APPEAL TO BOARD

- A. A pupil or his parent/guardian may appeal his/her expulsion or suspension by a superintendent or principal to the board. Such student or his/her parent/ guardian may be represented in all such appeal proceedings and shall be granted a hearing before the board in order to be heard against such suspension or expulsion. (Note: A suspension hearing is not an adversary hearing and the student has no right to legal counsel at this administrative level.)
- B. A verbatim, word for word, record is required. (This may be a tape recording, etc.)
- C. No particular procedure for the hearing to follow is required by the statute.
- D. Formal action to affirm, vacate, or modify the disciplinary action on the appeal may only be taken during "public" session.
- E. The decision of the board may be further appealed to the Court of Common Pleas under O.R.C. 2506.
- F. The act is silent regarding the time limit to request an appeal to the board. It is assumed that the appeal will be set at the discretion of the board.

GENERAL SCHOOL POLICIES AND PROCEDURES

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 PUBLIC ADDRESS 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 formal assembly. Courtesy demands that the student body be respectful at all programs. Behavior in assemblies must be consistent with acceptable behavior in a classroom.

BUILDING CARE AND USE

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

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

BUS PASS POLICY

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

CAFETERIA

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

A La Carte items are also available to students. It is important to check the balance of your child's account regularly. You may call the cafeteria between the hours of 7:00 a.m. and 1:00 p.m. to check your child's balance or to request a printout of your child's daily purchases. PAY SCHOOLS may also be accessed from the district website to access your students' account.

Students must:

1. Stay in designated areas.
2. Talk quietly.
3. Remain seated until dismissed.
4. Leave the area clean.

Violations of appropriate conduct or extreme disruptions by a student or group of students may warrant assigned seats in the cafeteria setting or additional consequence as determined by school administration.

CELL PHONES, SMART WATCHES, AND OTHER ELECTRONIC DEVICES

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

Students are not to access cell phones unless granted specific permission to do so.

Students are encouraged to leave smartwatches at home or locked away. Students are not permitted to access the many features of the smartwatch which provide supplemental access to their cell phones.

Students are required to honor the request of classroom teachers and school staff to remove such a device from their person in order to prevent distractions or to prevent potential academic dishonesty in testing situations.

Consequences for violation of this policy:

First Offense – Detention and parent notification. The device will be kept in the main office for the remainder of the day and returned to the student at dismissal. Intentional or extreme violations of this policy may warrant parent pick-up of the phone.

Second Offense – Saturday School or 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.

Third 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.

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

COUNSELING OFFICE

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

CREDIT FLEX

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 is 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 by the trimester deadline outlined below.

Fall or Year-long Credit Flexibility – 14 calendar days before the start of the school year.

DEADLINE: Wednesday, Aug. 11th, 2021

Spring Credit Flexibility – 14 calendar days before the start of the second semester.

DEADLINE: Monday, January 3rd, 2022

Summer Credit Flexibility – 14 calendar days before the last day of school.

DEADLINE: Thursday, May 12th, 2022

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.

DANCES/ACTIVITY NIGHTS

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

1. These programs are for East Muskingum Middle School students; therefore, only students that attend EMMS will be admitted. (The only exception is for students who leave EMMS during the school year. With the approval of the principal, they may be able to attend.)

2. A parent request (in person or written) is necessary for a student to leave a dance early.
3. Parents should be at school promptly to pick up students at the conclusion of the dance. (Students walking home from a dance are required to have written permission from a parent or guardian.)
4. Students must be in school by 10:30 A.M. to attend a dance on the same day.
5. Students may be denied the privileges of attending extracurricular activities because of disciplinary infractions, or poor academic performance, and poor attendance.
6. All school rules apply during these activities including dress code, etc.

High School Policy - 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.

Attendance to school dances may be restricted for those students on attendance intervention plans or for students who have repeat or extreme behavior infractions.

Homecoming, Winter Formal, 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.

DETENTIONS

Before-School-Detention will be assigned from 6:50 A.M. to 7:35 A.M. Failure to serve a Before-School-Detention will result in rescheduling the detention and a potential for Saturday School and/or In-School Detention.

After-School-Detention will be held as assigned from 2:30 P.M. until 3:15 P.M. Failure to serve an After-School-Detention will result in rescheduling the detention and a potential for Saturday School and/or In-School Detention.

Lunch detention will be served during a students assigned lunch period

Administrative discretion may be used to determine alternate times and places to serve detention when circumstances require adjustment.

DRESS CODE

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

Students should govern their dress and grooming by maintaining reasonable standards of neatness and cleanliness. School is a place for students to prepare for the workplace and dress code requirements are present in most places of employment. For you to be prepared in this area, East Muskingum Middle School and John Glenn High School have an expectation that your clothing is not only appropriate for school but would also be appropriate at a place of employment.

It is desired that these dress guidelines will assist students in making appropriate choices that serve as an indication of their pride in his or herself and in their school. Attempts by students to call undue attention to his or herself and/or to cause disruption of the educational process will not be permitted. It is our hope that the following dress guidelines will promote understanding and cooperation among students, parents, and the school.

All clothing, irrelevant of the wearer, must cover the shoulders, chest, torso, undergarments, and legs to a length where hemlines meet the mid-thigh. Building administrators will have full discretion in determining if something is appropriate or not.

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

1. Hats, headgear, headbands, sweatbands, bandannas, or sunglasses are not to be worn in the building if not serving a functional or practical purpose approved by school administration.
2. Hair colors, hairstyles, make-up, and/or body piercing which cause educational disruption will not be permitted.
3. Shirts must have sleeves. Strap T-shirts (tank tops and muscle shirts), lacy or fishnet-type shirts, sheer shirts, halters, and shirts that expose the midriff and/or low-cut necklines are not acceptable wearing apparel. Cold-Shoulder shirts must have a two-inch strap.
4. Shorts/skirts must be appropriate in length and near the student's mid-thigh. Tube skirts or excessively tight skirts are not permitted.
5. Cutoffs, pajamas, biking shorts, long underwear, and other similar items are not to be worn at school.

6. Pants must be secured at the natural waistline. Underwear is not to be visible. Leggings are permitted as long as they are pant material, not sheer or see-through, and accompanied by a top that extends to the student's upper thigh.
7. Clothing that is exceedingly torn is not acceptable for the school environment. Jeans with holes below the mid-thigh are permitted so long as the jeans are not excessively torn.
8. Clothing and Accessories (including jewelry), that advertises alcohol, tobacco or other drugs; is suggestive, offensive, or profane; has sexual connotations; promotes, puts down, insults, threatens or harasses any member of the school staff or student body based upon issues such as gender, sexual orientation, race, religion or disabilities; or creates a hostile, intimidating, harassing or offensive learning environment is unacceptable and cannot be worn in school or at school-related activities.
9. Chains and studded accessories are prohibited.
10. Appropriate footwear must always be worn. Flip-flops are discouraged. Footwear that may be harmful to the flooring or present a safety concern may not be worn in the building. Examples include, but are not limited to, shoes with wheels and athletic cleats.
11. Outerwear coats are not to be worn inside the building and must be stored in lockers. Exceptions to the above requirements may be made on special days as approved by school administration.

School 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 or adapt clothing. High School students may be sent home to change with parent permission. Students may be placed in In-School Detention until a change of clothes can be obtained. Inappropriate accessories will be confiscated. A parent will be contacted regarding the violation.

2nd Offense: Same as 1st Offense with the addition of a before or after school detention.

3rd Offense: Same as 1st and 2nd Offense with a Saturday School or ISS taking the place of a detention.

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 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.

EMERGENCY MEDICAL AUTHORIZATION

When parents or guardians cannot be reached, the school needs authorization to provide emergency treatment for students who become ill or injured. A copy of the authorization should be completed, signed by the parents, and returned to the school. Only persons listed on

this form are contacted in emergencies. Therefore, parents are encouraged to keep this updated with correct names, addresses, and phone numbers.

EXTRACURRICULAR ACTIVITIES

The following guidelines should be observed:

1. Good sportsmanship should be emphasized at all times by participants and the audience or spectators.
2. Students in attendance at school events should remain in the bleachers during the course of the program or contest and stay off the gym floor.
3. All school rules apply during these activities.
4. Students may be denied the privileges of attending extracurricular activities because of disciplinary infractions.
5. Students must be in school by 10:30 A.M. to attend any extracurricular activity. Students must be in school for ½ day to attend extracurricular or athletic events. Students who provide the school with a verified excuse for any partial absence will be allowed to attend an event on the same day.

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 50 hours in the semester of the field trip
- Cannot have missed more than 100 hours 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. School administration has the final decision regarding any student impacted by the Field Trip Policy.

FIRE DRILLS AND TORNADO DRILLS

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

FOOD AND DRINKS

H.S. - 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.

M.S. Food and Drinks - Students must keep all food and drink in the cafeteria or other designated areas. Energy drinks are not permitted.

FUNDRAISING

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

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

Other monies are used by the Boosters to buy supplies, pay for field trips, and help purchase items needed for the building.

All fundraising must be approved by a school administrator.

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 AND USE

See the Student Technology Acceptable Use and Safety Agreement on pages 53-54

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.

LOST AND FOUND

A lost and found box will be in the office. These items will be displayed periodically for claiming. Unclaimed items are donated to local charities after the conclusion of each marking period.

MEDICATION

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 of the 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.

PARENT-TEACHER CONFERENCES

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

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

PROGRESSBOOK

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

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

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

PUBLIC DISPLAY 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.

SATURDAY SCHOOL POLICY

Saturday School: Students receiving a Saturday school will serve from 8:00 a.m. to 11:00 a.m. on Saturdays where a session is scheduled. Saturday School is usually held at John Glenn High School. 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

SCHEDULE CHANGES – High School

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. 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 Individualized Education Programs.
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 – 5 days from the start of the semester

Year Long Class – 5 days from the start of the school year

Withdrawals: (Semester or Year-Long Classes)

Students who drop a class after 5 days will be required to complete the proper paperwork with a parent signature and 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 are extenuating circumstances that require the student to withdraw from the class.

SCHOOL BUSES

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

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

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

Parents have the responsibility of supervision until such time as the student boards the bus in the morning and after the student leaves the bus at the end of the day.

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

1. While loading, riding, and departing from the bus, all directions given by the driver are to be followed. Students should help the driver to assure safety at all times.
2. Students must be on time. Plan to leave home at the same time each day so you'll be at your bus stop five (5) minutes before the bus arrives.
3. If you have to walk where there are no sidewalks, face traffic, stay as far off the road as possible, and go single file.
4. At the bus stop, remain off the street or highway in an orderly manner. Do not move to the bus until it has made a full stop. Wait for the driver to signal and then walk ten (10) feet in front of the bus if you cross the road.
5. Remain seated at all times. Students may occupy any seat unless assigned a particular seat by the driver or school principal.
6. As a school bus rider, you are expected to:
 - Save snacks for later.
 - Place books and other articles where they can't fall.
 - Keep arms and legs out of the aisle.
 - Act as you would in a classroom.
 - Keep your head & arms inside the bus at all times.
 - Refrain from talking with the driver while the bus is in motion except in emergencies.
 - Converse in normal tones; loud and profane language is prohibited.
 - Throwing of any item is strictly prohibited.
 - Be considerate of small children.

- Fighting, pushing, and shoving are not permitted.
 - Ride only on assigned buses. Parents may request deviation by making a written request to the driver. Without a written request by the parent, the student will be placed on his/her assigned bus.
 - Report any damage you observe to the driver.
7. The use of tobacco and the possession of any instrument that may potentially be a dangerous weapon to other riders are strictly prohibited.
 8. No pet animals are to be transported on the school bus.
 9. The school will not enter into disputes involving students and parents prior to pick-up or after return to home.
 10. The parents will be held responsible for any damage to a bus by their children.
 11. All students should ride their own scheduled bus to and from school. The school discourages students from riding a bus to a friend's house. This causes capacity problems for a number of busses. Students may only ride another bus with written parental permission and approval by the school.
 12. In the event these guidelines are not followed, students may have their bus riding privileges suspended. In such instances, parents have the responsibility for seeing that their children go to and from school or the student will be considered truant.

SCHOOL CLINIC

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

Students staying in the clinic for an excessive amount of time may be sent home due to illness.

STUDENT LOCKERS, BOOKBAGS, AND HANDBAGS

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

Handbags are also subject to search. Large athletic type bags are not allowed in the school except for approved sports seasons and only if kept in the locker rooms. Only backpack size bags are allowed to be used as book bags.

Backpacks are not permitted in any classrooms. They are to be stored in lockers.

TELEPHONE USE

The office phone is for official school business or emergencies. Students must have permission from an adult to use the office phone.

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

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.

VALEDICTORIAN AND SALUTATORIAN – HIGH SCHOOL CREDIT COURSES

To be considered for the distinction of Valedictorian or Salutatorian a student must complete the following;

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 be further ranked by a point system:
 - A. Cumulative Grade Point Average shall be determined at the end of eight semesters. The top ten seniors shall be ranked by cumulative GPA and given the following point values;

Class Rank	Points	Class Rank	Points
1	30	6	15
2	27	7	12
3	24	8	9
4	21	9	6
5	18	10	3

- B. The number of AP class(s) taken by the top ten seniors shall be determined after eight semesters and given the following point values *;

Number of AP courses	Points
4+	20
3	16
2	12
1	8

* Students who are in a program that leads to an associate degree upon graduation from high school will have an alternate path to complete for section B. The students who successfully earn their associate degree will earn the same number of points as the students who complete the highest level of AP classes.

Regardless of the pathway, a student can earn no more than 20 points in section B.

- C. The top ten students will be ranked based on their highest ACT score from all ACT tests taken up through the February test date of their senior year. The following point values will be awarded:

Highest ACT score	Points	Highest ACT score	Points
1 st highest	20	6 th highest	10
2 nd highest	18	7 th highest	8
3 rd highest	16	8 th highest	6
4 th highest	14	9 th highest	4
5 th highest	12	10 th highest	2

In late March the school counselor will meet with students who are potential candidates for Valedictorian or Salutatorian.

VISITORS

All visitors must come to the main 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.

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 non-school 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 non-school 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: _____	<div>Parental acknowledgement is granted on the Parental Responsibility form located at the end of this handbook.</div>	_____e:
Parent/Guardian's _____		

Parent/Guardian's _____		_____ 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: _____	<div>Student acknowledgement is granted on the Student Responsibility form located at the end of this handbook.</div>	_____ Date:
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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.

Neola 2018

PARENTAL RESPONSIBILITY

I/We the parent(s) or guardian(s) of _____ have read the 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 (REQUIRED):

_____ **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).

OR

_____ **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 (REQUIRED):

_____ 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:
Sept. 9TH, 2022**