

WELCOME

Welcome to Manchester High School and the 2023-24 school year! The staff at MHS is excited to work with all of you to help you reach your highest potential. You will find many opportunities and resources in our school. We encourage you to make the most of them by working hard and getting involved in as much as you can. Everything we do is aimed at supporting growth in academics, extra-curriculars, your well-being, your future goals and building relationships that will last a lifetime. All of these areas are what make the Panther tradition so strong.

This handbook is filled with important information and structures that allow all of us to be as successful as we can be, together, at MHS. Please take some time to read it over carefully and utilize the organization and guidelines it provides.

Best wishes for an outstanding 2023-24 school year!

Scott Ross, Principal

MANCHESTER HIGH SCHOOL – ALMA MATER

Our school we sing to thee,
A song of loyalty.
We sing thy glory and thy fame,
All praises to thy honored name.
Come join us while we sing,
We'll make the hillside ring,
Hurrah! to thee the red and black
MANCHESTER HIGH we sing to thee.

LOST AND FOUND

Lost and found items will be in the lost and found bin. Periodically unclaimed items are sent to charity.

FIRE AND TORNADO DRILLS

These drills are held periodically for your protection. Should a real emergency occur, your safety would depend on your rapid and proper response to the warning. Please follow the proper procedures as explained by your teachers and displayed on classroom walls.

SCHOOL CLOSING

In cases of severe weather, school closings will be announced over local radio and television stations, as well as the school website and Twitter account. The school district "Parent Notification" phone system will also notify families of closings.

MORNING ANNOUNCEMENTS

Morning announcements will be made each morning during homeroom. These announcements must be approved, on the proper form, by a staff member. Announcements after homeroom will be made only in emergency situations. Announcements regarding athletics will be posted on a bulletin board outside of the Attendance/Athletic Office. Morning announcements are also posted on the MHS News web page.

GRADING POLICY – DISCIPLINE POLICY

Students will be issued written grading and discipline policies by subject area teachers for their

respective classes during the first two weeks of class.

GRADES

Grade	Percent Range	Point Range
A+	98-100	4.3
A	93-97	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	.7

F	0-59	0
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The grading policy will be based on a 10 point grading system. Final grade point averages will be calculated to include all **eight** semesters of academic work. Also, all academic classes will be used to figure grade point averages.

ACADEMIC RECOGNITION

Students earning a GPA of 4.0 or higher for their nine weeks grades are placed on the Honor Roll. Students earning a 3.7 – 3.99 GPA for their nine weeks grades are placed on the Merit Roll.

Students maintaining a 3.7 or higher cumulative GPA will earn an Academic Letter for the year. Cumulative GPAs are calculated after each semester.

GRADUATION REQUIREMENTS

A total of 21 credits to include:

English	4 credits
Mathematics	4 credits
Science	3 credits
Social Studies	3 credits
Health	½ credit
Physical Education or Waiver	1 credit
Career Exploration or Personal Finance	½ credit
Basic Communication	½ credit
Business, Fine Arts, Technology, or Foreign Language	1 credit
Electives	5 credits

Earn a cumulative passing score of 18 points on seven end-of-course state tests. Students must earn a minimum of 4 points in math, 4 points in English and 6 points across science and social studies.

GRADUATION AND DIPLOMAS

Diplomas will be awarded once a year at the Graduation Ceremony. Students completing their credit requirements at any other time during the school year will receive a letter stating their completion of the requirements for graduation and they will receive their diploma the following June. Graduation ceremonies are for all students who have met their graduation requirements. **A student shall not participate in graduation ceremonies unless he/she has met all Manchester High School graduation requirements, and attended the graduation practice.**

A certified letter will be sent at the end of the first semester to the parents of each senior who has credit deficiencies. Subsequent letters will also be sent at the end of the sixth week of the remaining nine-week periods. The senior counselor will also maintain a close contact with each potential non-graduating senior and his parents to make sure the student’s graduation status is well understood.

SENIOR INFORMATION

Senior Class Dues of \$25.00 is due by Wednesday, May 1, 2024.

The money collected will be used for the following Senior Class Activities:

- Community Service Day Shirts
- Senior Personality Shirts
- Senior Class Gift/Manchester High School Improvement (selected by seniors)
- Senior Prom DJ.

Please note that Senior Prom funds and ticket prices are separate from this account due to the fact that some students may not choose to attend this event. The Senior Class Advisor and elected Senior Class Officers have no financial connection to the Senior Parent Group Fund. The Senior Parent Group will hold fundraisers during the school year to pay for the Senior Class "After Graduation Party" that is separate from school sponsored activities.

You must be graduating in order to participate in the senior class activities at the end of the year.

COUNSELING SERVICE

The counseling service offers students a place to go to acquire information and to discuss various problems. Assistance is given to students:

1. By helping them develop sound attitudes toward self, education, employment, and society.
2. By counseling them about school and personal problems.
3. By helping them develop interests in potential careers.
4. By aiding them in the selection and entrance to education and career opportunities beyond high school.

It is important that each student understand that his/her counseling experience is completely confidential. Post secondary option students must see a guidance counselor prior to enrollment in the program.

ALTERNATIVE SCHOOL

Manchester High School participates in several alternative school programs. The Superintendent has the option to place students at this facility if he deems it necessary because the student is experiencing problems at the high school.

CLASS DROPS

Students are discouraged from any class drops or schedule changes. A student dropping a class after 1/3 of the class work has been completed will receive a maximum grade of F for each of the remaining grades to be recorded. Exceptions may be made in special cases.

INCOMPLETES

Incompletes are to be resolved by the end of the following nine weeks in which they are given. The policy for make-up work is to apply. If there are reasons for exceptions, please speak with the principal.

MAKE-UP POLICY

Each teacher will provide these standards as a part of their grading policy.

REPORT CARDS AND INTERIMS

Within the fifth week of each nine-week grading period, classroom teachers assess the status of each student for each course. At this time, each student will receive notice that it is interim time. Parents can check homework and class progress on Progress Book using their Parent Access account. The four weeks remaining in the grading period may allow time to improve the grade. **Parents should note that a student whose status is satisfactory at the end of five weeks must continue to achieve satisfactory marks to pass the nine-week grading period.** Comments are made on the report card indicating positive areas and also deficiencies. Report cards will be issued to students the Friday following the close of the grading period. The last report card of the year will be mailed home.

ATTENDANCE POLICY

Ohio State Statute (R.C. 3321.04) and the Manchester Local Board of Education policies provide that absences from school may be excused for valid reasons. The decision of whether an absence is excused or unexcused rests with the school. If you have questions regarding compulsory attendance statutes or school attendance policy and procedures, please call the Attendance Office (330-882-5578).

Reasons for excused absences are:

1. Personal illness
2. Illness in family
3. Death of relative
4. Observance of religious holidays
5. Court appearance
6. Emergency work at home in the absence of parent/guardian
7. Emergency or set of circumstances which in the judgment of the attendance officer, or an administrator, constitutes an excused absence.

When a student meets the criteria of having excessive absences or being habitually truant, his/her attendance record will be reviewed by an Attendance Intervention Team, which will include parents of the student. After having reviewed the attendance record, the team will recommend and implement a plan.

According to HB410, the definition of a 'habitual truant' is:

- a. Absent 30 or more consecutive hours without a legitimate excuse;
- b. Absent 42 or more hours in one month without a legitimate excuse; or
- c. Absent 72 or more hours in one year without a legitimate excuse.

The definition of 'excessive absences' is:

- a. Absent 38 or more hours in one school month with or without a legitimate excuse; or
- b. Absent 65 or more hours in one school year with or without a legitimate excuse.

More details on our updated attendance policies will be available when students return to school.

If a student must be absent because of illness or other valid excuse, **the parent or guardian must call the Attendance Office before 9:00 a.m. 330-882-5578 on the day of absence.** If it is not possible to call, the student must return a note to the school describing the reasons for the absence, the student's name, and the parent/guardian's signature. This note must arrive the morning after a student's absence. If school authorities are not properly notified, the absence will be recorded as unexcused.

Cutting a class will be recorded as an unexcused absence and the student will be assigned an F for the missed work.

Students who miss more than nine (9) classes per grading period without 1) medical note, 2) vacation form, 3) required school activity involvement, or 4) school discipline concerns may lose credit for each class for that grading period.

PENALTIES FOR TARDINESS TO HOMEROOM

- 1st and 2nd Tardy No penalty (unless tardy exceeds 30 minutes)
- 3rd and 4th Tardy Regular after school detention.
- 5th Tardy One after school detention
- 6th and 7th Tardy One day of DAC.
- 8th Tardy Two days of DAC.
- 9th Tardy Two days of DAC.
- 10th Tardy Two days of DAC.
- 11th Tardy and more Administrators discretion for punishments.

****Tardies reset at the beginning of each grading period.**

DISCIPLINARY ACTION FOR UNEXCUSED ABSENCE AND TARDINESS

	FULL DAY	½ DAY (90-315 minutes)	PERIODS MISSED DETENTIONS
1st Offense	2 days DAC for each day of unexcused absence. Credit not given for work. Phone call home to parent.	1 day DAC. Credit not given for make-up work. Phone call home to parent.	Arrive by 2nd period - 1 detention Arrive by 3rd or 4th period - 2 detentions Arrive after 4th period - DAC
2nd Offense	4 days DAC for each day of unexcused absence. Credit not given for make-up work. Parent Conference.	2 days DAC. Credit not given for make-up work. Parent Conference.	
3rd Offense	6 days DAC for each day of unexcused absence. Credit not given for make-up work. Letter to Summit Co. Attendance Office.	3 days DAC. Credit not given for make-up work. Parent Conference.	
4th Offense	Possible recommendation of expulsion.	5 days DAC. Credit not given for make-up work. Parent Conference. Letter to Summit Co. Attendance Office.	

5th Offense	Possible recommendation of expulsion.	Possible recommendation of expulsion.	
6th Offense	Possible recommendation of expulsion	Possible recommendation of expulsion.	

Examples of those absences considered excused under section seven of excused absences: Emergencies or circumstances which in the judgment of the principal or his designee constitute a good and sufficient cause for absence from school:

1. Court appearances
2. Family vacation

LEAVING SCHOOL – ARRIVING AT SCHOOL

Students entering or leaving the building, after proper permission has been attained, must sign in or out in the Attendance Office located in the rear of the building. Parents should always use this entrance at door #3 to pick-up or drop off students. Students who are ill should report to the Attendance Office for aid. Students should not use cell phones to contact parents without the school's awareness. Car breakdowns or oversleeping are unexcused absences.

VACATION ABSENCE

The school does not encourage nor condone the practice of taking students out of school for vacation. However, the school recognizes that certain circumstances make this necessary and as a result the student's absence will be excused for family vacation only. A written request from the parent/guardian must be submitted to the principal and approved prior to the scheduled vacation. This form can be obtained from the Attendance Office. Students are responsible for all work missed during their absence.

COLLEGE VISITS

Students, during their junior and senior years, will be permitted a reasonable number of school days excused absence for the purpose of college visits. It will be the students' responsibility to make up all class work missed. To be excused, the student must apply for a college visit day through their counselor by completing the College Visit Form prior to the visit. The parent will also sign the form which will then serve as the pre-excused note. Students must bring back verification from the college admissions office of their visit. Students failing to follow this procedure will have their absence marked unexcused.

MEDICAL APPOINTMENTS

A parent must call the school Attendance Office **330-882-5578** and excuse his/her child for a medical or dental reason. Upon returning, the **student must present a written excuse from the doctor or dentist to the Attendance Office.**

ILLNESS WHILE IN SCHOOL

Any student who becomes ill while in school should obtain a pass from his/her teacher and report to the Attendance Office. Parents will be notified and will be asked to arrange to have the student transported home. If a student becomes ill during class change, he/she should report to his next

class and follow the above procedure.

Students who are too ill to get a teacher's pass must report to the Attendance Office as soon as they are able. Under no circumstances are they to remain in the restroom for an entire class period, or more, without reporting to the office.

ABSENCES ON DAY OF ACTIVITY

To attend or participate in any activity such as an athletic contest, dance, play, etc. sponsored by the school, students are to be in attendance on the day of the activity. Emergencies will be decided by administrator. When a pattern develops where a student misses part of a school day on an activity day, regardless the reason, a conference will be held to investigate the absence. Students must attend school the day before a weekend event in order to participate.

EMANCIPATION

Lowering the age of majority gives all students 18 and older the responsibility of adulthood in many areas. According to school law, rules apply to all students regardless of age. Students with consent of parent may apply to become emancipated. All emancipated students are still required to follow all school rules.

PORTAGE LAKES CAREER CENTER

The Portage Lakes Career Center in Green Township, Ohio, offers vocational training in many different areas to 11th and 12th grade students of Manchester High School. Most programs begin in the 11th grade. Vocational school students are eligible for all extracurricular activities, including athletics, held at Manchester.

SCHOOL BUS CONDUCT

Riding the school bus is a privilege extended to students. Each school bus driver has rules to ensure discipline on the bus. Bus cards may also result in discipline at school. Infractions of these rules may result in suspension from riding the bus.

EXTRACURRICULAR ACTIVITIES

Students are encouraged to participate not only in scholastic areas but also in the extracurricular activities at Manchester High School. In addition to the athletic programs that are of a varsity nature, there are clubs which are open to all students. Students may join or be selected for these activities:

Academic Challenge	Spanish Club	Book Club	BBQ Club
Drama Club	Art Club	National Honor Society	Chemistry Club
Key Club	Science Club	Speech/WSFM	Chess Club
French Clubs	Ski Club	Student Council	Pep Club

ASSEMBLIES

Manchester High School will attempt to bring a variety of assembly programs to the school over the school year. Students not wanting to attend assemblies may report to a study hall. Each student is responsible for his or her behavior at these assemblies. Students demonstrating undesirable behavior will be removed from the assembly.

HALL PASSES

Students must have a hall pass from an authorized staff member to be out of the classroom during scheduled class periods. Also, each time a student gets a hall pass he/she is required to sign out

and sign back in upon returning to class.

FEES AND MATERIALS

- A. Most textbooks are furnished free of charge. These books belong to the Manchester Local Board of Education. They are not to be marked, torn, or mistreated in any way. IF THE BOOK IS DAMAGED OR LOST, THE STUDENT TO WHOM THE BOOK WAS ISSUED IS RESPONSIBLE.
- B. Workbooks will be paid for by the student.
- C. Fees will be required for certain subjects. These fees must be paid during the first nine weeks grading period. If fees are not paid, students may be removed from class and/or holds will be placed on their report cards. Special arrangements for paying fees must go through the Main Office.

STUDY HALL REGULATIONS

- 1. Assigned seating
- 2. No talking
- 3. Study work to be expected for the entire class period
- 4. Restricted uses of hall passes

Students attending another classroom during study hall must have written approval prior to the study hall period signed by the responsible teacher.

LOCKERS

Individual lockers will be assigned to each student. These lockers are property of the school and are subject to search if, in the opinion of an administrator, the locker may contain illegal objects or items which may constitute a danger to the health and safety of the student body. Students are responsible for items that might be missing from the locker. At no time should students share lockers with others. Locks must be purchased from the high school and should be used on the student's assigned locker.

DETENTIONS

Inappropriate behavior may result in students being assigned detentions. Detentions are served after school from 2:30-3:00 p.m. in room 302.

Students will be given at least 24-hour notice to arrange their own transportation. Students not attending assigned detentions may be assigned additional detentions or to D.A.C. Students may also be assigned detentions at lunch or after school in the rooms of individual teachers.

INTERROGATION OF STUDENTS

- 1. School officials have the right and duty to interview students concerning misconduct or crimes which may have occurred during school hours or on school property. Such interrogations may be conducted for the purpose of maintaining orderly school operations, to protect the health and safety of students and staff, or to determine the presence of dangerous weapons or other prohibited items.
- 2. In a criminal investigation, police must secure permission from school officials before questioning a student during school hours. Administrators will attempt to notify parents prior to the beginning of questioning.
- 3. A school official must be present while police question students on school property.
- 4. If a student is to be removed from school during the school day, the student's parents will be informed by school officials prior to the removal.

DRUG CHECKS

All lockers and automobiles may be checked for illegal substances at the discretion of the administration.

SMOKING & TOBACCO

Students are not permitted to smoke on school property. Smoking is defined as having a lit or unlit cigarette in hand or mouth or exhaling smoke. All forms of tobacco, E-cigarettes, or "Vapes" are considered smoking.

First Offense (per year):	Student will be assigned to the DAC for five days.
Second Offense (per year)	Student will be assigned to the DAC for ten days.
Third Offense (per year)	Student will be suspended for ten days and expulsion recommended.

Students are not permitted to carry cigarettes, E-cigarettes, "Vapes", or any other form of tobacco on their person during the school day.

First Offense:	Student will be assigned to the DAC for two days.
All Subsequent Offenses	Student will be assigned to the DAC for five days.

Additionally, school approved courses to educate students on related health hazards may be offered to students as part of, or in lieu of these consequences.

DISCIPLINARY ACTION CLASS (DAC)

Disruptive students and students who have violated school regulations may be assigned to the Disciplinary Action Class by an administrator. This assignment is for the entire school day. Academic work is to be completed or made-up while assigned to the DAC. Absence from school does not count in the total number of days assigned in the DAC.

When it is obvious that the DAC is not affecting a positive change in behavior, students may be suspended out of school.

OUT-OF-SCHOOL SUSPENSION

Students suspended out of school are permitted to make up work and will be recommended for expulsion if behavior does not improve. Students are not permitted on school grounds while on out-of-school suspension.

MEDICATION

Any student using medication during the school day must have a signed release form on file. No medication will be given out until a release is signed. A release form can be obtained in the Attendance Office. All medications must be kept in the Attendance Office.

VISITORS

There will be no student visitors to the building without prior approval by the administration. Student visiting is discouraged.

LUNCH

During lunch period, students may go to the cafeteria, to the gymnasium, to the halls at the front of the gymnasium and the halls between the gymnasium and the cafeteria. Students are not allowed to leave the school property during lunch period. Students will not take food from the cafeteria. Students found in violation of lunch time regulations may have their lunch period restricted appropriate to their actions.

USE OF THE MAIN GYMNASIUM

The floor in the gym is quite expensive. We, therefore, want to do everything reasonable to keep it in good condition. To this end a few rules have been established. Everyone should know what these rules are and obey them. THE GYMNASIUM SHOULD NOT BE USED AS A SHORTCUT. Stay off the gym floor unless you have a gym class scheduled or are using it during your lunch period.

1. During the school day, the only footwear which will be allowed on the floor are gym shoes.
2. No food or drinks will be allowed in the gym.
3. No one is to use the gym or any of its facilities without proper supervision (coach, teacher). No one is to use the gym on weekends unless a school building use form is filled out. Custodial charges will often be necessary when use is made of the gym.

STUDENT BEHAVIOR

Students are to act appropriately at all times during the school day. No horseplay, hitting, or striking at one another and no pushing and shoving in the halls.

STUDENT RELATIONSHIPS

Certain types of physical contact (i.e. embracing, kissing) are not appropriate in a school setting. Students are requested to refrain from such behavior. Students not using good judgment in this area will be:

1. Referred to the assistant principal's office for a conference.
2. Further violations will result in parent contact and disciplinary action.

TITLE IX – EDUCATIONAL OPPORTUNITIES AND COURSE OFFERINGS

The Manchester Local Board of Education has adopted a policy of nondiscrimination in Education Amendments of 1972. Any student eligible by law to attend Manchester Schools, who believes he/she has a grievance in violation of this policy is advised to discuss the issue with his/her counselor and follow the steps of the Board adopted grievance procedure.

STUDENT ACCIDENT INSURANCE

A voluntary accident insurance program is available for students. Registration forms and price quotations will be distributed to pupils at the beginning of the school year. It is advisable for all athletes to carry accident insurance.

WORK PERMIT

The State of Ohio requires all students who are employed and under the age of 18 to hold a valid Ohio work permit. Work permit forms are available in the Guidance Office.

TELEPHONE

Office phones are for official school business only. When students receive permission to use a school phone the only phone to be used is the phone in the Attendance Office.

ADVANCED PLACEMENT CLASSES

AP English, AP Calculus, AP Chemistry, AP Physics, and AP Literature are offered at MHS. All students enrolled in these classes are recommended to take the advanced placement test. AP classes offer weighted grades and the opportunity to receive varying amounts of college credit for performance on the AP test. The College Entrance Examination Board charges approximately \$95 for administering the AP test. This fee must be paid prior to ordering the test, usually in the early spring. To receive weighted grade, student must take the AP test.

SUBSTITUTE TEACHERS

Substitute teachers are important visitors to our building. Please help them in every way possible so that their stay with us is a pleasant one. Your behavior and consideration will reflect directly upon the entire school; the image we create should therefore be the BEST. All substitutes have tough jobs. Our job is to make them want to return to M.H.S.

ATHLETIC AWARD ELIGIBILITY

Awards at athletic banquets are entirely up to athletic guidelines, and at the discretion of each program's head coach. To receive awards, attendance is mandatory unless absence is excused by each sport's head coach.

RECOGNITION PROGRAMS

To receive awards at Manchester High School special programs, (example: Minuteman, Academic Awards, Top Ten, etc.) students must be in attendance to receive their award. The only exceptions would include emergencies, and other extenuating circumstances approved prior to the event by an administrator.

ACADEMIC INTEGRITY (PLAGIARISM/CHEATING)

A student shall not use the ideas, words, phrases, and/or writing of others and pass them off as his/her own. A writer's ideas, words, and the way of expressing them are his/her property, and anyone using them without properly citing and crediting the original source is guilty of plagiarism. Students are expected to be responsible for doing their own work, whether it is writing a paper, doing homework, or answering questions on a quiz or test. Students will receive a zero for the assignment with no opportunity to receive credit for the work. Subsequent offenses could lead to loss of credit for the course.

CODE OF CONDUCT

The Board of Education of the Manchester Local School District has zero tolerance for student conduct that is violent, disruptive, and/or inappropriate, including, but not limited to, truancy. Violation by a student of any one of the following rules of conduct will result in disciplinary action(s), which may include oral warning, written warning, detention, parental contact, rearrangement of schedule, referral to legal authorities, emergency removal, suspension, and/or expulsion.

EXPULSION – Generally, the student is removed from school for up to eighty (80) school days which may result in loss of credit for such time.

SUSPENSION – The student is removed from school for up to ten (10) school days.

The items in the code are inclusive for all students while on school property, or while under school

authority, on school buses, or during a school activity, function, or event whether on property owned, rented, or maintained by the Manchester Board of Education or property owned, rented, or maintained by another party.

This code shall also be inclusive for the right to exercise authority and for personal and property protection of administrators, teachers, librarians or media clerks, substitute teachers, teacher aides, monitors, authorized volunteers, tutors, secretaries, cooks, custodians, bus drivers, visitors, or other authorized school personnel.

Grounds for expulsion shall include, but not be limited to:

1. **Assault, assault and battery**, or threat thereof to any school personnel, other student, visitor, or any other person.
2. **False alarm**, including fire or bomb threats.
3. Use, possession, concealment, evidence of consumption, or transmission of **Alcoholic Beverages** on school property (including buses), or at any school sponsored activity.
4. Illegal use, possession, evidence of consumption, concealment of, or transmission of any **narcotic, drug, or other mind altering substance, caffeine, or substance purporting to be any of the above**, on school property (including buses), or at any school sponsored activity.
5. **Disruption of school** by use of violence, force, coercion, threat, harassment, noise, or disorderly conduct. This shall include use of same to incite others toward acts of disruption.
6. **Arson or attempted arson** to any building or property belonging to the Board of Education.
7. **Possession, use, or threatened use of fireworks, explosives, or other such instruments** capable of inflicting bodily injury.
8. **Possession, concealment, use, transmission, or threatened use of weapons**, or any object which might be considered a dangerous weapon or instrument of violence.

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 firearms shall include any weapon (including a starter gun) which will or is designed to or may readily be converted to expel projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C.A. Section 921.), which includes any explosive, 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 expulsions 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, where the incident is a manifestation of the student's 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 to 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 shall expel the student from school, subject to the same conditions stated above.

9. **Damage, destruction, or defacement** of school property or private property on school prem-

ises.

10. **Use, smoking, or possession of tobacco.** **SPECIAL NOTE:** When a student violates this rule by using or smoking tobacco for a third time in a school year, that student shall automatically be suspended for 10 days with a recommendation that the student be expelled. However, the third violation in a school year is not the only violation for which discipline may be imposed. In addition, possession of tobacco is also subject to discipline although not to automatic suspension for 10 days with a recommendation that the student be expelled. Students may also be subject to legal codes which prohibit minors from possessing tobacco products.
11. **Profane, indecent, or obscene language:** Written or verbal language directed toward or used in the presence of school personnel, students, visitors, or any other person. This shall include use of obscene gestures, pictures, and signs.
12. **Insubordination** – in refusing to comply with direction of school personnel.
13. **Truancy** from school; including study hall, class, or any other assigned activity for part or all of a day, without school authorization.
14. **Tardiness** to class or school.
15. **Theft** of school property or equipment, of personal property of any school personnel, or of another student or visitor or any other person, including property at school sponsored activities.
16. **Fighting** among two or more students.
17. The act of **extortion** from any person.
18. **Gambling** for money or valuables.
19. **The act of falsely reporting incidents,** making accusations, or giving testimony to school personnel which may affect the welfare of others.
20. **Falsifying** in writing the name of another person, times, dates, grades, addresses, or other data on school forms or correspondence directed to the school.
21. **Violations** of any school rules or accepted standards of school behavior.
22. Participation in a **student strike or student walk-out.**
23. It should be noted that other possible student conduct, **persistent disobedience or gross misconduct** may also serve as grounds for discipline.
24. **Improper or unauthorized use or abuse of school property.** This includes, but is not limited to, the use of school computer equipment or software for non-school purposes.
25. Water bottles are permitted in most areas during the school day. Outside drinks and other open containers are not permitted in the classroom. Teachers have final say in their classrooms.

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

The Board of Education and Manchester High School are committed to providing a safe, positive, productive, and nurturing education environment for all of its students.

Harassment, intimidation, or bullying towards 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 district will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while en route 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.

Harassment, intimidation, or bullying means:

- A. Any intentional written, verbal, electronic, or physical act that a student or group of students exhibits towards 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 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 cell phone, computer, 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 education, 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., social media, internet, email, cell phone) that a student(s) or a group of students exhibits towards 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 education environment for the other student(s).

DRESS & GROOMING

Dress and grooming should be clean and not unkempt; however, styles do change. If a style demonstrates that it is disruptive to the educational process, constitutes a threat to the safety and health of self or others, or is in violation of any statute, it would not be permitted in school. The school will contact parents of students in cases where student dress seems to be inappropriate for school.

Guidelines – This is not an attempt to include all items. The following items and any unnatural or personal appearances that may be offensive to others or disrupt the educational process will not be permitted. The following are guidelines to follow.

1. **No bare midriffs. Shirts should be long enough that they can be tucked into the pants/shorts/skirts.**
2. No articles that could cause damage to self or other students or property (i.e. chains, inappropriate jewelry, etc.)
3. No articles/shirts with derogatory or suggestive comments/slogans/pictures or which display drug/alcohol connotations.
4. No articles which are soiled with grease, oil, paint, dirt, etc.
5. No bandannas (unless worn as a hairband), hats, and sweatbands.
6. No clothing that has holes. If jeans or shorts have holes, leggings must be worn to cover skin. The leggings cannot be flesh-colored giving the impression that skin is showing.
7. No sheer or see-through type of clothing.
8. No exposed cleavage or low-cut tops, including tops that do not cover the back.
9. No shirts worn off of the shoulder.
10. No spaghetti straps or halter-tops. Straps must be a minimum of 2 inches if a sleeveless top is worn.
11. No undergarments should be seen outside of the clothing.
12. **Jackets and coats will not be worn during school hours.**
13. All shorts and skirts must be worn within 5 inches of the knee on all sides. Lycra or bicycle

shorts are not allowed.

14. All apparel should be worn in a reasonable and appropriate manner. Pants and skirts at the waist.
15. No sunglasses.
16. No unnatural hair coloring.
17. No facial piercings. Small jeweled nose studs and nose rings are acceptable.
18. No flip-flops, slippers, slides or beach shoes. Shoes must be sturdy and fit snugly on the foot so that they don't come off when walking.
19. No Healy shoes.
20. **No bags of any type (i.e. book bags, gym bags, etc.) will be carried during school hours.**
21. No pajama pants unless approved as part of spirit week.

***The student council may periodically request a special dress day through the administration.

Students violating the above guidelines will be asked to change and/or will be sent home. Repeated violations may result in detentions.

USE OF TECHNOLOGY AND OTHER DEVICES

We are excited to provide a 1:1 technology solution for all MHS students. **Students are to use the Chromebook provided by the school.** A more detailed tech policy will be covered during the first week of school related to the Chromebooks.

Headsets, hand-held gaming devices and Smart watches are not to be used to check or send text messages, email, access games, the internet, images, camera or videos. iPads, tablets and other personal devices are also not permitted unless permission is given for a special circumstance by administration.

Information displayed on internet sites, apps or social media that cause disruptions or are offensive to individuals will be dealt with sternly, and according to District Policy. All students must sign and abide by the Technology "Acceptable Use Guidelines."

STUDENT CELL PHONE USE

Cell phones are to be placed in student lockers and turned off upon arrival to school and not removed until the end of the school day. Students in possession of a cell phone during school hours will receive the following:

1st Offense - One (1) day in the D.A.C. Parents must come to school to pick-up the phone.

2nd Offense - Five (5) days in the D.A.C. Parents must come to school to pick-up the phone.

3rd Offense - Ten (10) days in the D.A.C. Parents must come to school to pick-up the phone

WELLNESS POLICY

The School Board has instituted a Wellness Policy where no carbonated beverages will be sold at school during school hours. The only exception is that diet soda and carbonated water will be sold. No Energy Drinks during school hours.

SCHOOL CALENDAR

The school calendar is put in place by the Board of Education. Senior exams and the last day of school will be determined by the administration at some point in the spring.

STUDENT PICK-UP/DROP-OFF

Early dismissals, student illness, and others leaving school before the end of the school day should

be picked up at the **door #3 in the back of the building.** Students returning to school after the start of the school day should be **dropped off at door #3.** All doors are locked after the home-room bell, 7:45 a.m. Everyone entering the building must use the buzzer system at the front door.

PARKING PERMITS

Students driving to school must purchase a parking permit in the Main Office prior to driving to school. Permits will be revoked with no refund if driving violations occur. Permits are for Sophomores, Juniors & Seniors, and must show a valid Driver's License. They are non-transferrable and may not be given to another student. Cost for parking permits are \$20.00.

PROGRESS BOOK

Information regarding student homework assignments, grades, attendance, etc. is accessible through Progress Book. Parents can contact the Main Office of the High School to receive the parent password code needed to utilize this informative website.

SENIOR PICTURE REQUIREMENTS

Senior pictures for the yearbook will be taken exclusively by Carmen Studios here at the high school. This service is free of charge to our students. Dates for pictures to be taken in the fall will be posted on the school web site. If students are unable to attend one of these dates, a sitting at Carmen Studio can be scheduled at a cost of \$15.00. Pictures from other studios will no longer be accepted for the yearbook.

COLLEGE CREDIT PLUS

Ohio's new College Credit Plus can help you earn college and high school credits at the same time by taking courses from colleges and/or universities. The purpose of this program is to promote rigorous academic pursuits and to provide a wide variety of options to college-ready students. Please see Panthercountry.org for more information.

GRADUATION TICKETS

No graduation tickets will be given to students until ALL school obligations are finalized. (fees, fines, holds)

REGULAR BELL SCHEDULE		
Period	Begin	End
Homeroom	7:45	7:51
1	7:55	8:35
2	8:39	9:19
3	9:23	10:03
4	10:07	10:47
5	10:51	11:31

6	11:35	12:15
7	12:19	12:59
8	1:03	1:43
9	1:47	2:27

MORNING ASSEMBLY

Period	Begin	End
Homeroom	7:45	7:51
ASSEMBLY	7:55	8:40
1	8:44	9:19
2	9:23	9:58
3	10:02	10:37
4	10:41	11:16
5	11:20	11:55
6	11:59	12:34
7	12:38	1:13
8	1:17	1:52
9	1:56	2:27

PEP ASSEMBLY

Period	Begin	End
Homeroom	7:45	7:51

1	7:55	8:33
2	8:37	9:15
3	9:19	9:57
4	10:01	10:39
5	10:43	11:21
6	11:25	12:03
7	12:07	12:45
8	12:49	1:27
9	1:31	2:09
ASSEMBLY	2:13	2:27

DELAYED START

Period	Begin	End
Homeroom	9:49	9:54
1	9:58	10:24
2	10:28	10:54
3	10:58	11:24
4	11:28	11:54
5	11:58	12:25
6	12:29	12:56
7	1:00	1:27
8	1:31	1:57
9	2:01	2:27