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***WELCOME!***  
**TO THE STUDENTS OF MORGAN HIGH SCHOOL**

On behalf of the Morgan Local Board of Education, faculty and staff, it is a pleasure to welcome each of you to Morgan High School and the opening of another school year. This daily agenda book contains much helpful information. Please, take some time to read it, and keep it handy for quick reference and use throughout the school year.

Learning is not an easy process. It involves mistakes, exploring the unknown and taking risks. Learning also requires consistent hard work. The teachers who will work with you in your courses and activities want to teach you that effort leads to success. Courage and perseverance will give you the strength to keep trying even when your path becomes difficult. If you learn the importance of effort, courage and perseverance, you will have learned an invaluable lesson about what it takes to be a lifelong learner.

Education comes in many forms. In addition to your academic education, you have the opportunity to become involved in many organizations as well as our athletic programs. Your experience will be only what you choose to make of it. We encourage you to become an involved member of the student body and make your high school years enjoyable and rewarding.

Finally, we must learn the importance of caring and helping each other. The ultimate determination of how good a school we have will depend not only on the quality of instruction and the caliber of our students, but also on the way we treat each other in the daily routines of school life. Respecting and celebrating our differences and learning how to cooperate with one another are at the foundation of our future success.

Best wishes for a great school year!

Respectfully,

*Matthew Barrett*, Principal

*Darin Logan*, Assistant Principal

*Tara Newton*, Athletic Director

### **2025-2026 SCHOOL CALENDAR**

August	20	First Day of School
September	1	Labor Day – NO SCHOOL
	2-5	Morgan County Fair – NO SCHOOL
	26	Special Reports to Parents
October	24	End of First Grading Period
November	4	ALL STAFF PD – NO SCHOOL
	11	Veterans’ Day -- NO SCHOOL
	26-28	Thanksgiving Break – NO SCHOOL
December	1	Thanksgiving Break-NO SCHOOL
	5	Special Reports to Parents
	22-31	Christmas Break
January	1-2	New Year’s Break
	5	ALL STAFF PD – NO SCHOOL
	16	End of Second Grading Period
	19	Martin Luther King Day NO SCHOOL
February	16	No School
	20	Special Reports to Parents
March	19	End of Third Grading Period
	20	ALL STAFF PD- NO SCHOOL
April	3-6	Easter & Spring Break - NO SCHOOL
	24	Special Reports To Parents
May	25	Memorial Day - NO SCHOOL
	28	Last Day for Students
	29	Last Day for Teachers

**Parent/Guardian Signature Page for 2025-2026 School Year**

Student Name: \_\_\_\_\_

Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

(Please check all that apply)

**Hand Book Policy:**

☐

I have read and understand the expectations and responsibilities outlined in the current Morgan Local School District Student/Parent Handbook.

**Student Computer Network/Internet Acceptable Use Policy:**

☐

Yes, I have read and understand the Student Computer Network/Internet Acceptable Use Policy, and I agree to all its terms and conditions. I confirm my child's intentions to abide by the terms and conditions therein.

**School/Parent Compact:**

☐

I have read, signed and returned the School/Parent Compact with my child

**Sudden Cardiac Arrest Forms: Lindsay's Law**

☐

I have read and agree to the guidelines of Sudden Cardiac Arrest forms

**Photo Release Authorization:**

☐

Morgan Local School District **and other school-related agencies** have my permission to use photographs of my child in educational articles it may publish in newspapers, newsletters and professional journals.

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Parent Signature*

\_\_\_\_\_  
*Date*

***Please remove this page and the following page, and return to the main office along with your Emergency Medical Authorization Form by August 31st.***

**Internet Accessibility Survey**

**Connectivity at home (Please check only which best describes the student's connectivity)**

- ☐ The student has cellular hotspot or phone
- ☐ The student has broadband connectivity (cable, DSL or other non-cellular)
- ☐ The student does not have any access to either of the connections listed above

**Student device access at home (Please check only which best describes the student's device)**

- ☐ The student has a computer which is provided by the school
- ☐ The student has a computer which is provided by the student or the student's family
- ☐ The student has a smartphone which is provided by the student or the student's family
- ☐ The student does not have any of the devices listed above

**Student's Parent Military Status (ORC3301.60)**

- ☐ The student has at least one parent on active duty in either the Army, Navy, Air Force, Marines or Coast Guard
- ☐ The student has at least one parent on active duty with the National Guard
- ☐ The student has at least one parent in the Reserves
- ☐ The student does not have at least one parent in any of the situations listed above

**Please sign and return to school *return to the main office along with your Emergency Medical Authorization Form by August 30, 2024.***

## SCHOOL-PARENT COMPACT

The purpose of the School-Parent Compact, found in the Elementary and Secondary Act (ESEA), Title I, Part A is to outline how parents, teachers, other school staff, and students will share the responsibilities for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state standards. *Please check and sign on p. 5 that you agree to this compact.*

### **School Responsibilities** The school staff will:

1. Share responsibility for excellence in education.
2. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the student to meet the state standards.
3. Hold parent-teacher conferences two times during which items contained in this compact will be discussed as it relates to the individual child's achievement.
4. Provide parents with frequent reports on their child's progress.
5. Provide parents reasonable access to staff. Staff will be available for consultation, by appointment, during teacher's conference and at other times as pre-arranged.
6. Notify parents of changes affecting attendance, achievement, grades or behavior.
7. Provide parents opportunities to volunteer and participate in their child's class and activities. (Please contact your principal if interested. Fingerprinting and background checks are required for volunteers.)

### **Parent Responsibilities** The parent will:

1. Agree to Title I service for my child and recognize the importance of parent involvement for the success of my child's education.
2. Participate, as appropriate, in decisions relating to my child's education.
3. Monitor attendance.
4. Provide a place and time to study and make sure homework is complete.
5. Promote positive use of my child's extracurricular time.
6. Communicate through parent-teacher conferences, memos, telephone, and other school correspondence.
7. Participate in school events/activities, planning meetings, parent in-services, classroom visits, and volunteer programs.
8. Provide support for school policies and staff members with a positive attitude towards education and learning

**Student Responsibilities** The **student will:**

1. Agree to be responsible for improving my academic achievement and success in school.
2. Attend school regularly.
3. Follow school rules, respect and cooperate with other students and adults.
4. Prepare for class, study and complete assignments.
5. Listen and participate in class.

Message from the Principal & Title I Coordinator:

I support this form of school/parent/student involvement. Therefore, I shall strive to do the following:

Provide an environment that allows for and encourages positive communication between the teacher, parent, and student; provide opportunities for parents to be involved in the school and in their child's education; encourage teachers to provide assignments and classroom instruction that reinforces State and Title I performance standards.

**Morgan Local School District**

This handbook replaces all prior handbooks and other prior written material provided on the same subjects. This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available on the District's website.



**MORGAN HIGH SCHOOL**  
**“ALMA MATER”**

*Hail to Morgan praises sing,  
Her bell of triumph gladly ring.  
All her trials she overcame  
And now she's on her way to fame.  
(To the) Blue and Gray we bid adieu,  
But we will 'ere remember you.  
Now as Raiders we must try  
To do our best for MORGAN HIGH!*

## **Bell Schedules**

### **Regular Schedule**

<b>Periods (Mods)</b>	<b>Time</b>
Doors Open	7:10
1	7:30-8:20
2	8:20-9:10
3	9:10-10:00
WIN Period 4	10:00-10:45
5A	10:45-11:15
5B	11:15-11:45
5C	11:45-12:15
6	12:15-1:05
7	1:05-2:00
Teacher Collaboration	2:05-2:45

### **2-Hour Delay**

### **Early Release**

<b>Periods (Mods)</b>	<b>Time</b>	<b>Time</b>
Doors Open	9:10	7:10
1	9:30-10:05	7:30-8:05
2	10:05-10:45	8:05-8:45
3	10:45-11:25	8:45-9:25
WIN Period 4	Canceled	Canceled
5A	11:25-11:50	9:25-9:50
5B	11:50-12:15	9:50-10:15
5C	12:15-12:40	10:15-10:40
6	12:40-1:20	10:40-11:20
7	1:20-2:00	11:20-12:00
Teacher Collaboration	2:05-2:30	None

**Lunches:**     5A, 5B, 5C

**WIN (What I Need) Period:** 4th

**4 Minutes between classes**

### **ACADEMIC EXPECTATIONS IN THE CLASSROOM**

All students will:

1. Be prepared for class everyday (book, paper, writing instrument, etc...)
2. Complete and turn in class assignments and homework when given.
3. Allow teachers to teach/conduct class activities without interruption.  
**Should a student fail to follow the above guidelines, the following will result:**
  1. If disruptive to the learning of others, the student will be immediately removed from class and placed in Alternative Educational Placement (AEP) by an administrator. Parents will be notified if placement exceeds on school day.
  2. Failure to complete work will be considered "insubordination" and the student will be disciplined accordingly. See Infractions & Disciplinary Steps.
  3. Students who fail a required course will make up the course after school or during summer school on RaiderNet. See Failing Classes/Course Recovery.

### **CHEATING/ACADEMIC MISCONDUCT**

Cheating at Morgan High School is a severe offense that will not be tolerated as it is viewed as contrary to the school's mission statement. The misuse of RaiderNet is also considered cheating/academic misconduct.

#### ***Plagiarism:***

Submitting the words, ideas, images or data of another person as one's own in any academic writing or other project.

#### ***Cheating:***

- a) Possession of unauthorized material,
- b) Substantial editorial or compositional assistance,
- c) Submission of another student's material already graded for credit,
- d) False claims or fabricated references,
- e) Copying off of someone else's exam and/or quiz; or passing answers from a quiz or exam to another student.

Any student caught plagiarizing or cheating:

1. Will be required to do another exam/assignment on his/her own time (outside regular class time).
2. Could be assigned detention, Saturday school, AEP, and/or OSS based on the severity of the infraction.
3. Parents will be notified.

### **GUIDANCE SERVICE**

The guidance department functions to assist a student in making educational and career decisions as well as to help the student with any personal problems that may interfere with progress through high school. The guidance department will make necessary schedule changes, with the approval of the principal and the classroom teacher.

Counselors are on duty to assist in any way possible. All students are urged to make use of guidance services when the need arises. The guidance office is well supplied with the latest in occupational and school information. Counselors may administer individual aptitude and interest tests and discuss the results with both the student and parent and assist all concerned in the proper use of test scores to facilitate educational and career choices.

### **COURSES ONLINE and DISTANCE LEARNING**

Certain courses are available online (credit recovery, CCP, etc...) or through distance learning. Students will receive Morgan High School credit for any coursework successfully completed online or through distance learning. Online and distance learning course work is graded on the same grading scale as regular class work (a weighted scale is used for qualifying CCP courses).

Given that online courses are available via the Internet, students may be able to complete some coursework outside the high school building. All tests and quizzes must be completed on campus with teacher/aide supervision. Some courses include projects that must be completed, turned in and graded by a certified staff member.

### **SCHEDULE CHANGES:**

1. COURSE CHANGES - Planning a schedule for the next school year is a difficult task, and situations may occur requiring a change in that schedule. Changes have a serious effect on class size, teacher assignments, and the overall master schedule. The student and parent are urged **NOT** to plan a program with the idea that it can be changed. Course changes may be made through the Guidance Office BEFORE the first day of school. Only the following reasons will constitute a need for change after this deadline:
  - A. A technical error was made in the process of scheduling the student's requests.
  - B. The student has been clearly academically misplaced.
  - C. There is a scheduling conflict.
  - D. There is a scheduling overload.

No schedule change will be officially recorded on permanent records until the following conditions are fulfilled:

- A. All schedule changes must go through the assigned counselor.
  - B. Schedules will not be changed without appropriate signatures on the change form.
  - C. The schedule change must be entered into the computer.
2. ADDING A CLASS AFTER SCHOOL BEGINS - Course additions must occur no later than the Friday of the first full week of school or 2nd semester.
3. COURSE WITHDRAWAL AFTER SCHOOL BEGINS - Students are not permitted to drop any course without the permission of the building principal and counselor.

Note: Students will not be permitted to schedule a time to leave early, come in late, be an office or classroom aide unless all online/credit recovery work is completed and only with the signed approval of the principal.

All decisions will be at the discretion of the building principal or designee

## **GRADUATION REQUIREMENTS AND GRADE CLASSIFICATION**

### **Class of 2026 and 2027**

#### **TOTAL OF 21 CREDITS REQUIRED FOR GRADUATION**

##### **A. Graduation Requirements:**

From grade 9 through 12 each student must successfully complete the following:

- 4 units of English
- 3 units of Social Studies (must include 0.5 credit of World History, American History, and 1.0 credit of American Government)
- 4 units of Mathematics (must include Algebra I, Algebra II or equivalent, and Geometry)
- 3 units of Science (1 Physical Science and 1 Biology)
- 1 unit of Physical Education and Health (1/2 unit Health-1/2 unit Physical Education)
- 1 unit of Fine/Performing Arts (unless in CTE)
- 0.5 unit of Computer Technology
- 0.5 unit of Financial Literacy
- 4 units of Electives

All students must complete one unit or two half units that include: Business/Technology and/or Fine Arts or Foreign Language or a combination of these.

B. To participate in graduation exercises, students must complete all course requirements by the Friday before the scheduled ceremony; this includes all State tests.

C. Morgan High School's master schedule allows for six (6) 1-hour courses per year or three (3) credits per semester.

### **Class of 2028 and Beyond**

#### **TOTAL OF 22 CREDITS REQUIRED FOR GRADUATION**

##### **A. Graduation Requirements:**

From grade 9 through 12 each student must successfully complete the following:

- 4 units of English
- 3 units of Social Studies (must include 0.5 credit of World History, American History, and 1.0 credit of American Government)
- 4 units of Mathematics (must include Algebra I, Algebra II or equivalent, and Geometry)
- 3 units of Science (1 Physical Science and 1 Biology)
- 1 unit of Physical Education and Health (1/2 unit Health-1/2 unit Physical Education)
- 1 unit of Fine/Performing Arts (unless in CTE)
- 0.5 unit of Financial Literacy
- 5.5 units of Elective Credits

All students must complete one unit or two half units that include: Business/Technology and/or Fine Arts or Foreign Language or a combination of these.

B. To participate in graduation exercises, students must complete all course requirements by the Friday before the scheduled ceremony; this includes all State tests.

C. Morgan High School's master schedule allows for six (6) 1-hour courses per year or three (3) credits per semester.

### **SENIOR ACADEMIC RECOGNITION:**

A. Students will be honored at commencement based on the following GPA scale:

- |                   |                     |
|-------------------|---------------------|
| ● Summa Cum Laude | 4.000 GPA and above |
| ● Magna Cum Laude | 3.800 to 3.999      |
| ● Cum Laude       | 3.670 to 3.799      |

### **Valedictorian/Salutatorian**

**Rationale:** By definition, valedictorian is a title given to the student with the highest grades in his/her graduating class, who delivers the closing or farewell statement at graduation ceremony. Morgan High School desires that this individual or individuals be representative of the entire student body. It is important that the individual(s) be a visible role model for other students and that their high school curriculum is rigorous and well-rounded. We believe that the selection criteria described below will help to identify the best student to represent the current graduating class and all of Morgan High School's students.

### **Valedictorian/Salutatorian**

B. Valedictorian/salutatorian selection will be determined at the end of the eighth semester (CCP courses completed off campus will delay the selection process) and will be awarded to anyone who achieves the following criteria:

- The senior(s) who has/have the highest cumulative weighted GPA in the class.
- The senior(s) who has/have taken 4 CCP courses worth at least 3 semester hours or more, in core academic areas (English, Mathematics, Science, Social Studies).
- The senior(s) who has met the criteria for any Honors Diploma established by the Ohio Department of Education.
- To be eligible, a student must have been enrolled in Morgan High School for at least the last three semesters.
- If there are two or more students tied for selection, a Salutatorian will not be named.
- If there are any discrepancies in the criteria presented the Building Leadership Team will meet to finalize the selection.
- Students must be in good standing:
  - a. No suspensions during the last three semesters
  - b. No conduct unbecoming a Morgan High School student
  - c. No legal convictions

### **OHIO STATE TESTING DATES**

#### **Fall Test Window (Re-testers):**

Dec. 1, 2025 - Jan. 16, 2026

#### **Spring Test Windows (First time test takers and re-testers):**

English Language Arts – March 23-April 24, 2026

Mathematics, Science & Social Studies – March 30-May 8, 2026

**School-Based ACT Testing:**

Fall- October 2025 (specific date will be announced)

Spring- March 2026 (specific date will be announced)

**School Testing Code 363-320****NATIONAL ACT TESTING DATES:****2026 National Test Dates Schedule**

Test Date	Regular Registration Deadline Late Fee Applies After This Date	Late Registration Deadline
September 6, 2025	August 1	August 19
October 18, 2025	September 12	September 30
December 13, 2025	November 7	November 24
February 14, 2026	January 9	January 23
April 11, 2026	March 6	March 24

**SAT TESTING DATES:****Fall 2026**

✓ August 15, 2026

✓ September 12, 2026

✓ October 3, 2026

✓ November 7, 2026

✓ December 5, 2026

**Spring 2027**

✓ March 13, 2027

✓ May 1, 2027

✓ June 5, 2027

**ADVANCED PLACEMENT COURSES**

Enrollment is open to any student who believes he/she can meet the expectations of challenging work. The minimum enrollment will be ten (10) students. We may be able to hold the class if enrollment is smaller only if there are enough faculty to cover regular course offerings. All students will be expected to take the AP exam. Cost of each exam (approximately \$98.00) is covered by the district. A weighted scale will be used to calculate grades.

## **POLICY FOR EARNING CREDIT WHILE NOT IN THE CLASSROOM**

There are times when school credit must be earned outside of the regular classroom; for example, a student may need home instruction because of an illness or injury that prohibits him or her from attending school.

The following rules apply when earning school credit outside the regular classroom:

1. Approved cases of home instruction must be handled through certificated tutors (who must be approved by our school) and arranged through the guidance department. Instruction cannot take place on school property.
  - A. 20 hours of private instruction and 40 hours of homework per 1/2 unit of credit.
  - B. Required exams are to be taken at the high school under the supervision of the guidance staff. This requirement is waived if the student's physical condition precludes such testing. In this case, the tutor will be responsible for obtaining exams from the guidance staff.
2. Students may not take a required course as a new course through tutoring or correspondence (home instruction exception), through their four-year tenure in high school without permission from the school principal.

### **3. COLLEGE CREDIT PLUS**

The **College Credit Plus** program will govern those arrangements where a student is engaged in nonsectarian, non-remedial educational coursework while in high school that automatically results in transcribed high school and college credit at the successful conclusion of that coursework.

Since there are several conditions that must be met, students interested in participating in College Credit Plus must see their guidance counselor for full details.

**November 1 is the deadline for students to declare their intent to participate in College Credit Plus for the Spring semester of the current school year.**

**April 1 is the deadline for students to declare their intent to participate in College Credit Plus by taking courses at a college or university for the next school year.**

### **4. Senior Early Release Work Program**

Seniors **enrolled in co-op or other job placement** may be excused from school up to two (2) periods in order to go to work, provided he/she has earned at least 16 credits and is classified as a senior and has met one of the Graduation Options as outlined by the Ohio Department of Education. Students who develop attendance problems or become behavior problems will be pulled from the program and placed into Raider Net, or AEP until such time as they return to approved standing.

### **5. Credit Flexibility**

The intent of Credit Flexibility is to allow students to learn in an "independent" or "individual" setting and to study or work with recognized experts in specific fields, subject to school and parental approval. Students must obtain prior approval of student-proposed educational options plans to be eligible for credit.

Credit Flexibility Plans may be discussed in the following areas:

- Testing out or demonstrating master of course content;
- Pursuing one or more "educational options"



## **GRADE REPORTS**

Grade reports will be distributed the second Friday following each nine weeks grading period.

Final grades at the end of the school year will be mailed to the residence of each student. Final grades can also be accessed online through the Learning Management System.

Grades and credits will be withheld if a student has obligations, including but not limited to school hours to be made-up due to attendance issues, financial, etc. Grade reports will be available immediately upon receipt of money owed or completion of other obligations.

## **GRADING SCALES**

HIGH SCHOOL REGULAR GRADING SCALE						
LETTER GRADE	PERCENTAGE	POINT VALUE		LETTER GRADE	PERCENTAGE	POINT VALUE
A	93-100%	4.000		C	73-76%	2.000
A-	90-92%	3.670		C-	70-72%	1.670
B+	87-89%	3.330		D+	67-69%	1.330
B	83-86%	3.000		D	63-66%	1.000
B-	80-82%	2.670		D-	60-62%	0.670
C+	77-79%	2.330		F	0-59%	0.000

HIGH SCHOOL WEIGHTED GRADING SCALE (HONORS/AP/CCP)						
LETTER GRADE	PERCENTAGE	POINT VALUE		LETTER GRADE	PERCENTAGE	POINT VALUE
A	93-100%	5.000		C	73-76%	3.000
A-	90-92%	4.670		C-	70-72%	2.670
B+	87-89%	4.330		D+	67-69%	2.330
B	83-86%	4.000		D	63-66%	2.000
B-	80-82%	3.670		D-	60-62%	1.670
C+	77-79%	3.330		F	0-59%	0.000

Final semester grades will be calculated by averaging the two 9-weeks grades.

*Students will receive credit for each semester of successfully completed work in a course. Students, therefore, need to successfully complete and pass both semesters of a yearlong course in order to receive full credit for that class.*

Students who are absent will be allowed an equal amount of time to make up work as the number of days missed. A student out for two days will be given two days to make up work missed during that period of sickness. This policy does not apply to student assignments with pre-determined due dates (e.g. speeches, term papers, etc...). Students are accountable for meeting these due dates.

The building principal must approve any exceptions to the grading policy and a letter placed in the student's permanent file explaining the decision.

## **INCOMPLETES**

At the end of a grade period, a teacher may assign an incomplete (I) for missing work, missing homework, incomplete tests etc...Incompletes will only be given for extenuating circumstances (i.e. medical condition). Incompletes must be made up within five (5) days of the end of a grade period or the "T" will equate to an "F" for that grading period. **With regard to athletic eligibility, once an "F" has been given, it cannot be changed to regain eligibility (by OHSAA Rule).**

## **FAILING CLASSES**

Students who fail either semester of a required class or classes will make up the class on Raider Net. The credit recovery grade will be added to the student's transcript. Students will not be permitted to schedule a time to leave early, come in late, be an office or classroom aide unless all online/credit recovery work is completed.

## **ELIGIBILITY FOR SCHOOL SPONSORED ACTIVITIES**

All students belonging to a school sponsored organization must meet eligibility requirements as stated below. All students that wish to run for a class office, or any office in any activity, must have at least a 2.25 cumulative GPA, and will have their eligibility determined on a nine weeks basis.

Ineligible students will be allowed to participate in activity meetings during activity period, but will be denied participation in activity functions occurring after school hours. In addition, ineligible students could be denied activity functions that would remove them from class.

All signs and posters must be approved by the school administration. Signs may be displayed for five school days.

**Athletics** - In order to be eligible to participate in our school sponsored extracurricular program a student must have passed the equivalent of 5.00 units of credit for the previous nine week grading period. Student athletes must also meet all eligibility criteria as defined by the OHSAA.

No player may transfer from one sport to another prior to the first scheduled contest without a release from his or her coach. If a player quits, or is removed from a team, he/she may not join another sport or participate in any preseason conditioning, open gym, etc., until the season, which they are no longer participating in, is complete.

1. An ineligible athlete may regain eligibility during the season.
2. If any athlete is declared ineligible before the conclusion of a season, the athlete cannot earn a letter or any other awards.
3. All students must be eligible to take part in any off-season programs.

**Extra-curricular activities** - All students should realize that participation in extracurricular activities is a privilege and not a right. This includes activities such as dances (including prom), class trips, graduation exercises, etc. This right could be denied by any misconduct, not only on school property, but also misconduct that occurs off property during school-sponsored activities. Any person employed by the Morgan Local School District to direct, supervise, or coach a student activity program, has the authority to prohibit a student from participation in extracurricular activities.

**Some of the activities to be involved in:**

Art Club	Guitar Club
Class Officers	Drama
French Club	FFA
Pep Club	National Honor Society
Key Club	Student Council
Skills-USA	Dungeons and Dragons Club

**Field Trips/College Visits/Job Shadowing** – Participation is subject to administrative approval. Students not in good standing academically and/or those who have attendance problems or behavior problems could be denied the privilege of an “excused” absence from school for a field trip or college visit. Juniors may request up to three (3) excused days for college visits and seniors may request up to two (2) excused days for college visits. See guidance counselor for a college visitation form.

### **WITHDRAWING FROM SCHOOL**

If a student withdraws from Morgan High School, it is the responsibility of the student to report this to the guidance office immediately. On the withdrawal day, the student and parent will meet with the principal to discuss next steps. The student and parent will fill out a withdrawal slip with their signatures. A copy of the withdrawal slip will be kept in the main office and a copy will be returned to the parent. Before leaving campus, the student will check in with teachers, counselors, and office staff to ensure all school owned material has been returned and all school fees collected. At this time, the student turns in his/her books to each teacher and returns any library materials. If the student owes any fees for books or other supplies or obligations, he/she may not officially withdraw from school until these obligations are discharged. All Career-Technical (CTE) students must take their WebExam or credentialing exams prior to leaving campus on the day of withdrawal. This action will be signed off by the principal or designee.

### **TEXTBOOKS**

All textbooks are issued in usable condition and must be returned in the same condition. Damaged books or lost books must be paid for before the student receives credit for his/her courses, which is in accordance with the Ohio School Law.

### **USE OF THE LIBRARY/COMPUTER LAB**

The library/computer lab is a place to do research and study. Wandering around, talking, loitering and distracting others may cause a student to lose his/her library privileges.

The library/computer lab facilities are for those who wish to use dictionaries, encyclopedias, do research for special assignments, read library books or magazines and check out books.

1. The library/computer lab hours are during school hours.
2. Special arrangements to use the library may be scheduled by students, faculty or community for special projects.
3. Students wishing to use the library or computer lab without a teacher must sign in upon arrival from the classroom. Failure to sign in will mean loss of privileges to use both facilities.
4. Any infraction of rules will result in loss of privileges to the library and computer lab. These rules are: no gum chewing, noisy, nothing to do, being abusive on the Internet or of library materials, disrespectful to teachers, students and any other school rules.
5. Students are responsible for all materials checked out. If lost they must pay for them. If overdue materials are ignored, after three notices, the student will be

charged for the price of the materials. The fine will be put in the student's file and it must be paid when the student graduates, if not before.

6. Students not signing out library materials will lose library and computer lab privileges.

7. Any student destroying library property will lose library/lab privileges.

8. Teachers using the library must schedule the class. If the teacher wants students to use the library from a class - they must first check with the librarian to determine space availability then write a pass for the student. The teacher should notify the librarian of the assignment involved.

9. Students may use the library and computer lab as often as needed during the day as long as the student is working the first time that day, if not; they will not be allowed to return to the facilities that day.

10. It is important that a student abide by the contract they signed to use the Internet. If this is not obeyed, the student will lose Internet privileges.

11. At graduation, all students must clear all library-computer lab fines in order to graduate. Fines not paid may be obtained from the student's school office file.

12. All library materials have a two-week loan period.

### **Student Computer Network/Internet Acceptable Use Policy**

Technology can greatly enhance the instructional program, as well as the efficiency of the District. The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks.

Computers and use of the District network or online services support learning and enhance instruction, as well as assist in administration. For purposes of this policy computers include District-owned desktop computers, laptops, tablets and other mobile computing devices.

All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of the computer/network include but are not limited to:

1. violating the conditions of State and Federal law dealing with students' and employees' rights to privacy, including unauthorized disclosure, use and dissemination of personal information;
2. using profanity, obscenity or other language which may be offensive to another user or intended to harass, intimidate or bully other users;
3. accessing personal social networking websites for non-educational purposes;
4. reposting (forwarding) personal communication without the author's prior consent;
5. copying commercial software and/or other material in violation of copyright law;
6. using the network for financial gain, for commercial activity or for any illegal activity;
7. "hacking" or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access;
8. accessing and/or viewing inappropriate material and
9. downloading of freeware or shareware programs.

The Superintendent/designee shall develop a plan to address the short- and long-term technology needs and provide for compatibility of resources among school sites, offices and other operations. As a basis for this plan, he/she shall examine and compare the costs and benefits of various resources and shall identify the blend of technologies and level of service necessary to support the instructional program.

Because access to online services provides connections to other computer systems located all over the world, users (and parents of users who are under 18 years old) must understand that neither the school nor the District can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive.

The Board does not condone the use of such materials. Employees, students and parents of students must be aware that the privileges to access online services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. A user's agreement is signed to indicate the user's acknowledgment of the risks and regulations for computer/online services use. The District has implemented technology-blocking measures that protect against access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to the use of computers by minors, harmful to minors. The District may also use monitoring devices that to the extent permitted by law, maintain a running log of Internet activity, and record which sites a particular user has visited.

"Harmful to minors" is defined as any picture, image, graphic image file or other visual depiction that:

1. taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex or excretion;
2. depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or a lewd exhibition of genitals and
3. taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

The District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The Superintendent/designee will develop a program to educate students on these issues.

Annually, a student who wishes to have computer network and internet access during the school year must read the acceptable use and internet safety policy and submit a properly signed agreement form. Students and staff are asked to sign a new agreement each year after reviewing the policies and regulations of the District. The District reserves the right to amend policies and regulations as necessary throughout the school year. Users are notified of the updated policies and regulations and must comply with the updated requirements. These policies and regulations also apply to use of District-owned devices, or accessing of District intranet and software programs off District property. All users using platforms established for e-learning regardless of whether the student or employee is using a personal or District provided device must be used in accordance with the standards for conduct outlined in this policy and the

accompanying regulation. Users in violation of this policy or the accompanying regulation may be subject to discipline.

#### **Monitoring of School-Issued Devices**

For the following provisions, “school-issued device” means hardware, software, devices and accounts that a school district, acting independently or with a technology provider, provides to an individual student for dedicated student use. “Technology provider” means a person who contracts with a school district to provide a school-issued device for student use and creates, receives or maintains education records pursuant or incidental to its contract with the District. “Technology provider” does not include a county board of developmental disabilities, educational service center, information technology center, assessment provider, curriculum provider, or city, local, exempted village or joint vocational school district that enters into a service contract with a school district that includes issuing school-issued devices to students.

In compliance with State law, the District and technology providers in contract with the District are prohibited from electronically accessing or monitoring the following except when otherwise authorized by law:

1. location-tracking features of a school-issued device;
2. audio or visual receiving, transmitting or recording features of a school-issued device;
3. student interactions with a school-issued device, including, but not limited to, keystrokes and web-browsing activity.

These prohibitions on electronic access and monitoring of school-issued devices do not apply to the following circumstances:

1. where limited to a noncommercial educational purpose for instruction, technical support or exam-proctoring by District employees, student teachers, staff, a vendor or the Ohio Department of Education and Workforce (ODEW);
2. the activity is permitted under a judicial warrant or subpoena unless otherwise prohibited by State or Federal law;
3. the District or provider is notified or becomes aware that the device is missing or stolen;
4. the activity is necessary to prevent or respond to a threat to life or safety and access is limited to that purpose;
5. the activity is necessary to comply with Federal or State law;
6. the activity is necessary to participate in federal or state funding programs.

In any year the District or a technology provider elects to generally monitor a school-issued device under any of these circumstances, the District must provide notice to all parents of enrolled students. If access or monitoring of a student’s school-issued device occurs due to a judicial initiates responsive action the District must notify the parent of the student within 72 hours of access and provide a written description of the triggering circumstance, including which features of the device were accessed and a description of the threat, if any. This notice is not required when the notice itself would pose a threat to life or safety.

A contract entered into between a school district and a county board of developmental disabilities, educational service center, joint vocational school district, another school district or an information technology center for services, including the general monitoring or access of school-issued devices, must indicate which entity is responsible for providing notice.

#### **Maintenance of Education Records by Technology Providers**

Technology providers in contract with the District must comply with State law provisions related to the collection, use and protection of data as if it were a school district. Education records created, received, maintained or disseminated by technology providers are solely the property of the District. Technology providers in contract with the District must comply with the following:

1. if education records maintained by the technology provider are subject to a breach, the technology provider will disclose to the District all information necessary to comply with State law following discovery of the breach;
2. unless renewal of a contract with the District is reasonably anticipated, the technology provider will destroy or return all education records created, received or maintained to the District within 90 days of the expiration of the contract;
3. the technology provider cannot sell, share or disseminate education records, except as part of a valid delegation or assignment under the contract with the District, unless otherwise allowed by State law;
4. the technology provider cannot use education records for any commercial purpose other than the services contracted for by the District.

A contract between technology providers and the District must ensure appropriate security safeguards for education records, including, but not limited to:

1. a restriction on unauthorized access by the technology provider's employees or contractors;
2. a requirement that the technology provider's employees or contractors may be authorized to access education records only as necessary to fulfill the official duties of the employee or contractor.

#### **Notice and Inspection of Technology Provider Contracts**

The District must provide parents and students annual notice by August 1 of any curriculum, testing or assessment technology provider contract affecting a student's education records. The notice can be by mail, electronic mail or other direct form of communication and must do all of the following:

1. identify each curriculum, testing or assessment technology provider with access to education records.
2. identify the education records affected by the curriculum, testing or assessment technology provider contract;
3. Include information about the contract inspection;
4. Provide contact information for a school department that can answer parent and student questions or concerns regarding programs or activities that allow a technology provider access to education records.

The District must also provide parents and students an opportunity to inspect a complete copy of any technology provider contract.

#### **MORGAN HIGH SCHOOL STUDENT CODE OF CONDUCT**

We, the students of Morgan High School, will conduct ourselves in a courteous and cooperative manner. We will not violate or help another to violate this code of conduct or the rules and regulations of Morgan High School. We recognize the need to maintain a controlled, organized atmosphere in our school in which each of us can pursue our right to a good education. Misconduct and/or disciplinary infractions WILL result in a verbal reprimand, lunch detention, after-school detention, Saturday School, Alternative Educational Placement (AEP), **or** Out-of-School Suspension. Students assigned to lunch detention, after-school detention, Saturday School, AEP, or OSS will be expected to complete class work and/or other assignments. Failing to meet

standards on assigned work may cause the student to be reassigned one of the above disciplinary actions. The administration may, at their discretion, replace or interchange AEP, and OSS.

### **IN-SCHOOL DETENTION**

Held every day during 4th period Monday through Friday.

1. May be assigned by any administrator.
2. Missed detention will be reassigned.
3. Missing a detention a second time will result in the student being assigned to 1 day of AEP.

### **AFTER-SCHOOL DETENTION**

Held every day Monday through Thursday from 2:00- 4:00 p.m.

1. May be assigned by any administrator.
2. Detentions can be for 1 or 2 hours.
3. Missed detentions will be reassigned. Missing a detention a second time will result in the student being assigned to 1 day of AEP.

### **ALTERNATIVE EDUCATIONAL PLACEMENT (AEP)**

The purpose of the AEP is to provide an alternative to Out-of-School suspension (OSS) that will make it easier for students to keep up with their course work when involved in a disciplinary incident.

Students assigned to AEP will be expected to complete class work and/or other assignments. Failing to meet standards on assigned work will cause the student to be reassigned to AEP until the standard has been met. Students will not be permitted to use any personal electronic device while in AEP. Such devices must be given to the AEP teacher/supervisor and will be given back to the student at the end of the school day. Should a student need an electronic device to complete classwork, one will be provided for use during the time the student is assigned to AEP.

Students assigned to AEP will be expected to report to the high school main office, even if they drive, to be escorted to the AEP. (Students should not be anywhere else in the high school building.)

In the event of any disruption by the student in AEP: 1) Parents will be called to remove the student from school. 2) The student may be placed on Out-of- School Suspension to replace the remaining days of assigned AEP. 3) The student may be recommended to the Superintendent for possible expulsion.

### **SUSPENSION, EXPULSION AND REMOVAL**

#### **Important facts concerning**

##### **1. SUSPENSION**

- A. The Superintendent, Principal or Assistant Principal may suspend.
- B. The student must receive WRITTEN notice of intention to suspend and the reasons why.
- C. No suspensions are to be longer than 10 SCHOOL DAYS.
- D. A suspended student will be given an opportunity to complete all assignments, quizzes, and tests missed during an out-of-school suspension. Completed assignments are due on the day the student returns from the suspension. All work not completed as prescribed above will be recorded as an "F".



## 2. REMOVAL FROM CLASS/SCHOOL/ACTIVITY

A. If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, then

- 1) The Superintendent, Principal, or Assistant Principal may remove the student from the premises, curricular or extracurricular activity.
- 2) A teacher may remove the student from curricular or extra-curricular activities under his/her supervision but not from the premises.
- 3) The provisions of HB 421 apply to all suspension including "in school" suspensions.
- 4) In an emergency removal, a student can be kept from class until the matter of his/her misconduct is disposed of, either by reinstatement, suspension, or expulsion.

## 3. EXPULSION

A. Only a Superintendent may expel.

B. The Superintendent must give the student AND his parent or guardian written notice of the intended expulsion. The notice is to include reasons for the intended expulsion.

Administrators will follow the above procedures and adhere to all requirements of law in suspending and expelling students. Students have the right of appeal as stated in the code of student conduct. Suspended students will serve suspensions during any pending appeal. If an appeal is upheld, the student records will be cleared and credit will be given for all work completed. Administrators with knowledge that a violation of the Ohio Revised Code has been or is being committed, may report such information to law enforcement officials. In order to protect the health and/or safety of its students and other individuals, the Morgan Local School District reserves the right to file complaints in the appropriate County Juvenile Court regarding any violations of this regulation.

## **STUDENT DISCIPLINE INFRACTIONS**

**Note:** This list is not all-inclusive, but will be used to determine appropriate disciplinary action for any infraction. As part of a progressive discipline, after multiple infractions of the "Code of Conduct," the student may be assigned to AEP, or placed on Out of School Suspension and may be recommended to the Superintendent for possible expulsion.

1. **Disruption-** A student may not continuously and intentionally create noise or behave in any manner which interferes with a teacher's ability to conduct his/her classroom.
2. **Disrespect-** a student may not display any type of disrespect toward teachers or any other school staff, including but not limited to name calling, threatening, severe back-talk, inappropriate language or harassment.
3. **Insubordination-** A student may not fail to comply with the reasonable request of any school personnel.
4. **Excessive Tardiness to class-** A student may not be tardy to class. Students have four minutes between bells during class changes to get from one class to another.
5. **Excessive Tardiness to school (per 9 weeks grading period) -** A student may not be excessively late to school or leave early. Students arriving at school between 7:30 a.m. and 8:00 a.m. or leaving school after 1:30 p.m. will be considered tardy.
  - A. A student will be assigned 1 hour after school detention for every 3 times tardy in a nine weeks grading period.

- B.** A student will receive 1 day of AEP for every 10 times tardy in a nine weeks grading period.
- 6. Cutting Class and/or Leaving School without Permission-** A student may not be absent from class without permission from the teacher. After arriving on school property, a student may not leave without school authorization.
  - 7. Loitering or Being out of Assigned Area-** A student may not loiter in the hallways or other areas of the building. A student must remain in his/her assigned area unless given written permission by school personnel.
  - 8. Dress Code Violations- (See policy)**
    - A.** 1<sup>st</sup> offense- The student will be asked to correct infraction. (If not corrected, the student will be referred to the administration.)
    - B.** 2<sup>nd</sup> offense- The staff member will write a discipline referral. (Infraction must be corrected.)
    - C.** 3<sup>rd</sup> offense and all subsequent offenses- The student will be sent to the administration. (Infraction must be corrected.)
  - 9. Cell Phone/Electronic Device Usage- (See policy)** a student must follow the rules regarding proper usage of electronic devices as set forth in this student handbook.
  - 10. Cheating/Academic Misconduct- (See policy)** Cheating, plagiarism, and/or forgery are considered severe offenses that are contrary to Morgan High School's mission statement.
  - 11. Use of Profanity-** A student may not use profanity or obscene language, either written or verbal, in communicating with others. This prohibition includes the use of obscene gestures, signs, pictures, or publications.
  - 12. Possession of Obscene Material-** A student may not display or possess words, objects, pictures, photographs, or videos that could be considered immodest, indecent, obscene, or lewd while under the jurisdiction of the school. Nor may a student share such materials with another student.
  - 13. Gambling/Unauthorized Sales-** A student may not gamble for money or valuables, buy, sell, or trade items or exchange money with other students while under the jurisdiction of authorized school personnel.
  - 14. Theft of School or Private Property-** A student may not steal or attempt to steal school property or private property. A student also may not be in possession of any property belonging to anyone other than themselves without specific permission of the owner.
  - 15. Vandalism/Damage to School or Private Property-** A student may not attempt to defacing or damage school property. A student may also not cause or attempt to cause damage to private property, including that of other students, teachers, administrators, or other school employees.  
**\* Note:** Students and/or their parents or guardians will be held responsible financially responsible for any vandalism damage, damage, or destruction the student commits against school or private property. Remuneration for the complete restoration of the damage will be required. Legal action may also be taken if vandalism is of a criminal nature.
  - 16. Physical Contact/Horseplay/Displays of Affection-** A student may not, by means of physical contact or horseplay, engage in any activity that is potentially harmful to others. A student also may not participate in displays of affection (kissing, embracing, etc.) on school grounds before, during, or after normal school hours.

17. **Intimidation/Aggressive Behavior or Threats-** A student may not by any means of physical contact (touching or pushing), invasion of personal space, loud voice, or aggressive language, attempt to influence the behavior or attitude of a fellow student, school employee, or any other person.
18. **Fighting (Shared Responsibility)-** A student may not attempt to resolve a conflict through physical means.
  - A. 1st Offense- 3-5 days AEP, and/or Out-of-School Suspension, or recommended for expulsion.
  - B. 2nd Offense- 5-10 days AEP, and/or Out-of-School suspension, or recommended for expulsion.
  - C. 3rd Offense- 10 days AEP, or Out-of-School suspension, or recommended for expulsion.
19. **Physical Assault (Sole Responsibility) -** a student may not cause or attempt to cause physical injury or intentionally behave in a manner that could reasonably be anticipated to cause physical injury to another person.

**The following types of misconduct *WILL* result in up to 10 days of suspension with possible recommendation for expulsion from school:**

1. Drugs and Alcohol - No person may possess, use, sell, buy or show signs of consumption of any intoxicant, narcotic, look alike drug, or other dangerous drug. This includes any student who appears at school, or a school approved activity with intoxicants or drugs or giving the evidence of having consumed alcoholic beverages or having used drugs.  
-1st offense and all subsequent offenses - 10 days of OSS with possible recommendation for expulsion and the possibility that law enforcement will be contacted and charges filed.
2. Any immoral acts.
3. Possession of a dangerous weapon or instrument.
4. Physical assault on any employee of the Morgan Local School District.
5. A **physical assault** of another student on school property, at a school sponsored activity, while coming to school, or while returning home will result in the following consequences:  
\* 1st offense and all subsequent offenses–Student may be assigned 10 days of OSS with possible recommendation for expulsion and the possibility that law enforcement will be contacted and charges filed.
6. Threats of extreme violence, verbal or written, made against another student, District personnel and/or property.

## **TRANSPORTATION** **School Bus Behavior**

### **Going Home With Another Student**

Students that need to be transported to a destination other than their primary address will need to have an “Alternate Stop” form filled out and on file with the transportation office prior to the date of this change. Students are allowed one (1) alternate stop per school year. A new form will need to be filled out at the beginning of each school year.

The safety and well-being of all students is our utmost concern. Therefore, safety regulations regarding school bus transportation are necessary. To ensure safe operations of buses, it is necessary for student passengers' behavior to be orderly and cooperative. Drivers will require orderliness on the bus.

Parents as well as students are requested to read and follow safety regulations. Compliance by students results in safety for all; noncompliance may result in the loss of school bus riding privileges. Administrators will handle cases requiring disciplinary measures, but while on the bus, the students are under the authority and directly responsible to the bus driver.

#### Driver Responsibilities:

1. Drivers will remind students of their responsibilities and establish procedures for seating, loading and behavior.
2. A driver may have the authority to take such means as may be necessary to control disorderly conduct of students.
3. Drivers will report discipline problems and/or bus damage to the building administrator for action.
4. A driver may request the administrator deny transportation for a time to a disorderly student. The administrator may do so by contacting the parent and the Board office.
5. Possession of tobacco products is not permitted.
6. Drivers are not permitted to make stops (other than for emergencies) at any place except pick-up points for students as shown on the bus time schedule. Other stops can be made only when authorized by the principal or transportation supervisor.
7. Students will not be left on a bus unattended.
8. Drivers are to treat students and parents with dignity and courtesy in expectation that such treatment will bring the same behavior toward them.

#### Pupil and Parent Responsibilities:

1. Students and parents must assume that school bus transportation is a privilege, not a right.
2. Pupils will ride their assigned buses both to and from home to school unless an **"Alternate Stop" form is filled out and on file with the transportation office.**
3. Students will ride on assigned buses. In case of an emergency situation, the parent should contact the building administration to approve any other arrangements.
4. Parents are responsible for the safety and conduct of students while going to and from pick-up points and for meeting the bus on time.
5. Buses operate on a time schedule as outlined by the Transportation Supervisor and approved by the Superintendent and District Board of Education. Students need to be at the bus stop and ready to be picked up five minutes prior to bus arrival.
6. Parents may be held responsible for any damage to a bus by their children.
7. No electronic devices, headphones, etc., may be used on the bus unless permission has been granted by the driver.
8. Eating/drinking and littering are not permitted on buses.
9. Drugs of any type, or other intoxicating compounds, including alcohol, may not be permitted on the bus at any time.

10. Possession and/or use of tobacco products is not permitted on buses.
11. Noise on the bus must be kept to a minimum to assure safety of operation.
12. Absolute quiet must be maintained at railroad crossings and other dangerous areas.
13. Nothing may be thrown out of the bus nor anything held so it extends out of the window.
14. All parts of students' bodies must be kept inside the bus at all times.
15. While students are riding on the bus, animals, balloons, firearms, ammunition, explosives, or other dangerous materials or objects which may interfere with the safety of the operation of the vehicle may not be transported.
16. Students may transport musical instruments, class projects, or articles if they can be held in the students lap and do not block the driver's view.
17. No student may stand up or be out of his/her seat in any fashion while the bus is in motion.
18. Students may be required to perform rear door emergency evacuation drills. These will be supervised by the driver.
19. Students may be waiting, in an orderly manner, at the assigned loading area (point of safety) to board the bus when it stops in the morning. No pushing or shoving allowed when boarding the bus.
20. Students will sit two or three to a seat. Seats are to be assigned by the driver. The number of passengers may not exceed ten (10) percent of the manufactured rated capacity. No one is allowed to stand.
21. Electronic devices are the responsibility of the student. Lost, stolen, or damaged items are not the responsibility of the school district.
22. After arriving at the school in the morning, students should exit the bus and immediately enter the school building without going to the parking lot and /or loitering in any outside area of school property.

Continued disorderly conduct or refusal to submit to the authority of the driver will be sufficient reasons for refusing transportation service to any student. When It becomes necessary to refuse a student transportation due to misconduct, the school administrator may notify the parents of such refusal with a full explanation for this action.

#### **BUS DISCIPLINE Possible Consequences:**

1. Warning or Parent Contact
2. Detention or AEP
3. Bus Suspension - One day, emergency removal by driver
4. One to ten-day bus riding privileges revocation, depending upon the nature of the infraction.
5. Any serious infraction may result in possible permanent removal from the bus by the Superintendent of Morgan Local Schools.

#### **ELECTRONIC POLICY/CELL PHONE USE**

Recognizing the impact of student cell phone use on student mental health and achievement and the distractions cell phones present within the classroom, use of student cell phones must be as limited as possible during school hours.

The Board directs the Superintendent/designee to develop procedures governing student use of cellphones that:

1. Limit student use of cellphones during the school day as much as possible;
2. Reduce cell phone related distractions in the classroom as much as possible and
3. Permit a student to use a cellphone or other electronic communications device for student learning or to monitor or address a health concern if included in a student's individualized education program or plan, a 504 plan or other reason deemed appropriate by the Superintendent/designee to monitor a student health concern.

Such procedures must be included in all student handbooks. Student cell phones and electronic communications devices may only be used in compliance with these procedures. Students violating District procedures or building regulations for use of cellphones and other electronic communications devices may have their phone or device confiscated and may be subject to discipline.

The Board reserves the right to restrict all student cell phone use during the school day.

The District assumes no liability if a student's phone or electronic communications device is broken, lost or stolen. Notices of this policy are posted in a central location in every school building, in the student handbooks and posted in a prominent location on the District website.

### **TOBACCO POLICY**

MLSD Board Policy prohibits smoking or the use or possession of tobacco in any form including, but not limited to, cigarettes, cigars, clove cigarettes, chewing tobacco, snuff, alternative nicotine products, look-a-like products, electronic cigarette, vapes, and any other forms of tobacco by any student in any area or vehicle under the control of the District or at any activity supervised by any school within the District. Items confiscated will be turned over to law enforcement. Disciplinary measures taken against students for violations of this policy comply with the requirements of State law and related District policies:

- 1<sup>st</sup> offense- 3 days of AEP. The student will view anti-nicotine/tobacco video and may be reported to the Sheriff's Office for a citation.
- 2<sup>nd</sup> offense- 3 days of OSS. The student may be reported to the Sheriff's Office for a citation.
- 3<sup>rd</sup> offense and subsequent offenses- 10 days of OSS with a recommendation for expulsion and reported to the Sheriff's Office for a citation.

Any student attempting to sell tobacco products will receive 5 days of AEP for the first offense, 5 days of OSS for the second offense, and 10 days of OSS with a recommendation for expulsion for the 3<sup>rd</sup> offense and all subsequent offenses

## **STUDENT DRUG, ALCOHOL AND SUBSTANCE ABUSE POLICY**

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical and social implications for the whole school community. 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. 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 at community resources.

For purposes of this policy, "drugs" may mean:

1. All dangerous controlled substances as so designated and prohibited by Ohio statute
2. All chemicals, which release toxic vapors
3. All alcoholic beverages
4. Any prescription or non-prescription drug, except those for which permission to use in school has been granted pursuant to Board policy
5. "Look-a-like" and/or "designer" drugs

Counterfeit Controlled Substance: (Look-alike drugs)

"Counterfeit controlled substance" is defined in the following ways:

1. Any drug or drug container or label that bears a trademark, trade name or other identifying mark used without the owner of the rights to such trademark's authorization.
2. Any unmarked or unlabeled substance that is represented to be a controlled substance that is manufactured, processed, packed or distributed by a person other than the person with legal rights to manufacture, process, pack or distribute it.
3. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different substance.
4. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

In accordance with Federal law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbook, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials. The district is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which he or she receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

### **Substance Violations**

It is a primary objective of Morgan Local Schools to assure that the education of all may proceed in an efficient, orderly and non-disruptive manner. The sale, use or possession of intoxicants, illegal drugs or other controlled substances on school premises is an obstacle to that objective and an interference with the rights of students to receive quality academic instruction. While student drug education and referral to community resources will continue to be made available, such measures should be viewed as instructional or rehabilitative and will not ordinarily be considered as an alternative to the disciplinary measures.

No student may knowingly possess, use, or show signs of consumption of, sell, offer for sale, purchase, offer to purchase, give, receive, or transmit any substance which is, represented as, or understood to be any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, opiate, opium derivative, alcoholic beverage, stimulant or depressant of any kind while at school, on school property or in close proximity to the school, at any school-related function, or on a school bus or rented carrier. (The only exception to this policy is the student who is taking prescribed medication under the direction of a physician.) Nor may a student knowingly have in the student's possession, drug-related paraphernalia as defined by the Ohio Revised Code while at school, on school property, or in close proximity to the school, at a school-related function, or on a school bus or rented carrier.

**Showing signs of consumption** is defined as manifesting signs of chemical use such as enlarged/reduced pupils, staggering, reddened eyes, odor of chemicals, nervousness, restlessness, falling asleep in class, memory loss, abusive language, or any other behavior not normal for that particular student.

**Prescription Medication** is defined as a drug authorized by a medical prescription from a licensed physician and may not be considered a violation of this rule as long as a signed parent/physician statement, and/or prescription label is presented to the principal's office. Such medication may be kept in the security of school personnel, and dispensed per Morgan Local School Board Policy.

**Over-the-Counter Medications** are available without a prescription. Such medication may also be kept in the security of school personnel, and dispensed per Morgan Local Board Policy (JHCD)

**Drug Related Paraphernalia** is defined as any instrument used for drug abuse, or paraphernalia, including but not limited to hypodermic needles, syringes, pipes, bongs, and rolling papers, etc.

**Violations** of these rules are cumulative during a student's high school career.

1. Possession, purchase, use, application or being under the influence:

A. **First Offense**

1) A parent or custodian (hereafter referred to as "parent") of the student will be notified of the incident and the principal or principal's designee will notify the student of an intent to suspend and will conduct a suspension hearing with the student.

2) LAW ENFORCEMENT OFFICIALS WILL BE NOTIFIED AND CHARGES FILED AS PERMITTED BY LAW. Law enforcement may be directed to remove the student from the school to their facility.

3) If the student appears under the influence of a substance and cannot understand his or her due process rights, law enforcement may remove the student from the school pending a suspension hearing that must take place within 72 hours of the order of removal. The principal or principal's designee will notify the student's parent in writing of an intent to suspend and will conduct a suspension hearing with the student and the student's parent.

4) The principal may suspend the student for up to 10 days with a possible recommendation for expulsion in compliance with all requirements of law. An initial, self-referred violation of section A may not be deemed a first offense under part 1(a) if the following occur:

a. The student proceeds to be evaluated by a chemical dependency professional approved by the Morgan Local School District;



b. The student agrees to follow any appropriate treatment, which may include but not be limited to required attendance at support groups; and

c. The professional satisfactorily notifies the principal of the foregoing. For any offense after a self-referral, it will be treated as a second offense.

**B. Second or Subsequent Offenses**

1) A parent of the student will be notified of the incident and the principal or principal's designee will notify the student of an intent to suspend and will conduct a suspension hearing with the student.

2) LAW ENFORCEMENT OFFICIALS WILL BE NOTIFIED AND CHARGES FILED AS PERMITTED BY LAW.

3) If the student appears under the influence of a substance and cannot understand his or her due process rights, law enforcement may remove the student from the school pending a suspension hearing that must take place within 72 hours of the order of removal. The principal or principal's designee will notify the student's parent of an intent to suspend and will conduct a suspension hearing with the student and the student's parent.

4) The principal may suspend the student for up to 10 days with a possible recommendation that the superintendent expel the student up to the maximum permitted within all requirements of the law.

5) The superintendent will notify the student and the student's parent in writing of intent to expel and will schedule an expulsion hearing including: the student, the student's parent or guardian, the principal or principal's designee and the superintendent.

6) The superintendent may expel the student up to the maximum number of days permitted within all requirements of law.

**2. Selling, Supplying, or Transmitting:**

A. The first incident of selling, supplying, or transmitting alcoholic beverages, illegal drugs and controlled substances may be treated as a second offense as described above.

**3. Procedures to be followed in dealing with drug related paraphernalia:**

**A. First Offense**

1) The student may be suspended for up to ten days with possible recommendation for expulsion.

**B. Second Offense**

1) A parent of the student will be notified of the incident and the administration will hold a suspension hearing and suspend the student for up to ten (10) days and recommend that the superintendent expel the student up to the maximum number of days permitted within all requirements of the law.

3) LAW ENFORCEMENT OFFICIALS WILL BE NOTIFIED AND CHARGES FILED AS PERMITTED BY LAW. Law enforcement may be directed to remove the student to their facility from school pending a suspension hearing, which may be held within seventy-two (72) hours of the order of removal.

4) The superintendent will notify the student and the student's parent in writing of intent to expel and will schedule an expulsion hearing including: the student, the student's parent or guardian, the principal and the superintendent.

5) The superintendent may expel the student up to the maximum number of days permitted within all requirements of law.

All staff members of the Morgan Local School District will be responsible for reporting any violations of this policy to a building administrator and/or counselor. Administrators will follow the above procedures and adhere to all requirements of law in suspending

### **WEAPONS**

Students may not possess, transmit, conceal, handle or sell any kind of firearm, knife, razor, club, chain, or other look-alike (replica) object or any item, which could be considered a weapon or used as a weapon. This includes bringing such items into the school for another person, to a school sponsored activity, having such items at one's desk or placing them in a locker or a hiding place on school property (including buses). A student charged with any of these behaviors may be subject to removal from school immediately and subject to suspension with recommendation for expulsion from Morgan Local School District for a period of one year. The student may be recommended for permanent exclusion.

### **BULLYING, HARASSMENT and HAZING**

Morgan High School is committed to eliminating and preventing all forms of harassment. Hazing, bullying behavior and/or dating violence by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Hazing, bullying and/or dating violence means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District e-mail accounts and/or computers; on school-provided transportation or at any official school bus stop.

Hazing, bullying and/or dating violence can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

- Physical violence and/or attacks;
- Threats, taunts and intimidation through words and/or gestures;
- Extortion, damage or stealing of money and/or possessions;
- Exclusion from the peer group or spreading rumors
- Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as "cyber bullying"), such as the following:
  - Posting slurs on web sites, social networking sites, blogs or personal online journals;
  - Sending abusive or threatening emails, web site postings or comments and instant messages;
  - Using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and
  - Using web sites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate gossip and rumors to other students.
- Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

#### Formal Complaints

Students and/or their parents or guardians may file reports regarding suspected hazing, harassment, intimidation, bullying and/or dating violence. The reports should be written. Such written reports must 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 name of any potential student or staff witnesses. Such reports must be filed with the administration.

#### Informal Complaints

Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to a teacher, school administrator or other school personnel. Such informal complaints must be reasonably specific as to the actions giving rise to the suspicion of hazing, harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s) and the names of any potential student or staff witness.

#### Anonymous Complaints

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

Students, parents or guardians and school personnel may also seek assistance from the "Victims Advocate" who works in the office of the Morgan County Prosecutor.

**Any student found guilty of bullying, harassment or hazing could be assigned to Detention, AEP, OSS, or recommended for Expulsion. The student's parent(s) will be notified. All incidents will be reported to the Superintendent of Morgan Local Schools and law enforcement may be notified.**

### NON-DISCRIMINATION

It is the policy of the Morgan Local Board of Education that there shall be no discrimination, on the basis of sex, race, color, national origin, religion, or handicap, among students or employees in any program of our schools, whether curricular, co-curricular, or extra-curricular. We believe in equal opportunities in each program and attempt to meet the needs of students and employees equally where interest demonstrates the need for such programs.

If, however, students feel they have a complaint and are unable to resolve the issue with the building principal, they may address the complaint in writing to TITLE IX Compliance Coordinator, Beverly Steinbrecher at Box 509, McConnelsville, Ohio 43756.

The Compliance Coordinator will meet with an advisory committee and render a decision within two weeks after receiving the complaint and notify the complainant and superintendent in writing.

### ATTENDANCE POLICY

Regular school attendance is necessary for total success in school and is required by state statute. Failure to attend regularly disrupts the continuity of the instructional process, denies the student the rewards of classroom interaction, and minimizes the benefits derived from schooling.

Absences from school fall into one of two categories: excused or unexcused. Any absence that meets one of the following five criteria will be considered excused: a signed medical excuse, court subpoena, death of a relative, religious observance consistent with a student's creed, or extraordinary circumstances deemed worthy by the administration. Documentation for excused absences must be turned into the school office within two weeks of the absence. Failure to submit appropriate documentation in a timely fashion may cause absence to be classified as unexcused. If, however, a student accumulates more than five excused absences in a given semester, the administration may require more specific information in order for the student to have any additional absences excused. All other absences will be unexcused. When a student is absent from school without a valid excuse or his/her parents or guardians are unaware of the absence, this absence may be considered TRUANCY. Any student who is absent from school without legitimate excuse for more than 60 consecutive hours or a total of at least 90 hours in a semester may have their driver's permit or license revoked.

Any student who accumulates more than **30 hours** unexcused absences during a SEMESTER will not receive credit for his/her courses unless the time missed is made up. Students who need to make up class time in order to earn credit for their classes must attend Extended Day.

1. Extended Day may be held Monday through Thursday from 2:00 until 8:00. Each student, however, will be required to stay only for the amount of time that he/she needs to make up beyond the limit of 30 hours UNEXCUSED ABSENCES for each SEMESTER.
2. Students must bring schoolwork with them to Extended Day. Failure to do so will result in hours served not being counted toward missed time.
3. Students will have until the end of that semester to make up time for excessive absences.
4. Extensions of make-up time:
  - A. Granted only by the administrator in charge of attendance.
  - B. No more than 1 week after the end of the Semester.
5. The administrator in charge of attendance may assign specific make-up dates during Extended Day hours or Saturday School.
6. Pre-arranged absence: The Board does not believe that students should be excused from school for non-emergency trips out of the District. The school does not give permission when students are taken out of school for trips or vacations. The responsibility for such absence resides with the parent(s), and they must not expect any work missed by their child to be re-taught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent. **Even though pre-arranged, students will still have to make up hours absent beyond the 30-hour limit.**
7. Returning from an absence: A student may turn in absence documentation to the office.
8. Tardy, Half Days or Leaving Early: Students need an Admit Slip to enter the first class of the day when late to school. This pass should be secured from the main office. A student will be considered tardy if they arrive between 7:30 - 8:00 a.m. or leave from 1:30 - 2:00 p.m. Any student arriving between 8:01

and 10:45 or leaving between 10:45 and 1:29 will be counted as absent for a half day. Multiple tardies will result in after-school detention.

Doors Open	7:10 a.m.
School Day	7:30am-2:00pm
Tardy a.m.	7:30-8:00 am
Half-Day Absence a.m.	8:01-10:45am
Half-Day Absence p.m.	10:46-1:29
Tardy p.m.	1:30-2:00

**Under the new legislation, a child is designated as “habitually truant” if they are absent for 30 or more consecutive hours, 43 or more hours in a school month, or 72 or more in a school year, without a legitimate excuse. Once the student has been designated a “habitual truant” the school may assign the student to an absence intervention team.**

### **ATTENDANCE OFFICER**

School authorities have a responsibility of checking on students who are absent from school without a legitimate excuse or have had excessive absences. By Ohio Law, all students between the ages of six and eighteen are required to attend school unless excused by local policy or Ohio Law. Therefore, students who are truant from school or have excessive absences, may not only be disciplined at school, but may also be required to answer to charges of truancy or excessive absences in juvenile court proceedings.

1. Minors may be filed into Juvenile court for violation of O.R.C. 3321.02, excessive absences.
2. Students with signed medical or Health Department excuses have two school days from the last day of absence to turn in those excuses or the absence will be counted as unexcused.

### **DRESS CODE**

The Morgan Local Board of Education has adopted this policy, and all students are expected to comply with the dress code beginning with the first day of school. The objective of this dress code is to provide an appropriate educational environment while allowing students to dress comfortably within limits to facilitate learning. Students’ attire can have a positive or negative effect on the learning process, contribute to students’ success, and generate a safe and positive learning environment. We expect students to maintain the type of appearance that is not distracting to students, teachers, or the educational process of the school. Parents and children are equally responsible for the appearance of the child. There is appropriate and inappropriate attire for all of life’s activities. Keeping these in mind, please help your student adhere to these guidelines.

**The specific Dress Code Requirements are as follows:**

### **GENERAL GUIDELINES**

- All clothing must be of appropriate size and fit neatly.
- Shoes or sandals MUST be worn at all times.
- Oversize clothing, saggy or baggy pants, plunging necklines, tops with holes in the midriff and midriff shirts will not be permitted.
- Tops and bottoms must overlap at all times, including when arms are raised and when seated.
- Clothing with sexually suggestive or obscene words and or pictures including; any item promoting racial or ethnic disrespect; items promoting violence, illegal acts, or unethical behavior is not permitted at school.
- Coats are to be kept in lockers.
- Hats, caps, bandanas, are not permitted at school. Hats worn to school must be kept in the student's locker.
- Hooded sweatshirts (hoodies) may be worn as long as the hood of the sweatshirt is not on your head while in the building.
- Sunglasses are not to be worn in the school building.
- Articles of apparel, clothing, or accessories that present a hazard to the individual or to other people will not be permitted.
- **NO BLANKETS** should be brought to school

### **PANTS, SHORTS, CAPRIS, SKIRTS, SKORTS, DRESSES**

- Shorts, skirts, skorts, or dresses must reach mid-thigh or longer (below outstretched fingers). Distressed pants/jeans must not have holes that expose bare thigh above the mid-thigh (below outstretched fingers.)

### **TOPS, DRESSES, COLD WEATHER WEAR**

- Shirts must have short or long sleeves. Bare shoulders are not permitted. All tops should be of an appropriate size and fit; no form-fitting or excessively baggy shirts will be permitted.
- Any material that is sheer or lightweight enough to be seen through will not be permitted.
- Shirts with reference made to alcohol, tobacco, drugs, sex, pornography, cults, gangs, racist symbols or messages, are not permitted.
- Shirts that do not meet all the previous guidelines may not be worn under sweaters, sweatshirts, or pullovers.

Failure to follow dress code will result in:

- Expectation to change into appropriate attire
- May result in disciplinary action (detention, AEP, or OSS)

## **GENERAL SCHOOL PROCEDURES**

### **STUDENT DRIVING and PARKING POLICY**

Students are reminded that State law prohibits student drivers under the age of 17 from transporting more than one person who is not a family member unless the driver is accompanied by his/her parent, guardian or custodian. Students are not permitted to transport other students to school activities, events and programs. Students, who drive to school and park on school grounds, **must**:

1. Purchase a hang tag and register their vehicle(s) with the office before the fair.
  - a. Students who become eligible to drive after school begins must purchase a hang tag and register their vehicle(s) before they start driving.
2. Display the hang tag (with numbers facing forward) from the front inside mirror.
3. **All students must park in the student parking area during school and for after school practices and games.**
4. Report to the building upon arriving at school and not sit in a vehicle or loiter in the parking lot.
5. Operate vehicles in a safe and responsible manner.
6. Leave vehicle in the student parking area when staying for after school activities

Failure to follow the student driving and parking policy will result in:

- |                                           |                                                                            |
|-------------------------------------------|----------------------------------------------------------------------------|
| 1 <sup>st</sup> infraction                | 2-Hours of after-school detention & driving privileges revoked for 2 weeks |
| 2 <sup>nd</sup> infraction                | 1- Day of AEP & driving privileges revoked for 3 weeks                     |
| 3 <sup>rd</sup> infraction and all others | 2- Days of AEP & driving privileges revoked for 4 week                     |

### **LOCKERS AND LOCKS**

Morgan High School will provide you with a locker and a combination lock for the school year. Students are expected to store books and class materials in the locker assigned to them. **For safety reasons, students may not carry a bookbag to and from classes.** Students **should not** share lockers. If you use your own lock, you must return the school issued lock and leave the combination or spare key in the main office where it will be kept confidential. If you are careful and do not damage the locker beyond its normal use, there is no charge for its use. You will be charged \$5.00 for lost locks. If the door on the locker sticks or if the locker needs other repairs from normal use, report it to the office and it will be taken care of.

All lockers at Morgan High School remain the property of the Morgan Local Board of Education. The student should be reminded that his or her locker and its contents could be inspected at any time by school officials or by law enforcement officers through the direction of school officials.

Students may go to their lockers during the following times:

1. before school
2. during class changes and before and after lunch
3. after school.

If a situation should arise where you might need to go to your locker at any other time, you must have a pass from one of your teachers for that purpose.

## **PASSES**

1. **Tardy or Late to school:** Students need an Admit Slip to enter the first class of the day when late to school. This pass should be secured from the main office. A student will be considered tardy between 7:34 and 8:00 a.m. Any student arriving after 8:00 will be counted as absent for half a day, and anyone arriving after 10:12 will be counted as absent for the entire day. Multiple tardies will result in detention or Saturday School.
2. **Late for class:** If a teacher detains you, you should secure a pass from that teacher. Coming from the restroom may not be considered an acceptable excuse. A valid pass for the above must be dated, timed, and signed by a teacher and it must also designate the reason a student is late to class or needing to leave a class.
3. **If you must leave school during the day:** You must have permission (blue slip) from the office, which will be given only if you have a written note to the office **in the MORNING** so your name can be listed on the early dismissals list. Notes and excuses will not be received after 7:35 a.m. without verifying it by a phone call to the student's parent, legal guardian, or another individual listed on the student's Emergency Medical Card. Under special circumstances, an administrator may also grant permission.
4. **If a teacher wishes to see you:** That teacher will write a pass, which you will present to your teacher. Do not tell teacher "A" that you must see teacher "B" unless teacher "B" has given you a written pass. You must sign out from the area you are leaving and sign in to the room where you are reporting.
5. **If you must be excused from physical education classes:** You must have a written note from home, from the school nurse, and, in some cases, from a physician. You will need a doctor's excuse if you need to be excused for an extended period of time.
6. **Parking Lot:** The parking lot is considered off limits to students during the school day unless an early dismissal excuse, work excuse, or an office parking lot pass is obtained from an administrator.
7. **To use the library:** You may use the library during your lunch period and sometimes during WIN period. To go to the library during lunch, you must secure a pass from the administrator on duty. You must sign in to the library when you arrive. To go to the library during WIN, you must secure permission and a pass from your teacher/coach. You must sign in to the library when you arrive. Should you leave before the class period is over, you must secure a pass from the librarian and return to WIN. Students, who leave the library to go to lunch early, will have their library use privileges revoked.
8. **To ride a different bus:** You must have an Alternative Transportation Request form completed and submitted to MLSD Transportation Office at least 3 days in advance. You must also present a note requesting permission to ride a different bus, written by a parent/guardian, to an administrator or the office before school on the day of alternate route.

## **USE OF SCHOOL TELEPHONES**

Please do not ask to use the school phones for personal business. These phones are to be used for emergency calls only. Plan all of your affairs at home so that parents and students won't tie up school phones. **You will not be permitted to use the phone during class time unless a teacher or staff member writes you a pass or you receive permission from the administration.**

## **CAFETERIA AND LUNCH PERIOD**

Students are not to leave school grounds during the lunch period and are not permitted to be in the parking lot during the lunch period without special permission. Students should be in the cafeteria and west patio only. Other areas are considered



“unauthorized” areas. All food and drinks (except bottled water) must stay in the cafeteria. Students are expected to return lunch trays and dispose of trash properly.

Students eating breakfast must report to the cafeteria *immediately* upon arrival to school and must be on time for their first period class. Those not complying will lose breakfast privileges.

The price of lunch for students in grades 7-12 is \$2.65. The price for adults is \$3.55. Lunch charges are limited to three (3) trays and/or milk per student. No charging of à la Carte items is permitted.

### **CLASS/CLUB MEETINGS**

It may be necessary for classes/clubs to meet in a group to conduct class/club business. It is the responsibility of the class/club advisors to make arrangements for class/club meetings through the cooperation of the class/club officers and the assistant principal. All classes and clubs should arrange for the election of officers by October 1st. A list of officers is to be submitted to the principal.

### **SOCIAL AFFAIRS**

Classes or clubs that wish to schedule a social function or fund-raisers must first check with the administration to avoid conflicts. A request for a fundraising activity must be completed and signed before any fund raising activity begins. No items may be sold on school property without prior approval. All school policies apply to any organization.

High school dances (including Prom) are for high school students only. Any student in grades 9 or 10 is not eligible to attend the high school prom unless he/she is going as the date of a current 11<sup>th</sup> or 12<sup>th</sup> grade student. **Junior high and elementary students are not permitted to attend high school dances.** All outside guests are subject to prior approval and the administration reserves the right to deny admittance. Tickets for all dances will be sold in advance. No tickets will be sold at the door. Students must sign for their ticket and must register any guest at the time of purchase.

### **VISITORS**

All visitors must report to the high school office upon entering the building. Students absent from their own school are welcome **ONLY** if they are here as official representatives of their school with prior approval of the principal. **No student visitors will be allowed during regular school hours.**

### **ILLNESS/MEDICATIONS**

1. Emergency Medical Cards
  - A. At the beginning of each school year, Emergency Medical Cards may be completed on each student in high school and filed in the main office.
2. General Policies for Illness or Accidents
  - A. The student is too ill to remain in school if he/she has indications of a fever or other symptoms of illness are present.
  - B. An ill student may go to the sick room and remain there for a maximum of a 1/2-hour, after which he/she must either call to go home or return to class.
  - C. An accident report must be completed and turned into the main office when a student is involved in any type of accident while on school property.

Remaining in the restroom for a class or homeroom is considered truancy and will be treated as any other truancy. Should you become ill in the restroom, please have someone notify the office for help or go directly to the office to sign in to the sickroom.

The school has a sick room facility, which includes the use of a private lavatory. The sick room area is located in the main office. The procedure is to come to the counter of the main office and tell a school official or counter worker that you are ill. You must sign your name on the sign-in sheet form in order to have sickroom privileges. You must also sign out when you leave the sick room.

### **MEDICATION TO BE ADMINISTERED AT SCHOOL**

If possible, all medications should be given by the parent at home. If this is not possible, parents may come to school to administer medications to their children. School personnel will be permitted to administer medications only when no reasonable alternative is available. If the student requires medication by injection or insertion of a device into the body in order to attend school, the Board may permit the school nurse, principal, and/or the principal's designee to administer such medication when a parent or guardian is not available to administer the medication during the school day. School personnel are authorized to administer such medication only when the medication, procedure and other relevant information are prescribed in writing by a physician and the staff member has completed any necessary training.

If a student is required by a physician's order to take medication during the school day, the procedures listed below will be followed.

1. Written permission, (Medication Administration Record [MAR] Prescription Medication - including Asthma Inhaler & Epinephrine Auto injector Use form), must be received from the parent or guardian of the student, requesting that the District comply with the physician's order.

2. Medications should be brought to school by the parent or guardian and should be in the original container and appropriately labeled by the pharmacy or the physician with date, student name, dosage and time intervals.

3. The school nurse, prescribing physician, parent or guardian will be contacted when there are any questions about the type of drug, its administration or possible side effects. At no time will medication be administered or taken at school when there are unanswered questions.

4. New request forms must be submitted for each school year and as necessary for any change in medication order.

A copy of the complete school policy on medication administration is available to parents upon request.

Students have the right to possess and use emergency medication, such as a metered-dose inhaler or a dry-powder inhaler, as authorized by law. The right applies at school or at any activity, event or program sponsored by or in which the student's school is a participant. In order for a student to possess the emergency medication, he/she must have prior written approval from the student's physician and parent or other caretaker that complies with Ohio law and Board regulations. Appropriate forms and other guidance will be provided to parents upon request.

The intent of these procedures is to ensure that no medication will be taken at school without administrative approval. This includes prescription and nonprescription drugs, the only difference being that the administering of prescription drugs requires a physician's and parent's statement; the administering of nonprescription drugs requires only the parent's permission.

Under no circumstances may a student share, give, sell, dispense or receive medication, whether prescription or non-prescription. Violation of this policy may result in disciplinary action up to and including suspension or expulsion from school.

### **PLANS FOR ADMINISTRATION OF SPECIAL MEDICATION**

Certain medical conditions, including conditions that require medication by injection or other procedure during the school day, may warrant additional directions from the physician and/or parent. The school, at the discretion of the building principal and/or designee, may require the development of a medication plan before staff will administer

such medication. The medication plan may be developed with the participation of the parent and appropriate school staff and may include:

1. A commitment by the parent that when possible, medication will be administered to the student outside of school hours;
2. Written confirmation that the parent will notify the school of any change in circumstances that may affect the administration of the medication to the student;
3. Directions prepared and signed by the physician regarding the method of administration of the medication to the student;
4. The identification of the staff member primarily responsible for administering the medication, either by name or position, training, qualifications, or similar distinguishing factors;
5. The identification of any back-up personnel that may be necessary in the event the primary administrator is unavailable;
6. When and how to notify the parents or others (relatives) of concerns;
7. When and how to contact the child's health care provider, including written authorization from the parent to obtain information directly from the health care provider;
8. In the case of diabetic students, Health Care Provider and parent/guardian signatures are required before the school can administer any medications and
9. Any other information necessary to ensure the medication is administered properly.

Note: All previously mentioned forms are available at your building principal's office.

### **SUDDEN CARDIAC ARREST FORMS: LINDSAY'S LAW**

No student may participate in an athletic activity until the student has submitted to a designated school official a form signed by the student and the parent, guardian, or other person having care or charge of the student stating that the student and the parent, guardian, or other person having care or charge of the student have received and reviewed a copy of the information developed by the departments of health and education and posted on their respective internet web sites as required by section 3707.59 of the Revised Code. A completed form may be submitted each school year, as defined in section 3313.62 of the Revised Code, in which the student participates in an athletic activity. Please verify that you have read and agree to the guidelines by marking the appropriate place on the Parent/Guardian Signature Page online.

### **FIRE EXITS**

Exit signs are in the corridors throughout the building. Notice the arrows under the exit sign and follow these directions in case of a fire or an emergency make it necessary to evacuate the building.

#### **PLEASE REMIND THE RIGHT PEOPLE TO:**

1. Close windows
2. Shut doors
3. Turn off utilities

## **TORNADO SAFETY RULES**

During a tornado watch, activity will proceed as normal except persons should be alert that threatening weather may occur. Tornado watch means conditions exist which could develop into a tornado. A siren will be used to signal for a tornado warning or drill.

During a tornado warning, activity will be interrupted and persons in the school building will follow the tornado safety rules listed below. A tornado warning means that a tornado has been sighted and could affect our area. During such a situation, students will follow the safety rules for a minimum of 15 minutes.

1. Follow the instructions of your supervising teacher in whatever room you are located at the time of the warning.
2. General things to remember are to get down low to the floor, protect your eyes and head, and stay away from glass areas.
3. Stay out of the gymnasium, auditorium, cafeteria, second floor shops or other structures with wide, free span roofs.
4. Don't forget to remind the right people to:
  - a) Open windows b) Open doors c) Turn off utilities

## **TRANSCRIPT RELEASE**

I give permission for Morgan High School to release high school transcript, grades, GPA and official academic records to scholarship selection committees and/or Colleges/Universities. I understand that this information is necessary for scholarship applications, post-secondary enrollment, and annual performance reports required by the Ohio Department of Educational Options (CCP) and College Tech Prep.

## **MEDIA COVERAGE**

Morgan Local School District interviews, photographs, and makes video recordings of students involved in school activities throughout the year for submission to newspapers, television, radio, school and district publications, websites, and other media and affiliate organizations. Information released about students may include a student's name, school, grade, awards, and participation in officially recognized school and district activities and sport. If you have any questions, please contact the principal of your child's school.

## **SEARCH OF STUDENT'S PROPERTY**

If a school official reasonably suspects that the student has on his person or concealed in his personal property, a weapon or substance dangerous to persons or property, the official has the right and the duty to conduct an immediate search and seizure.

If the suspicion is that the person is merely concealing evidence of a crime upon his person or property, ordinarily the case may be turned over to the police to obtain a warrant and conduct the search.

If reasonable suspicion exists, a student may be asked to empty their pockets, bookbags, or wallet. Although permissible under court rulings, a "strip-search" will only be conducted by legal authorities. If determined possible by legal authorities, the strip search will be done only in the presence of the parents or "legal guardian" unless the police have probable cause to believe that a student is in possession of unlawful or dangerous items.

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 interviews may be conducted for the purpose of maintaining an orderly school operation, protecting the health and safety of students or staff, or determining the presence of dangerous weapons or other prohibited materials. School officials may take notes of any such interviews.

Police may secure permission from school officials before interviewing or questioning a student during school hours. A school official must be present during the interview. If the questioning infringes on the student's constitutional rights or implicates the student in a violation of law, the parents may be informed immediately.

### **BED BUG POLICY**

Due to the nature of bed bug infestations that can occur in households, the problem that they can be carried to school by way of backpacks, books, coats and clothing, and the secondary bacterial infection caused from scratching the itchy bites, the district has developed a proactive plan to deal with this potential pest problem. It is the responsibility of the parents to check and examine their own households for bed bugs periodically and the district encourages families to be familiar with the prevention, detection, and extermination of bed bugs.

If a student has been positively identified as a host for bed bugs, whether it is the actual bug or physician-diagnosed bites, that student will be asked to follow precautionary guidelines to prevent the spread of bedbugs in the schools. It is the parent's responsibility to treat their home and the student's belongings. There is a checklist of appropriate inspection and cleaning details that parents must complete and sign in order for the student to be allowed to remain in the school setting. In the event of any actual bug sighting, parents of the students in the identified location will also be notified for precautionary purposes only.

The source of bed bugs often cannot be determined. Bed bugs may be found in many places, including hotels, planes, and movie theaters. They can be found anywhere, not only in "dirty" locations. It is unlikely for bed bugs to be spread in schools, however the Morgan Local School District Board of Education will conduct appropriate inspections as needed and, if indicated, treatment of the area where the bug was found will be conducted by licensed pest control specialists.

If you have any questions regarding bed bugs in your home, refer to the Central Ohio Bed Bug Task Force website at [www.centralohiobedbugs.org](http://www.centralohiobedbugs.org).

### **DISTRICT AUTOMATED NOTIFICATION SERVICE**

**The District Automated Notification Service** can deliver a wide variety of messages by phone or e-mail to parents and our staff at a very high speed. It will help enhance overall communication within our school community and improve our emergency response systems through contact being made for parent night invitations, report card distribution notices, homework information messages, registration date reminders, school cancellation notices, etc.

We believe your child's attendance is an important factor contributing to the academic success of students. To keep you informed of your child's class

attendance in a timely manner, we will be using **the district automated notification system** to notify you by phone and email whenever your child is marked absent from class. The phone calls are usually made to your home phone in the evening. If you have a personal mobile phone, you have the choice of having the **district automated notification system** call your mobile phone to ensure that you personally get the messages.

Upon receiving an absence notice, please call the school office or send in a written note to let us know the reason for the absence.

To ensure correct delivery of all school messages to you, please complete the Contact Information section **found on the Infinite Campus Parent Portal**, and please make sure you **update** your phone numbers and email addresses as **needed** throughout the year.

If you do not want **the district automated notification system** to call or send e-mail messages to you, please **check** the appropriate box found on the **Infinite Campus Parent Portal**. By doing this, you will be taken off the distribution lists.

## **STUDENT AND PARENT RESOURCES**

### **STUDENTS WITH FOOD ALLERGIES AND/OR SPECIAL DIETARY NEEDS**

The Morgan Local School District is happy to accommodate students with special dietary needs. Students must provide written medical documentation from the treating physician in order to provide for this accommodation. Students with food allergies also must provide written documentation from their doctor. This documentation includes, but is not limited to: a statement of what the allergy is, what dietary changes from the traditional school meal are necessary, and what specific foods must be omitted or substituted. This documentation should be given to the cafeteria manager, classroom teachers, the principal and the school nurse.

At the beginning of each school year or at the time of enrollment, parents are responsible for communicating any special dietary needs of their child, including food allergies, to the district. Food allergies can be life threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work with students, parents/guardians, and physicians to minimize risks and provide a safe educational environment for food-allergic students.

### **PARENTAL INVOLVEMENT IN EDUCATION**

The Morgan Local Board of Education believes that durable and significant learning by a student is more likely to occur when there is an effective partnership between the school and the student's parents. Such a partnership means a mutual belief in and commitment to significant educational goals for a student, a collaboration of the means for accomplishing those goals, cooperation on developing and implementing solutions to problems that may be encountered, and continuing communication regarding the progress in accomplishing the goals.

The District encourages parental participation, through meetings and other forms of communication, in:

1. establishing the learning outcomes for their child with the goals of developing a responsible, adult member of society;
2. developing and implementing appropriate strategies for helping their child achieve the learning objectives that lead to accomplishing the learning outcomes;
3. providing a school and home environment which encourages learning and augments, at home, the learning experiences provided by the school;
4. establishing and supporting a consistent and shared approach to child guidance and discipline, and;
5. providing for the proper health, safety and well being for their child.

### **RELATIONS WITH PARENTS**

The Board feels that it is the parents who have the ultimate responsibility for their children's behavior, including the behavior of students who have reached the legal age of majority but are still, for all practical purposes, under parental authority. During school hours, the Board, through its designated administrators, recognizes the responsibility to monitor students' behavior and, as with academic matters, the importance of cooperation between the school and the parents in matters relating to conduct. For the benefit of the child, the Board believes that parents have a responsibility to encourage their child's career in school by:

1. supporting the schools in requiring that their child observe all school rules and regulations, and by accepting responsibility for their child's willful in-school behavior;
2. sending their children to school with proper attention to his/her health, personal cleanliness, and dress;
3. maintaining an active interest in their child's daily work and making it possible for him/her to complete assigned homework by providing a quiet place and suitable conditions for study;
4. reading all communications from the school, signing and returning them promptly when required and;
5. cooperation with the school in attending conferences set up for the exchange of information of their child's progress in school.

### **THE OHIO PARENT INFORMATION AND RESOURCE CENTER**

The Ohio Department of Education's Parent Information and Resource Center is a great resource for parents looking for information on a wide variety of topics. The center strives to make sure that every child in Ohio succeeds in learning by focusing on four goals. The center works to prevent failure in learning by getting students who are struggling to learn, to create partnerships with parents and communities to support student achievement, and to modify and/or adapt general education curriculum, as appropriate, so that all children have equal access to learning.

Agencies who work together with the Center include the Center for Students, Families and Communities, the Office of Early Childhood Education, the Office of Ohio Literacy, the Office for Exceptional Children, the Office of Child Nutrition Services and the Office of Supportive Learning Environments.

Parents and community members may contact any of the agencies listed above by calling 1-888-253-1829 (toll free) or by logging on the Ohio Department of Education's website at [www.ode.state.oh.us/students-families-communities](http://www.ode.state.oh.us/students-families-communities). Your child's school also has a wide variety of resources available for parents. Please contact your building's principal with any request for information about student services, or contact Susan Troutner, Curriculum Director at 962-2377.

### **COMPLAINT PROCEDURE**

Morgan Local Schools have provided parents and other stakeholders concerned with the appropriate delivery of services to children a simple method for considering their claims of inappropriate district or Ohio Department of Education (ODE) action. These procedures allow for the timely resolution of complaints at little or no cost to either the person filing the complaint or to the district.

Before submitting a complaint about a school or district action, the ODE requires that all complainants first contact the appropriate personnel at the building or district where the child attends and attempt to resolve issues at the local level first. If they cannot be resolved, these discussions will help clarify the issues for ODE so that a complaint can be more quickly considered, investigated and resolved according to the procedures listed below.

A complaint is defined as a written allegation that a school district or the ODE has violated the federal and/or state laws and/or rules/regulations.

Complaints must be mailed to the ODE at the following address:

Ohio Department of Education  
Office of Federal Programs  
Attention: Complaint Coordinator  
25 South Front St., MS #404  
Columbus, Ohio 43215-4104

The ODE will issue a letter of acknowledgement to the complainant and send a copy of the letter to the district superintendent. The letter will contain the name of the consultant assigned to investigate the complaint, a statement of the ways in which the ODE may investigate a complaint, and the ODE's commitment to issue a resolution in the form of a "Letter of Findings".

### **THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives the request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and their right to a hearing



regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901

### **PROTECTION OF STUDENT RIGHTS**

The Protection of Student Rights Amendment (PPRA) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

1. It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
2. It seeks to ensure that schools and other contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:
  - Political affiliations
  - Mental and psychological problems potentially embarrassing to the student and his/her family;
  - Sex behavior and attitudes;
  - Illegal, anti-social, self-incriminating and demeaning behavior;
  - Critical appraisals of other individuals with whom respondents have close family relationships;
  - Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
  - Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents must be consulted before the administration of invasive physical examinations or screenings that the school may administer to a student. Parents will be

informed about the collection, disclosure or use of personal information from students for the purpose of marketing or selling that information.

Parents or students who believe their rights under PPRA have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred. For additional information or technical assistance, you may contact the following address:

Family Policy Compliance Office  
U. S. Department of Education  
400 Maryland Ave., SW  
Washington, D. C., 20202-5920

### **RIGHT TO KNOW TEACHER QUALIFICATIONS**

You have the right to know about the teaching qualifications of your child's classroom teacher. The federal law, No Child Left Behind, requires that any local school district receiving federal Title I funds, Improving the Academic Achievement of the Disadvantaged, must notify parents of each student attending any school receiving Title I funds that they may request information regarding the professional qualifications of the student's classroom teacher, including the following:

1. Whether the teacher has met the Ohio teacher licensing criteria for the grade level and subject areas in which the teacher provides your child's instruction.
2. Whether the teacher is teaching under emergency or temporary status that waives State-licensing requirements.
3. The college degree major of the teacher and any other graduate degree or certification (such as National Board Certification).
4. Whether your child is provided services by instructional paraprofessionals (sometimes called teacher's aides) and their qualifications.

You may request this information by writing to Morgan Local Schools, 65 W. Union Ave., McConnelsville, OH 43756. Or you may fax your request to Morgan Local Schools at 740-962-4931. Be sure to include the full name of your child, your full name, your complete address including zip code, and the name of your child's teacher.

### **Volunteers**

Morgan Local Schools encourages parents and community citizens to be trained as school volunteers. Please contact your school principal if you are interested in serving as a volunteer. Volunteers are appreciated and welcome in our schools. All volunteers must be fingerprinted every year and Board approved to work in the Morgan Local School District. New volunteers may pick up a form in the school office, fill it out and take it back to the school for the principal's signature. Then **take** a copy of that along with their driver's license to the Morgan Local School District Central Office to submit fingerprint information. **Some costs may apply.**

### **EMERGENCY OPERATIONS PLAN**

Morgan High School has developed a comprehensive Emergency Operations Plan that outlines planned responses to extraordinary emergency situations associated with all hazards including natural disasters, technological emergencies and biological

incidents. It is the principle guide for mitigating emergencies and incidents; ensuring protection of life, health, safety and property and aiding in the recovery operations to ensure that the school returns to pre-emergency operation. This plan is intended to facilitate coordination with local first responders and establish a framework for an effective system of comprehensive emergency management.

In order to execute this plan effectively and mobilize available resources, all school personnel and students must have knowledge of the procedures set forth in this plan and be trained in its use. Morgan High School will conduct regular training exercises to ensure that all school personnel and students are prepared to respond appropriately in the event of a real emergency. Should such an emergency situation/event occur parents/guardians will be notified through any/all means of communication. Morgan High School Administration may respond to questions regarding this Emergency Operations Plan.