

A MESSAGE FROM THE MHS STAFF

Dear Meigs High School Students, Parents, and Guardians,

We are excited to have you as a part of the Meigs High School community! At MHS we strive to create a positive atmosphere that allows our students to reach their fullest potential, not only in their academics, but in all aspects of their lives. The curriculum offered at Meigs High School provides students with opportunities to explore career interests, prepare for college while earning college credit, or to do both at once! We encourage you to establish your educational goals and then choose the best pathway to reach them. The staff of MHS is here to assist and support your efforts throughout your high school years and beyond so please feel free to contact us or visit for any assistance that you may need. We look forward to making this year a success for all our students!

Sincerely,
The Meigs High School Staff

MEIGS HIGH SCHOOL STUDENT/PARENT HANDBOOK

This Student Handbook has been developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to your teachers or the building principal. This Handbook replaces all prior handbooks and other written material 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 as of Aug. 2025. If any of the policies or administrative guidelines referenced herein is revised, the language in the most current policy or administrative guideline prevails. We thank you in advance for your time in reading and becoming familiar with the information in this handbook. Complete by-laws and policies can be accessed on the district's website @ www.meigslocal.org. If you have questions, please contact the high school office at 740-992-2158 so that we may work together to address your concerns.

MEIGS HIGH SCHOOL VISION STATEMENT

All students attending Meigs High School will graduate and become productive members of society.

MEIGS HIGH SCHOOL CAREER-TECHNICAL EDUCATION VISION

- Provide entry-level employment.
- Develop manipulative skills in related technical knowledge to perform efficiently and safely.
- Develop personal traits conducive to quality employee-employer relationships.
- Develop leadership potential and awareness for the need of community involvement.
- Provide equal opportunity to access and to benefit from teaching and learning to all students.

MEIGS HIGH SCHOOL STUDENT MISSION

All students attending Meigs High School should be here for the purpose of receiving an overall quality education. Student's behavior, attitude, student interaction, manner of dress, and responsibilities all should be reflective of attaining a successful curricular and extra-curricular experience. Our basic school mission includes the fostering and development of social skills, respect for all people, and understanding and respecting diverse viewpoints, all with the goal of providing a safe, friendly, and productive learning environment for all students.

MEIGS LOCAL SCHOOL BOARD 2025-2026

President- Heather Hawley	Vice-President- Barbara Musser	
Ryan Mahr	Tony Hawk	April Burnem

MEIGS LOCAL SCHOOL DISTRICT ADMINISTRATION

Superintendent- Scot Gheen
Treasurer- Roy Johnson
District Office – 740-992-2153

Maroon & Gold
(Alma Mater of Meigs High School)

O'Meigs to thee our song we raise
Thy beloved name we praise
And while our hearts with friendship sing
Let our Alma Mater ring
As the years come and go
As the old Ohio flows
Our High School Memories we will hold
And our love for Maroon and Gold

Meigs High School Fight Song

Sing loud and strong our battle song,
Let them know Meigs High is here,
We're the Marauders brave and bold,
Standing beneath Maroon and Gold,
Shout till your voices wake the angels host on high,
Oh the Maroon and Gold are marching,
With flags unfurled against the sky,
All for one our spirit; and victory be our cry, Rah! Rah!
We're going to fight, fight, fight for glory,
For our banners so bright and so bold,
Stand up and shout, let victory ring out,
For Meigs Maroon and Gold!

Meigs High School Staff

Phone (740) 992-2158

Fax (740) 992-5839

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Meigs High School Staff - continued

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Meigs Marauders

MEIGS LOCAL SCHOOL CALENDAR 2025-2026

August 18	First Day for Teachers
August 20	Open House
August 25	First Day for Students
September 1	Labor Day – NO SCHOOL
September 26	End of First Nine Weeks Interim
October 24	End of First Nine Weeks
October 27	Beginning of Second Nine Weeks
November 21	End of Second Nine Weeks Interim
Nov. 26-Dec.1	Thanksgiving Break – NO SCHOOL
December 2	School in Session – Students Return
Dec. 22 – Jan. 2	Holiday Break – NO SCHOOL
January 5	Waiver Day – No School
January 6	School in Session – Students Return
January 16	End of Second Nine Weeks
January 19	MLK Day – No School
January 20	Beginning of Third Nine Weeks
February 13	End of Third Nine Weeks Interim
February 16	Presidents’ Day – NO SCHOOL
March 13	Waiver Day – No School
March 20	End of Third Nine Weeks
March 23	Beginning of Fourth Nine Weeks
April 1-April 3	Spring Break – No School
April 6	School in Session – Students Return
April 24	End of Fourth Nine Weeks Interim
May 21	Last Day for Students
May 22	Graduation – Last Day for Staff

*Make-Up Days, if needed after the 5-district calamity, would be April 1, April 2, May 22, and then days after Memorial Day.

*Waiver Days – September 29, October 31, January 5, March 13, and May 2.

TABLE OF CONTENTS

Topic	Board Policy
Foreword	
Mission of the School	
Equal Education Opportunity	2260
Office Information	
School Day	8210
• Office Hours	
• Arrival Information	
• Tardy Times	
• Bell Schedules	
• Bus Departure	
• Contacts at School	
Student Responsibilities	5200, 5500
Student Well Being	3213, 4213
Injury and Illness	5330, 5430
Section I - General Information	page 8
Enrolling in the School	5111
Scheduling and Assignment	5120
Early Dismissal	5230
Withdrawal/Transfer from School	5130
Immunizations	5320
Emergency Medical Authorization	5341
Use of Medications	5330
Non-prescribed Medications	5330
Control of Casual-Contact Communicable Disease	8450
Control of Non- Casual-Contact Communicable Diseases	8453
Control of Blood-Borne Pathogens	8453.02
Students with Disabilities	2460
Homeless Students	5111.01
Student Records/Protection and Privacy	8330
Student Fees and Fines	6152, 6152.01
Student Fund Raising	5830
Student Valuables	
Meal Service/Cafeteria	8500, 8531
Safety/Security	
Fire, Tornado, and Safety Drills	
Emergency Closings and Delays	8210
Preparedness for Toxic and Asbestos Hazards	8431
Visitors 9150	
Use of the Library	
Use of School Equipment and Facilities	7510, 7530
Lost and Found	
Use of Office Telephones	
Use of Wireless Communication Devices	5136
Advertising Outside Activities	5722, 9700
Handbooks/Planners	
Lockers	
Textbooks/Library Books	
Volunteers	

Topic	Board Policy
--------------	---------------------

Section II – Academics	page 17
-------------------------------	----------------

Course Offerings	
Field Trips	2340
Grades	5421
Potential Failure Notice	
Class Rank Determination	
Grade Level Advancement	
Graduation Requirements	
Student Participation in Commencement Ceremony	
Educational Options	2370
College Credit Plus Program	2271
Recognition of Student Achievement	5451
Homework	2330
Homework Hotline	
Computers Technology and Networks	7540
Transmission of Records	
Student Assessment	2623

Section III - Student Activities	page 25
---	----------------

School-Sponsored Clubs and Activities	2430
Non-school Sponsored Clubs and Activities	
Athletics	2431
Drug Testing	
Academic Eligibility	2430, 2431
Student Attendance at School Events	5855

Section IV - Student Conduct	page 26
-------------------------------------	----------------

Attendance	5200
School Attendance Policy	5200
Code of Conduct	5500
Bullying, Harassment, and Intimidation	5517.01
Zero Tolerance	5600
Student Discipline Code	3217, 5500, 5516, 5517, 5600, 5610, 5610.01
Discipline	5610, 5610.01- .05
Due Process Rights	5611
Search and Seizure	5771
Interrogation of Students	5540
Student Rights of Expression	5722

Section V – Transportation	page 48
-----------------------------------	----------------

Bus Transportation to School	8600
Bus Conduct	
Videotapes on School Buses	8600
Penalties for Infractions	5610, 5610.04
Transportation of Students by Private Vehicle	8660
Self-Transportation to School	5515
Use of Motorized Utility Vehicles	5515.01

Meigs Local School District Acceptable Use Form	page 53
--	----------------

EQUAL EDUCATION OPPORTUNITY

This District provides an equal educational opportunity for all students. Any person who believes that s/he has been discriminated against based on his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the school's principal @ 740-992-2158. Complaints will be investigated in accordance with the policies and procedures of the district. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Superintendent can provide additional information concerning equal access to educational opportunity.

SECTION I – GENERAL INFORMATION

SCHOOL DAY

Office Hours- Meigs High School office hours are 7:00 a.m.-3:30 p.m. Students may use the office phone only for emergency reasons with approval from a staff member. **Students must check with office personnel before they sign out.**

Arrival at School- Students should arrive and be in first period no later than 7:45 A.M. All students and visitors are to enter through the main entrance at the front of the building. During normal arrival times, **all students should report to the gymnasium or cafeteria** and, when released by the person on duty, they may go to first period.

Tardiness- Academic Classes begin promptly at 7:45 A.M. Students are considered tardy if they arrive after that time. There is a sheet in the office on which students must sign in if arriving after 7:45 A.M. or sign out if leaving before 2:35 P.M. **Students** that arrive after 7:45 A.M. must have a legitimate written excuse for being tardy upon arrival.

MEIGS HIGH SCHOOL BELL SCHEDULES

<u>Regular Schedule</u>			<u>AM Activity Schedule</u>			<u>PM Activity Schedule</u>		
<u>Period</u>	<u>Time</u>	<u>Length</u>	<u>Period</u>	<u>Time</u>	<u>Length</u>	<u>Period</u>	<u>Time</u>	<u>Length</u>
1	7:45 – 8:33	48	Activity	7:45 – 8:26	41	1	7:45 – 8:23	38
2	8:36 – 9:19	43	1	8:29 - 9:07	38	2	8:26 – 9:04	38
3	9:22 – 10:05	43	2	9:10 - 9:48	38	3	9:07 – 9:45	38
4	10:08 – 10:51	43	3	9:51 - 10:29	38	4	9:48 - 10:26	38
5 Lunch	10:54 – 11:26	32	4	10:32 - 11:10	38	5	10:29 - 11:07	38
5 Class	10:54 – 11:37	43	5	11:13 - 11:51	38	6	11:10 - 11:48	38
6 Class	11:29 – 12:12	43	6	11:54 - 12:32	38	7	11:51 - 12:29	38
6 Lunch	11:40 – 12:12	32	7	12:35 - 1:13	38	8	12:32 - 1:10	38
7	12:15 – 12:58	43	8	1:16 - 1:54	38	9	1:13 - 1:51	38
8	1:01 – 1:44	43	9	1:57 - 2:35	38	Activity	1:54 - 2:35	41
9	1:47 – 2:35	48						
<u>2 Hour Delay Schedule</u>			<u>2 Hour Early Dismissal Schedule</u>			<u>3 Hour Delay Schedule</u>		
<u>Period</u>	<u>Time</u>	<u>Length</u>	<u>Period</u>	<u>Time</u>	<u>Length</u>	<u>Period</u>	<u>Time</u>	<u>Length</u>
1	9:45 - 10:15	30	1	7:45 - 8:15	30	1	10:45 - 11:09	24
2	10:18 - 10:48	30	2	8:18 - 8:48	30	2	11:12 - 11:33	21
3	10:51 - 11:21	30	3	8:51 - 9:21	30	3	11:36 - 11:57	21
5	11:24 - 11:54	30	4	9:24 - 9:54	30	5	12:00 - 12:27	27
6	11:57 - 12:27	30	7	9:57 - 10:27	30	6	12:30 - 12:57	27
4	12:30 - 1:00	30	8	10:30 - 11:00	30	4	1:00 - 1:21	21
7	1:03 - 1:33	30	9	11:03 - 11:29	26	7	1:24 - 1:45	21
8	1:36 - 2:06	30	5	11:32 - 12:02	30	8	1:48 - 2:09	21
9	2:09 - 2:35	26	6	12:05 - 12:35	30	9	2:12 - 2:35	23

BUS DEPARTURE- Buses will depart the loading zone every afternoon at approximately **2:35 P.M.** Students who normally ride the bus but leave school property via other means without permission are subject to losing bus privileges. If you normally ride a bus and do NOT have permission from a parent or guardian to do otherwise, you are expected to ride your regular bus home or face disciplinary action.

CONTACTS AT SCHOOL- Please follow these guidelines when contact with the school is needed.

1. Secretary- Reporting student absences, transfer of records, change of address or telephone, student fees, receipts, and general questions regarding the school.
2. Classroom teacher- academic, behavioral, or social problems in class, coursework, homework assignments, projects.
3. Guidance Counselor- continued problems in achievement, report cards, behavioral, social/emotional adjustment, questions related to a student's placement, student schedule, standardized test scores, special education placement, psychological evaluation, IEPs, change in family status (divorce, death, separation, serious illness, etc.)
4. School Nurse- student illness or injury of a serious nature, medications, immunizations, physical handicap.
5. Assistant Principal- questions related to lengthy absences, family vacation, serious and prolonged behavioral problems resulting in detention, ISS placement, or suspension; MEIGS HIGH SCHOOL handbook procedures, rules, and disciplinary actions.
6. Principal- questions related to school rules and procedures, Board of Education Policy, school-wide curriculum, achievement tests, school organization, or personnel.
7. Bus Driver- problems occurring on the bus
8. Athletic Director- athletic events, cheerleading, sports schedules, and athletic handbook.

When a reasonable number of attempts have been made to confer with the designated contact person and no communication has occurred, please call the principal. Likewise, if a conflict arises with the designated contact person and an appropriate solution cannot be agreed upon, please schedule a conference with the principal. Before registering a complaint with the principal, however, the concern/problem should first be discussed with the teacher or other school personnel most directly involved.

STUDENT RESPONSIBILITIES- The School's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules. Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from the teaching staff, guidance counselor, or building administration.

To keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times, it will be the responsibility of the student to deliver the information. The School, however, may use the mail or hand delivery when appropriate. Parents have the option of receiving communication from the School via e-mail and/or facsimile by filling out the appropriate form available in the school's administrative office. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

STUDENT WELL BEING- Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, they must notify a staff person immediately. State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the School office. Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the School office.

INJURY AND ILLNESS- If a student gets hurt or becomes ill at school, that student, another student, or a staff member, should notify the teacher and send word to the office ASAP. We fully expect ill and/or injured students to come to the office. As the situation warrants, the school nurse or other staff member may either call home for the student or give the student permission to call home to notify family, who must be listed on the emergency medical form, to come to the school to pick up the student. In some cases, it may be necessary for the school to call emergency personnel in addition to notifying family of student illness or injury. Students must be signed out in the office before being released from the school.

ENROLLMENT IN THE SCHOOL- In general, State law requires students to enroll in the school district in which their parent or legal guardian resides unless:

- enrolling under the District’s open enrollment policy.
- enrolling and paying tuition.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment. Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The Guidance Counselor will assist in obtaining the transcript, if not presented at the time of enrollment. Homeless students who meet the Federal definition of homeless may enroll and will be under the District Liaison Homeless Children with regard to enrollment procedures. New students 18 years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

In addition, if a new student resides in the District with a grandparent and is the subject of a: (1) power of attorney designating the grandparent as the attorney-in-fact; or (2) a caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the District the child’s educational progress, the student’s grandparent may enroll the child in school on a tuition-free basis. However, in addition to the above-referenced documents that are typically required for enrollment, the grandparent must provide the District with a duly executed and notarized copy of a power of attorney or caretaker authorization affidavit.

A student suspended or expelled by another public school in Ohio may be temporarily denied admission to the District’s schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired may be temporarily denied admission to the District’s schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of suspension or expulsion and any other factors the Superintendent determines to be relevant.

If a student has been recently discharged or released from the custody of the Department of Youth Services (DYS) and is seeking admittance or re-admittance into the District, the student will not be admitted until the following records, which are required to be released by DYS to the Superintendent, have been received:

- A. an updated copy of the student’s transcript.
- B. a report of the student’s behavior while in DYS custody.
- C. the student’s current IEP if one has been developed for the child; and
- D. a summary of the instructional record of the child’s behavior.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

SCHEDULING AND ASSIGNMENTS- Classes are scheduled through the guidance office and any questions regarding class assignments should be directed toward the guidance counselors. Schedules are provided at the beginning of the school year. Schedule changes can only be made through the guidance office the first ten school days of each semester with approval from the administration.

EARLY DISMISSAL- No student may leave school prior to dismissal time without a parent or guardian either contacting the office, submitting a signed written request, or coming to the School Office personally to request the release. No student will be released to a person other than a custodial parent(s) or guardian, or an individual listed on the student’s emergency medical form without a written permission note signed by the custodial parent(s) or guardian.

WITHDRAWAL/TRANSFER FROM SCHOOL- No student under the age of eighteen (18) is allowed to withdraw from school without the written consent of their parents and in compliance with State law. A student who otherwise withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver’s license if they are under the age of 18. Parents must notify the Principal or the guidance counselors about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within 14 days of the parents’ notice or request.

IMMUNIZATIONS- Students must be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements. Kindergarten students must be immunized against Hepatitis B and chicken pox. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the school nurse. The Ohio Department of Health and the Meigs Local School District requires that all 12th grade students must receive two doses of the Meningococcal (MCV4) vaccine prior to entering the 12th grade.

EMERGENCY MEDICAL AUTHORIZATION- A complete Emergency Medical Authorization Form must be on file with the School for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization form is provided at the time of enrollment and at the beginning of each school year.

USE OF MEDICATIONS- Students who must take prescribed medication during the school day, must comply with the following guidelines:

- A. Parents should, determine with the counsel of their child's prescriber whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The appropriate form must be filed with the respective school nurse and/or building principal before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in medication.
- C. All medications must be registered with the Nurse's and/or Principal's Office and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.
- D. Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the Nurse's and/or Principal's Office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours provided the student has written permission from a parent or physician and has submitted the proper forms. In the case of epinephrine auto injectors ("epi pens"), in addition to written permission and submission of proper forms, the parent or student must provide a backup dose to the school nurse. Students are strictly prohibited from transferring emergency medication, epi pens, or inhalers to any other student for their use or possession.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- G. The principal will maintain a log noting the personnel designated to administer medication, as well as the date and time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.

NONPRESCRIBED (over the counter) MEDICATIONS- No staff member will dispense non-prescribed, over-the-counter (OTC) medication to any student without prior parent authorization. Parents may authorize administration of a non-prescribed medication on forms that are available from the Principal's Office. Physician authorization is not required in such cases.

If a student is found using or possessing a non-prescribed medication without parent authorization, the student will be brought to the School office while the student's parents are contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision Code.

A student may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is completed and on file in the Principal's office.

A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES- Because a school has a high concentration of people, it is necessary to take specific measures when the health and safety of the group is at risk. The School's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest. Specific communicable disease includes diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal will be limited to the contagious period as specified in the School's administrative guidelines.

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASE- The School District has an obligation to protect staff and students from non-casual-contact communicable diseases. When a non-casual-contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS, ARD-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child bleeds at school and students or staff members are exposed to the blood. Any testing is subject to laws protecting confidentiality.

CONTROL OF BLOOD-BORNE PATHOGENS- The School District seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to blood-borne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

Students may be exposed to blood-borne pathogens in situations, including, but not limited to the following:

- Engaging in activities with other students in the school environment (e.g., physical education class) where physical injuries or other actions that can cause bleeding or exposure to saliva and other body fluids may occur.
- Working with equipment in the school environment that can cause cuts or similar injuries that produce bleeding.
- Participating in extracurricular activities (i.e., athletic activities) where physical injuries or other actions that can cause bleeding may occur.

Whenever a student has contact with blood or other potentially infectious material, s/he must immediately notify his/her teacher, who will contact the Office and assist the student in completing the requisite documents (e.g., Form 8453.02 F1 - Exposure Report). For additional information refer to Administrative Guidelines/ Board policy 8453.02

STUDENTS WITH DISABILITIES- The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities.

The laws define a person with a disability as anyone who:

- A. Has a mental or physical impairment that substantially limits one or more major life activities.
- B. Has a record of such an impairment; or
- C. Is regarded as having such impairment.

The District has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Additionally, in accordance with State and Federal mandates, the District seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess and if appropriate, place students in special education and related services. Students are entitled to a free and appropriate public education in the "least restrictive environment".

A student can access special education and related services through proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA, A.D.A. Section 504) and State law. Contact the Ms. Karla Brown, Special Education Coordinator at 740-992-7076.

HOMELESS STUDENTS- Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in talented and gifted programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the district liaison for Homeless Students, Michael Barnett at 740-992-2153.

STUDENT RECORDS/PROTECTION AND PRIVACY- The Meigs Local School District maintains many student records including both directory informational and confidential information. Directory information includes: Refer to District Policy 8330 for additional information. Directory information can be provided upon request to any individual, other than a for-profit organization, even without written consent of a parent. Parents may refuse to allow the Board to disclose any or all “directory information” upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may consult the Board’s annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found on the district’s website. Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal Law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student request that prior written consent be obtained. See Form 8330 F13 **Confidential** records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers. Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to district administration. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records. Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student’s privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter. Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as part of the school program or the District’s curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an emancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or the student’s parents.
- B. mental or psychological problems of the student or the student’s family.
- C. sex behavior or attitudes.
- D. illegal, anti-social, self-incriminating or demeaning behavior.
- E. critical appraisals of other individuals with whom respondents have close family relationships.
- F. legally recognized privileged and analogous relationships, such as those of lawyer, physicians, and ministers.
- G. religious practices, affiliations, or beliefs of the student or his/her parents.
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact district administration to inspect such materials. Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation within a reasonable period of time after the request is received by the principal. The Superintendent will notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose; and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpco

Informational inquiries may be sent to the Student Privacy Policy Compliance Office via the following email addresses: FERPA@ED.Gov; and PPRA@ED.Gov

STUDENT FEES AND FINES- Students will be provided necessary textbooks for courses of instruction without cost. Charges may be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of property and equipment. Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

STUDENT FUND-RAISING- Students participating in school-sponsored groups and activities may solicit funds from other students, staff members, and members of the community in accordance with school guidelines. Students may not sell any item or service in school without the prior approval of the Principal. Violation of this policy may lead to disciplinary action.

- Student Fund-Raising Responsibility
 - As each graduating cohort progresses through their high school career, they are responsible for fundraising for class-sponsored events such as Prom and Graduation. For these events to be successful, each student, regardless of their intent to participate in the class-sponsored event, is responsible for doing their part to fundraise for their class.
 - The Class Advisor of each grade level will communicate with students and parents their fundraising goal for the year.
 - Individual students who meet fundraising goals set by their Class Advisor will be permitted to pay a reduced price for their prom ticket their junior year.
 - The price of a Prom Ticket is a one-time charge of \$60 for a current junior or senior which pays for Prom Admission for both years. The price of a Prom Ticket is \$15 for underclassmen, a guest from another school, or a guest out of school who is age 19 or under.
 - Students are permitted to pay their Prom Ticket off early if they choose to do so. A suggested pay Schedule is as follows:
 - Freshman Year: \$20
 - Sophomore Year: \$20
 - Junior Year: \$20
 - Senior Year: \$0
 - All revenue from Prom Ticket sales is put toward the cost of Prom. Remaining funds left over are carried over to the Senior Class fund and go toward the cost of graduation expenses.

STUDENT VALUABLES- Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School is not liable for any loss or damage to personal items.

MEAL SERVICE/CAFETERIA- Breakfast and lunch **are free for all students.** Breakfast will be served in the cafeteria beginning daily @ **7:15 a.m.** ALL students arriving prior to **7:35 a.m.** are to go to the gymnasium. Those who desire to eat breakfast should go directly to the cafeteria, using the stairway in the main lobby or choose a Grab-n-Go breakfast. **It is the parent/guardian's responsibility to provide the Cafeteria Supervisor with physician documentation requiring special dietary needs.**

VISITORS, SAFETY AND SECURITY- Visitors, particularly parents, are welcome at Meigs High School. If a person wishes to confer with a member of the staff, she/he should call for an appointment prior to coming to school in order to schedule a mutually convenient meeting time. Please adhere to the following guidelines:

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. As many unneeded outside doors as possible are locked during the school day.
- F. Portions of the building that will not be needed after the regular school days are closed off.
- G. Students may not bring visitors to school without prior written permission from the Principal.

FIRE, TORNADO AND SAFETY DRILLS- During the first week of school, every classroom teacher will explain and walk-through instructions on where to go and what to do in case of a fire or fire drill, tornado or tornado drill, and safety drills. The routes and directions for each drill should be posted inside every classroom. These drills are very important for health and safety reasons. For each drill the same basic rules apply:

1. Move quickly and quietly
2. No horseplay
3. No talking/whispering-LISTEN!
4. Everyone should take the drills seriously.

Staff members must be able to effectively communicate to the students for whom they are accountable and responsible. Any student impeding the efficiency of these procedures may be assigned disciplinary action. If an event occurs requiring an emergency evacuation of the building, the automated call system will be used to notify parents as to how and where to pick-up their children.

EMERGENCY CLOSINGS AND DELAY OF SCHOOL- If it is necessary to close or delay school, the Meigs Local School District will attempt to make this decision as early as possible. Once a decision is made to close or delay school, the information will be shared with the parents as quickly as possible. To improve communications between families and school, the Meigs Local School District has implemented a Parent Notification System. This program allows the immediate notification to all households and parents, by telephone, of any critical or unplanned event that will cause school cancellation, delay, or an early dismissal. **To ensure that the district call the appropriate number for notification please inform your child's building secretaries what number at which you wish to be contacted.** The school will continue to use radio and television to broadcast school closings and delays due to weather. When school must be closed, the opening delayed or an early release because of inclement weather or other conditions, the school will notify the following radio and television stations and newspapers:

WSAZ Ohio News Network WATH WCHS WTAP WMPO Radio 92.1 FM

The District will also display a message about any delays or closures via the District's website www.meigslocal.org, the district Facebook page www.facebook.com/meigslocal, and our twitter feed (<http://twitter.com/#!/meigslocal>)

PREPAREDNESS FOR TOXIC AND ABESTOS HAZARDS- The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan is available for inspection at the Board Offices upon request.

USE OF THE LIBRARY- The library is available to students during the school day. To check out any other materials, contact the staff member in the library. To avoid fees, all materials checked out of the library must be returned to the library prior to the last day of school.

USE OF SCHOOL EQUIPMENT AND FACILITIES- Students must receive teacher permission before using any equipment or materials in the classroom. Students must seek permission from the Principal prior to using any other school equipment or facility. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use.

LOST AND FOUND- Please check with the office. Items not claimed after 14 days may be given to charity.

USE OF OFFICE TELEPHONES- Office telephones are to be used to call home in times of illness. If a parent or designee calls the school with a message for their child, that message will then be forwarded to her/him as soon as possible. If a designee calls the school, we must have some verification that the caller has the parent/guardian's permission/authority to do so. Designees should be listed on the emergency medical form and/or the parent needs to inform the office of the possibility of messages being left for their child by another person. If the office is unsure of the caller's identity/authority, office personnel answering the phone may ask for the student's ID number.

PERSONAL COMMUNICATION DEVICE (PCD) DEFINITION- For purposes of this policy, "personal communication device" (PCD) includes computers, tablets (e.g., iPad-like devices), electronic readers ("e-readers"; e.g., Kindle-like devices), cell phones, smartphones (e.g., iPhones, Android devices, Windows Mobile devices, etc.), and/or other web-enabled devices of any type.

USE OF PERSONAL COMMUNICATION DEVICES- To support school environments in which students can fully engage with their classmates, their teachers, and instruction, the Board of Education of Meigs Local School District has determined the use of cell phones by students during school hours is **NOT PERMITTED. During class, students shall keep their cell phones in a designated storage area.**

The objective of this policy is to strengthen Meigs Local School District's focus on learning, in alignment with our mission to ignite students' passion for learning, cultivate a strong foundation of knowledge, and foster a sense of community within our schools.

Research shows that student use of cell phones in schools has negative effects on student performance and mental health. Cell phones distract students from classroom instruction, resulting in smaller learning gains and lower test scores. Increased cell phone use has led to higher levels of depression, anxiety, and other mental health disorders in children.

This policy applies to the use of cell phones by students while on school property during school hours.

The use of cell phones: Other than their lunch periods, Students are prohibited from using cell phones at all times.

Exception - Nothing in this policy prohibits a student from using a cell phone for a purpose documented in the student's individualized education program developed under Chapter 3323 of the Ohio Revised Code or a plan developed under section 504 of the "Rehabilitation Act of 1973," 29 U.S.C. 794. A student may use a cell phone to monitor or address a health concern.

Discipline - If a student violates this policy, a teacher or administrator shall take the following progressively serious disciplinary measures:

- The student will be given a verbal warning and require the student to store the student's cell phone in accordance with this policy.
- First Offense - The student will turn off phone/device and place it in a teacher-provided envelope, seal the envelope, and send the phone/device to the office. The phone will be returned to the student at the end of the school day/dismissal.
- Second Offense - The student will turn off phone/device and place it in a teacher-provided envelope, seal the envelope, and send the phone/device to the office. A parent/guardian will be required to pick up the phone/device.
- Third Offense - The student will turn off phone/device and place it in a teacher-provided envelope, seal the envelope, and send the phone/device to the office. A parent/guardian will be required to pick up the phone/device. In addition, the student will be assigned discipline ranging from lunch detention up to In-School Suspension. Administrative discretion will be applied.
- Any Further Offense – Same procedure will be followed, and discipline will increase including the student turning in phone/device to the office at the beginning of the school day. A conference will be scheduled with the student's parent or guardian to discuss the student's cell phone use.

PROHIBITED USE OF PERSONAL COMMUNICATION DEVICES- Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: 1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and 2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The Principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

USE OF PCD FOR PERSONAL PHONE CALLS/TEXTS DURING SCHOOL DAY- Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use school phones to contact parents/guardians during the school day if deemed necessary by the office staff. Students who use their phones to make phone calls or texts during the day may have their phones confiscated and are subject to disciplinary action.

ADVERTISING OUTSIDE ACTIVITIES- Students may not post announcements or advertisements for outside activities without receiving proper approval from the Principal. The Principal will attempt to respond to a request within 1 school day of its receipt.

HANDBOOKS/PLANNERS- Meigs High School student handbooks can be accessed on the Meigs Local School District website, meigslocal.org.

LOCKERS- Upon request, a student can be assigned a locker. The locker assigned to students is the locker they are to use, and they are not to share lockers with other students. Teachers and students will be given the locker combinations. In cases when school officials deem it necessary to open a student's locker, a master key from the school will be used to do so. Lockers are provided for student usage and may be searched by school officials at any time. Students have ample time to access their locker during class changes throughout the school day and are expected to utilize that time to do so. Permission may be granted by a teacher or administrator for a student to access their locker at other times. Lockers are property of the district and should not be damaged. Students will be charged for the repair of intentionally damaged lockers.

TEXTBOOKS/LIBRARY BOOKS- All textbooks are paid for by the District and are provided "free" for student use. The student is responsible and accountable for all textbooks assigned to them. If a textbook is lost or destroyed beyond repair, the student is responsible for the replacement cost of the textbook. If a textbook is abused to the point of needing rebinding, the student is responsible for the cost of the rebinding repair. It is expected that a textbook will receive normal wear due to the student using it for class related work. These guidelines should be followed regarding textbooks/library books:

1. No textbooks are to be left in classrooms unless permission from the teacher is obtained to do so.
2. Textbooks are to stay with the student or be in the student's locker/desk.
3. Any textbook found by a student should be turned into the office.
4. If a student loses a book and cannot find it, they must pay for the book before receiving a replacement. Grade reports may be withheld until payment for lost textbooks/library books is received.
5. Losing books is preventable- DO NOT LEAVE TEXTBOOKS UNATTENDED.
6. Taking good care of textbooks and library books is the responsibility of the student.

SECTION II – ACADEMICS

COURSE OFFERINGS- All students will be enrolled in yearlong courses in Language Arts, Social Studies, Science, and Mathematics. Eighth grade students may qualify to take Algebra I. Students will also participate in a related arts course each semester. Related arts courses consist of General Music, Art, and Physical Education. Students may elect to take Instrumental Music or Choir upon staff approval.

FIELD TRIPS- Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. The Student Code of Conduct applies to all field trips. Attendance rules apply to all trips. Alternative assignments will be provided for students whose parents have not given permission to attend. Students who violate school rules may lose the privilege to go on field trips. Because of organizational concerns, all permission forms must be completed and returned to school prior to the scheduled day of the trip. Call the school if you have questions regarding any field trip.

GRADES- Meigs Local Schools have a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how their grade will be determined, they should talk with the teacher. Band students will receive a grade. Meigs High school uses the following grading system:

<u>Letter Grade</u>	<u>Numeric Grade</u>	<u>GPA Value (Unweighted)</u>	<u>(Weighted for AP)</u>
A	93-100	4.0	5.0
A-	90-92	3.7	4.7
B+	87-89	3.3	4.3
B	83-86	3.0	4.0
B-	80-82	2.7	3.7
C+	77-79	2.3	3.3
C	73-76	2.0	3.0
C-	70-72	1.7	2.7
D+	67-69	1.3	2.3

D	63-66	1.0	2.0
D-	60-62	0.7	1.7
F	59 or below	0.0	0.0

INCOMPLETE POLICY- An incomplete in any nine-week grading period must be made up during the next grading period within the time constraints set by the teacher assigning the incomplete. If the incomplete is carried through an entire following quarter without any arrangements being made with the teacher or guidance counselor, then the nine-week's grade of 50%/F (1st and 3rd Nine Weeks) or the percentage earned (2nd and 4th Nine Weeks) will be reported on the student's report card and permanent folder.

MINIMUM GRADE: The minimum grade that a student can receive on their report card for the first and third nine weeks is a 50%. This is only applicable for the first and third nine weeks. During the first and third nine-week grading periods, if a student misses over six days of school, they will receive the actual grade earned in the class. The second and fourth nine weeks' grades will reflect the actual grade earned in the class.

GRADE CARDS- Grade cards will be distributed at the end of every nine-week period. Students who owe fees or books may have grade cards/records held until the fees are paid or books returned.

POTENTIAL FAILURE NOTICE- When a student appears to be at risk of failure, reasonable efforts will be made to notify the parents so they can talk with the teacher(s) about what actions can be taken to improve poor grades.

LOSS OF CREDIT DUE TO ATTENDANCE – When a student accumulates over 20 days of being absent from school in a semester, the student will not receive credit towards graduation for that semester. Each case will be reviewed individually by administration and administrative discretion will be applied.

CLASS RANK DETERMINATION-

- Latin Honors System of Student Ranking and Recognition- Effective with the Meigs High School Graduating Class of 2026, the Meigs Local School District will implement a Latin Honors System. Instead of a numerical top ten with a valedictorian, salutatorian, etc. the MLSD will continue using a weighted system and will have the following GPA requirements identified below to determine a student's recognition at graduation.
- Students must take 10 college prep, AP, or CCP equivalent courses over the course of their high school career to be eligible with at least 2* per year. OR Students must complete four CTE courses and successfully pass the respective WebXAM testing. They must also meet the following cumulative weighted GPA requirements:
 - Summa Cum Laude (3.9 - 4.0 or above)
 - Magna Cum Laude (3.7 - 3.899)
 - Cum Laude (3.5 - 3.699)
 - Merit (3.5 - 4.0) But does not meet the 10 and/or 2* per year course requirement.
- To be eligible for summa cum laude, at least 4 of the 10 required classes must be from the following list: AP English 11, AP English 12, Pre-Calculus/Adv. Math, Calculus, Physics, Spanish 4.
- 2 per year requirement waived for senior year for CTE students due to known and unavoidable scheduling issues that exist for them during their senior year.
- The Class of 2023, 2024, and 2025 will continue under the Class Ranking System their cohort entered high school with, however, they will wear new graduation gowns with signifying stoles that correspond with their standing under the incoming Latin Honors System of Student Ranking and Recognition. Please see below for details pertaining to this class ranking system:
 - Effective with the Meigs High School Graduating Class of 2021, Valedictorian and Salutatorian will be determined by the calculation of the student's GPA to the ten-thousandths place (four decimals). In the event of a tie, the student's cumulative numerical average will be calculated to determine the class ranking. If a tie still exists, students who are tied will share the honor. The grades of students transferring to the high school from a chartered school will be recognized; however, such students shall have no established class rank for purposes of graduation honors, such as Valedictorian, etc., until such time as they have completed four (4) consecutive semesters. Students entering the high school from non-chartered or home-based schooling shall have no established grade point average (GPA) or class rank for purposes of graduation honors, such as Valedictorian, etc., until such time as they have completed five (5) consecutive semesters.

GRADE LEVEL DETERMINATION- Grade level advancement at Meigs High School is based on the number of credits earned. The number of credits required for each grade level are as follows:

9th: 0-3 credits

10th: 4-8 credits

11th: 9-12 credits

12th: 12+ credits

STUDENT PARTICIPATION IN THE COMMENCEMENT CEREMONY- Only the students who meet all the graduation requirements set forth by the state of Ohio and the Meigs Local Board of Education shall be permitted to participate in the commencement ceremony. Any senior who has been identified as chronically absent, per State of Ohio and House Bill 410 qualifications, may lose privilege to participate in the commencement ceremony. Chronic absenteeism is defined below in the attendance section of this handbook. Any student who has had a serious behavior infraction may also be denied the privilege to participate in the graduation ceremony. Administrative discretion will be used in determining participation in the ceremony.

GRADUATION REQUIREMENTS- Students must meet Meigs Local School District's 21 course credit requirements as well as testing requirements set by the Ohio Department of Education to earn a diploma. See below for more information about your high school diploma requirements. Students are encouraged to utilize the graduation tracker on pages 51 and 52 of this document to track their progress toward earning their diploma.

CURRICULUM REQUIREMENTS- The Meigs Local School District requires 21 credits to earn your diploma.

<u>Minimum Course Requirements</u>	
English Language Arts	4 credits
Health	½ credit
Mathematics (1)	4 credits
Physical education (2)	½ credit
Science (3)	3 credits
Social studies (4)	3 credits
<u>Electives (5)</u>	<u>6 credits</u>
Total	21 credits

Other Requirements

Students must receive instruction in economics (6) and financial literacy (in high school) and complete at least two semesters of fine arts (during grades 7-12).

(1) Mathematics – Students must earn 4 mathematics units, which must include one unit of algebra II or the equivalent of algebra II. Exceptions: Algebra II or advanced computer science is not a requirement for students following a career-technical pathway. However, students still must have four units in mathematics. A student may choose to apply one unit of advanced computer science to satisfy one unit of algebra II/math III or equivalent. Districts also may use credit in a computer science course approved by the Department to satisfy a student's mathematics credit.

Notes: Curriculum Choice expired with the class of 2019 and is no longer an available option for students. Postsecondary institutions may require algebra II, or its equivalent, for college admission.

(2) Physical education – School districts may adopt policies that would exempt students who participate in interscholastic athletics, marching band or cheerleading for two full seasons or an approved Junior Reserve Officer Training Corps (JROTC) program for two years from the physical education requirement. Starting with the 2019-2020 school year, districts may include show choir as a permissible activity as part of the PE Waiver policy. Students satisfying the physical education waiver must take another course of study of at least 60 hours of instruction (1/2 unit).

(3) Science – Science units must include one unit of physical sciences, one unit of life sciences and one unit of advanced study in one or more of the following sciences: chemistry, physics, or other physical science; advanced biology or other life science; astronomy, physical geology or other earth or space science. A student can choose to apply one credit in advanced computer science to satisfy one unit of advanced science (excluding biology or life sciences).

(4) Social studies – Students must include ½ unit of American history, ½ unit of American government, and ½ unit in world history and civilizations (for students in the classes of 2021 and beyond) in the three required social studies units.

(5) Elective credits – Elective units must include one or any combination of world language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education or English language arts, mathematics, science, or social studies courses not otherwise required.

Note: While not a state requirement for graduation, many four-year colleges and universities require a minimum of two years of sequential world language study at the secondary level as a college admissions requirement. This is the case for many in-state and out-of-state colleges and universities.

(6) Financial Literacy – Ohio law requires students to receive instruction in financial literacy as part of the high school graduation requirements. However, it is up to local districts to determine how to best meet the needs of their students. For example, the financial literacy content may be incorporated into another course, or some districts may require students to take a standalone financial literacy course for a half credit that can meet either a graduation requirement for social studies or an elective

In addition to curriculum requirements, you must also meet the following:

Satisfy the new graduation requirements for the classes of 2023 (students who entered ninth grade after July 1, 2019) and beyond by demonstrating competency and readiness:

- **Demonstrating Competency** - Students will demonstrate competency in the foundational areas of English language arts and mathematics by earning a passing score on Ohio’s high school Algebra I and English II tests or through alternative demonstrations, which are listed below.
 - Option 1. To demonstrate competency using Ohio’s state tests, students must earn a score of 684 or above on both the Algebra I (or Integrated Math I) and English language arts II end-of-course exams.
 - Option 2. To demonstrate competency by Career Readiness, students must demonstrate two career-focused activities, at least one must be a foundational option.
 - Foundational options: 1. Cumulative score of proficient on 3 or more WebXams. 2. Earn 12-points of industry credential. 3. Complete a registered pre-apprenticeship, an apprenticeship, or show evidence of acceptance into an approved apprenticeship. 4. State-issued license for a practice in a vocation.
 - Supporting options: 1. Work-Based Learning. 2. Earn the workforce readiness score on the Workkeys. 3. Earn the OhioMeansJobs Readiness Seal
 - Option 3. To demonstrate competency through the College Credit Plus Program, students must earn credit in a non-remedial math or English course for the subject area not passed.
 - Option 4. To demonstrate competency through Military Enlistment, students must provide evidence of enlistment in a branch of the armed forces to demonstrate competency.
 - Option 5. To demonstrate competency using the ACT or SAT, students must obtain a remediation-free score in the math and/ or English subject area on the ACT or SAT. To demonstrate competency in English, a student must be remediation-free in the subjects of English and reading on the ACT or SAT.
- **Demonstrating Readiness** - Students will demonstrate readiness for their post-high school paths by earning two seals that allow them to demonstrate important foundational and well-rounded academic and technical knowledge, professional skills, as well as develop key social and emotional competencies and leadership and reasoning skills. Earn two of the following diploma seals, choosing those that line up with your goals and interests. At least one of the two must be Ohio-designed:

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

EDUCATIONAL OPTIONS- Meigs High School provides alternative means by which a student can achieve the goals of the District, as well as his/her personal educational goals. A list of the approved Educational Options is available in the Guidance Office. To participate in an Educational Option, the student must first submit an application for approval by the high school administration. Students under the age of 18 may only participate with the written consent of their parent or guardian. Applications are available in the Guidance Office. Credit will be granted upon the successful completion of an approved program and will be assigned according to student performance relative to stated objectives of the approved instructional and performance plan and in accordance with District policy and established administrative guidelines.

VLA/VIRTUAL LEARNING ACADEMY- On-line courses are only available for students needing credit recovery or for required courses offered that will not fit into the students' academic schedule. The district will pay for the credit recovery course, however, if a student needs to retake a credit recovery course or a Summer School VLA course, the student and/or students' parent/guardian will be responsible for cost of the course. For courses not offered in our curriculum, there will be a fee determined by the administration and/or board of education to cover the cost of administrating the course. For full credit-year long courses the student will complete 36 lessons. For ½ credit-semester courses, students will complete 18 lessons.

- The student is responsible to complete the total number of lessons for each course; 18 lessons for semester courses and 36 lessons for year-long courses. Failure to do so will result in an incomplete for the course. Incompletes will become failures if not completed by the current school year deadline.
- It is the responsibility of the parent or guardian to pay all required fees for the course needed to be repeated or if school year license has expired.
- Students must meet all graduation requirements as stipulated by the Meigs Local School District and ODE to be awarded a diploma.
- VLA courses cannot be used for advanced placement academic course credit that will be applied toward a weighted GPA.
- VLA courses cannot be used for early graduation purposes unless prior approval is given by the principal.
- VLA courses will not be used for athletic eligibility.
- Students enrolling in VLA must complete all course work by May 1st of the current school year. Summer sessions will also be completed by a specified date.
- Summer VLA classes are permitted only for credit recovery of courses students previously failed.
- VLA students cannot take more than eight credits per year (four per semester) towards graduation. An exception may be made only if the student is credit deficient and the Principal and Superintendent give approval.
- Cost options for VLA courses may be subject to change each year due to service fees set forth by the Meigs Local School District. Please contact the school each year for a course payment schedule. Money may be non-refundable for incomplete or dropped classes.

COLLEGE CREDIT PLUS PROGRAM - Meigs Local School District College Credit Plus Program Guidelines

Any student in grades 7 through 12 may enroll in a postsecondary program provided they meet the requirements established by law and by the participating college or university. To be eligible for the College Credit Plus program, a student must meet the following basic requirements:

- **If a CCP class is offered in-house at Meigs High School, a student must take the course at the high school. If the student chooses to take the course outside of Meigs High School, the student's parent or guardian will be responsible for all costs relating to the course.**
- **A student cannot miss Meigs High School required classes to participate in the CCP program.**
- Students must meet admission criteria for college/university.
 - Once accepted, that institution must send written notice to the student, parent/guardian, and/or high school counselor. It will need to include acceptance, courses, and hours of enrollment.
- Students must take at least 5 high school or equivalent credits when combined from high school and college/university.
 - The following guidelines for semester hours will be used:
 - 3.0 or more credit hour college course = 1.0 Carnegie unit of credit for high school
 - 2.0 credit hour college courses = 2/3 Carnegie unit of credit for high school
 - 1.0 credit hour college course = 1/3 Carnegie unit of credit for high school
 - A student may earn up to 30 college credit hours per academic year and no more than 120 college credit hours while in the program.

- A student is eligible to enroll for college and high school graduation credit. The cost of all course work (tuition, general fees, and textbooks) will be paid for by Meigs Local Board of Education. IF the course requires special fees or supplies, they are the responsibility of the student (such as aviation, art).
 - **Meigs Local School District only pays for coursework IF the student completes each course successfully and earns a passing grade. If a student fails the course or drops that course past the college or university add/drop date with 100% refund, all financial obligations become the responsibility of the parent/guardian of the student.**
- **The graduation diploma and final transcript will be held until all financial obligations are met.**
- **Please see MHS guidance office prior to purchasing a textbook. All textbooks are to be returned to the MHS guidance office.**

GRADE POINT AVERAGE AND CLASS RANK

All courses taken at the college/university will become a part of the student’s high school transcript. If a student withdrawals from a course past the college or university add/drop date, the student will receive a “W” on their high school transcript. College work completed on a pass/fail option will not be counted in the student’s grade point average.

GRADUATION REQUIREMENTS

No high school graduation requirement, including state testing or graduation seals, may be waived for any student due to participation in the CCP program. All college/university grades must be filed in the Meigs High School Guidance Office before commencement rehearsal for a senior to participate in the graduation ceremonies. Also, according to school policy, all fees/debts must be paid to participate in the graduation ceremony.

TRANSPORTATION

Students are responsible for their own transportation to and from their college/university.

UNDERPERFORMING STUDENTS

PROBATION: Students earning lower than a cumulative 2.0 GPA in CCP courses or students who withdraw from or receive no credit for two or more courses in the same term will be placed on CCP probation. While on probation, students may only enroll in one CCP course for one college semester, and they may not enroll in a college course in the same subject in which the student previously earned a D, F, or received no credit.

- **Students failing or receiving no credit for any Meigs High School course are strongly discouraged from participating in the CCP program until the student successfully completes credit recovery for the MHS course.**

INELIGIBILITY: A student is ineligible for the CCP program when the student is on probation for two consecutive college or university terms. Students may appeal CCP ineligibility within 5 days of being notified of status. When a student becomes ineligible, the student may not enroll in any CCP courses for the following term. At the end of the ineligibility term, the student can submit a request to high school administration in writing to be reinstated to the program. If a student becomes ineligible at any college or university, they are ineligible to participate in the CCP program during the ineligibility term.

ATHLETIC ELIGIBILITY

All courses taken in CCP must count toward high school graduation. Student athletes selecting to participate in CCP must be certain of the following:

- The faculty members at the post-secondary institution can and will provide grades and/or progress reports at the time when the high school’s grading period is over.
- The student-athlete is taking enough post-secondary course work exclusively, or between the post-secondary institution and the high school combined, to be equivalent to five high school credits. Calculating equivalency of credits in the post-secondary institution is conducted in the same manner as in the high school, based on the Carnegie unit and per OHSAA guidelines. **Students participating in the CCP program are required to meet with the MHS guidance department to ensure they are taking enough classes to be eligible for athletics.**

PARTICIPATION

Students and their parents/guardians who plan to participate in the College Credit Plus program must do the following:

- Notify the Meigs High School Guidance Office of the student's intention to enroll in the program for the upcoming school year by returning the CCP program forms by the designated deadline of April 1st each year. After April 1st you will need permission from the school district superintendent to participate.
- Before participation, the student and their parent/guardian must meet with the Meigs High School counselor to address the possible risks and consequences and possible benefits of participating in the College Credit Plus program.
 - The Meigs High School guidance department hosts an annual CCP informational meeting with participation from local college/universities.
- Students wishing to have college courses that meet specific graduation requirements must have college courses pre-approved through the high school guidance office BEFORE scheduling at the college/university. Failure to do this may result in the course only counting as an elective credit.
- At the end of each quarter/semester, the student will provide the high school guidance office with a copy of his/her college grades.
- College/university and Meigs Local School District calendars usually do not align. Students must be in attendance when either institution is in session.

RECOGNITION OF STUDENT ACHIEVEMENT- Students who display significant achievements during the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, attendance, athletics, performing arts, citizenship, and volunteerism.

HOMEWORK- Homework will be assigned. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the assessment tests and graduation. Students are expected to complete their homework by themselves unless permission is given by the teacher for them to utilize other assistance. Homework resources may include Student planners, weekly newsletters/agenda's, Parent Portal, teacher webpages.

OPEN HOUSE/PARENT-TEACHER CONFERENCES-Open House/Parent-Teacher Conferences will be held throughout the year. However, anytime a parent wants to schedule a conference, they may call the office to arrange an appointment. Due to the responsibilities of a daily schedule with a large volume of students, parents should not expect teachers to be available without prearranging a scheduled conference time at least one day in advance.

COMPUTER TECHNOLOGY AND NETWORKS- The district provides Internet services to its students. The District's internet system has a limited educational purpose and has not been established as a public access service or a public forum. Student use of the District's computers, network, and Internet services/connection ("Network") are governed by the following principles and guidelines, and the Student Code of Conduct. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network. Parents and students are advised that the Board may not be able to technologically limit access through the Board's Internet connection to only those services that have been authorized for the purpose of instruction, study and research related to the curriculum. Because it serves as a gateway to any publicly available file server in the world, the Internet opens classrooms and students to electronic information resources that have not been screened by educators for use by students of various ages. The District utilizes a Technology Protection Measure, which is a specific technology that will protect against (e.g., filter or block) access to visual displays/depictions that are obscene, pornographic, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the Technology Protection Measure may be configured to protect against access to other material considered inappropriate for students to access. The District further utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parent/guardians are advised that a determined user may be able to gain access to services on the Internet that are not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable, or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The District supports and respects each family's

right to decide whether to apply for independent student access to the Internet. Students are encouraged to use the “Network” for educational purposes. Use of the Network is a privilege, not a right. When using the Network, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Students are responsible for good behavior on the District’s computers/network and the Internet just as they are in the classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. Unauthorized or inappropriate use of the Network, including any violation of these rules, may result in cancellation of the privilege, disciplinary action consistent with the Student Code of Conduct, and/or civil or criminal liability. Prior to accessing the Network, students must sign the Student Network and Internet Acceptable Use and Safe Agreement. Parent permission is required for minors. Parents are encouraged to discuss their values with their children so that students can make decisions regarding their use of the Network that is in accord with their personal and family values, in addition to the Board’s standards. Students must complete a mandatory training session/program regarding the appropriate use of technology and online safety and security as specified in Policy 7540.03 – Student Network and/or being assigned an e-mail address. Smooth operation of the Network relies upon users adhering to the following guidelines. The guidelines outlined below are not exhaustive but are provided so that users are aware of their general responsibilities.

- A. Students are responsible for their behavior and communication on the Network.
- B. Students may only access the Network by using their assigned Network account. Use of another person’s account/address/password is prohibited. Students may not allow other users to utilize their account/address/password. Students may not go beyond authorized access.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data, or passwords belonging to other users, or misrepresent other users on the Network.
- D. Students may not use the Network to engage in “hacking” or other illegal activities (e.g., software pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography; fraud; sale of illegal substances and goods).
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- F. Any use of the Network for commercial purposes (e.g., purchasing or offering for sale personal products or services by students), advertising, or political lobbying is prohibited.
- G. Use of the Network to engage in cyberbullying is prohibited. “Cyberbullying” involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal Web sites or Facebook accounts, and repeated, and hostile behavior by an individual or group, the is intended to harm others. For further information on cyberbullying, visit <http://www.cyberbullying.ca>
Cyberbullying includes, but is not limited to the following:
 1. Positing slurs or rumors or other disparaging remarks about a student or school staff member on a web site or on weblog.
 2. Sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim’s cell phone bill.
 3. Using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites such as YouTube.
 4. Posting misleading or fake photographs of students or school staff members on web sites.To the extent permitted by the First Amendment, instances or cyber-bullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct.
- H. Students are expected to abide by the following generally accepted rules of the network etiquette:
 1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communication made through the Network. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive or disrespectful language in communications through the Network (including, but not limited to, public messages, private messages, and material posted on web pages).
 2. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
 3. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending him/her messages, the student must stop.
 4. Do not post information that, if acted upon, could cause damage or danger of disruption.
 5. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial web sites.
 6. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
 7. Never agree to get together with someone you “meet” on-line without parent approval and participation.

8. Check e-mail frequently and diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of electronic mail disk space.
9. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any e-mail that contains pornography. Students should not delete such messages until instructed to do so by a staff member.
- I. Malicious use of the Network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Network in such a way that would disrupt its use by others. Students must avoid intentionally wasting limited resources. Students may not bypass or attempt to bypass the District's Technology Protection Measure. Students must immediately notify the teacher, principal, or technology coordinator if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access.
- J. All communications and information accessible via the Internet should be assumed to be private property (i.e., copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions/acknowledgement of authorship must be respected. Rules against plagiarism will be enforced.
- K. Downloading of information onto the Board's hard drives is prohibited, without prior approval from the teacher. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.
- L. Students must secure prior approval from a teacher or the technology coordinator before joining a Listserv (electronic mailing list) and should not post personal messages on bulletin boards or "Listservs".
- M. Students are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication (e.g., instant messaging) (other than e-mail) without prior approval from a teacher or the technology coordinator. All such authorized communications must comply with these guidelines.
- N. Privacy in communication over the internet and the Network is not guaranteed. To verify compliance with these guidelines, the Board reserves the right to monitor, review, and inspect any directories, files, and/or message residing on or sent using the Network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- O. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board makes no warranties of any kind; either expressed or implied, that the functions or the services provided by or through the Network will be error-free or without defect. The Board is not responsible for any damage a user may suffer, including, but not limited to loss of data, service interruptions, or exposure to inappropriate material or people. The Board is not responsible for the accuracy or quality of information obtained through the internet. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials. The Board will not be responsible for financial obligations arising through the unauthorized use of the Network. Students or parents of students will indemnify and hold the Board harmless from any losses sustained because of misuse of the Network by the student. Use of the Network by students will be limited to those students whose parents have signed a release of claims for damages against the Board.
- P. File-sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on the Network.
- Q. Students may not establish or access web-based e-mail accounts on commercial services through the Network (e.g., Gmail, Hotmail, Yahoo mail, etc.).
- R. Since there is no central authority on the Internet, each site is responsible for its own users. Complaints received from other sites regarding any of the District's users will be fully investigated and disciplinary action will be taken as appropriate.
- S. Preservation of Resources and Priorities of Use: Computer resources are limited. Because space on disk drives and bandwidth across the lines which connect the Network (both internally and externally) are limited, neither programs nor information may be stored on the system without permission of the technology coordinator. Each student is permitted reasonable space to store e-mail, web, and personal files. The Board reserves the right to require the purging of files to regain disk space. Students who require access to the Network for class-or instruction-related activities have priority over other users. Students not using the Network for class-related activities may be "bumped" by any student requiring access for class-or instruction-related purpose.
- T. Game playing is not permitted at any time.

TECHNOLOGY RESPONSIBILITY GENERAL GUIDELINES- The goal of Meigs Local Schools is to provide comprehensive and varied experiences with technology. Expectations and responsibilities are an integral part of such usage. Computer use at Meigs Local Schools is encouraged and made available to students for educational purposes. The school retains the ownership of all hardware and software. The school reserves the right to inspect, copy, and/or delete all files and records created or stored on school owned

computers. Students will follow the directions of teachers or other responsible staff as to the proper use of equipment and software. Students must observe the following guidelines. Failure to do so will result in penalties as determined by faculty or administration.

Guidelines:

1. Files stored on school computers are restricted to school related assignments only. Personal files may NOT be stored.
2. Network password security is the responsibility of the student and should be treated as secret.
3. Students shall not copy without authorization, damage, or alter any hardware or software. Students shall not delete files without authorization or knowingly introduce a computer virus to any school computer, network, or networks accessed via the Internet.
4. Students shall NOT use or alter another person's password, file, or directories. Students aiding teachers are restricted to using only the program selected by the teacher.
5. All non-school software, CDs and disks must be checked for viruses and approved for use by a faculty member before being used on any computer and are subject to inspection approval by the administration.
6. Use of all telecommunications is restricted to school related projects and must be supervised by a teacher or administrator.

Student internet users and parents/guardians must read the Internet Acceptable Use Policy.

A copy of this policy is included with other papers to read, sign, and return to the school.

7. No students shall attempt to establish computer contact into school district restricted computer networks or any other unauthorized databases.
8. Only teachers or administrators or those directed by a teacher may install or modify software.
9. Vandalism will not be tolerated. Vandalism is defined as any malicious attempt to harm or destroy district computer hardware, software, or data of another user or the modification of control settings or access software resulting in the delay of use by another user.

Penalties- Penalties for minor infractions may be applied as determined by the teacher and/or network administrator.

Notification to parents may be made at any penalty level. Building administrators will enforce the Student Discipline Code when applicable. Penalties for Discipline Code infractions may include suspension and expulsion if warranted.

SPECIFIC RULES FOR USE OF INTERNET- While a goal of Meigs Local Schools is to create access to the Internet, this is a privilege for which there are corresponding responsibilities. The following guidelines apply for student access to the Internet at school.

1. To utilize the computer resources linked to the Internet, each student must read and sign an Acceptable Use form. Only students registered in Meigs Local are eligible to apply for use of Internet related computer resources and internet access.
2. The parent or guardian of each student must read and sign the same Acceptable Use form.
3. School personnel will make reasonable efforts to maintain reliable service and user privacy. However, they cannot guarantee that the system will always be available, that files will always be saved, or that privacy will be guaranteed. Nothing maintained on this system should be considered private. The system of district administrators may review all files at any time.
4. Disregard of network responsibilities listed in the Acceptable Use form will result in a suspension of access privileges at school for a period of time to be determined by the administration and a report may be made to the system administrator or any other network involved. Noncompliance of rules when using another organization's network or computing resources will also result in loss of privileges.
5. Any action which compromises the security of any of the computers connected to the Internet or attempts to log in to the Internet as a system administrator will result in cancellation of user privileges. In addition, illegal or improper use of access to another system on the Internet is a crime and will be reported to the proper investigative authorities. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.
6. Vandalism will result in cancellation or suspension of privileges. This includes but is not limited to the uploading or creation of computer viruses and the modification of computer/terminal settings or access software.

TRANSMISSION OF RECORDS AND OTHER COMMUNICATIONS- Parents/Guardians must complete and return to the District Form 8330 F4a to authorize the staff to communicate with the parent/guardian via facsimile and/or electronic mail ("e-mail"). Parents

who elect to communicate with a staff member via e-mail are required to keep the District informed of any changes to their e-mail address.

STUDENT ASSESSMENT- Unless exempted, each student must pass all portions of the State-mandated assessment test as a requirement for graduation. The test will be administered twice a year until the student passes all parts of the test. Students are only required to retake those parts of the test they have not yet passed. While the School District does schedule make-up dates for testing, students should avoid unnecessary absences. Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests help the staff determine instructional needs. Classroom tests are given to assess student progress and assign grades. These are selected or prepared by teachers to assess student achievement on specific objectives. Career and interest surveys may be given to identify areas of student interests or talent. These are often given by the guidance staff. College entrance testing information can be obtained from the Guidance Office

SECTION III – STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES- Meigs Local School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be taken for credit, required for a particular course, and/or contain school subject matter. Extra-curricular activities do not reflect the School curriculum but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like. All students are permitted to participate in the activities of their choosing if they meet the eligibility requirements. *Participation in these activities is a privilege and not a right*, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES- Non-school-sponsored student groups may meet in the school building during non-instructional hours. The application for permission to use school facilities can be obtained from the office or online at www.meigslocalschools.org or contact the Athletic Director/Building Use Facilitator at 740-992-7891. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities, and that non-school persons do not play a regular role in the meeting. All school rules relating to student conduct and equal opportunity to participate apply to such activities. Membership in any fraternity, sorority, or other secret society as proscribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate. No non-district-sponsored organization may use the name of the school or school mascot on any materials or information.

ATHLETICS- Meigs High School provides a variety of athletic activities in which students may participate provided they meet eligibility requirements established by the Board and by the Ohio High School Athletic Association (OHSAA). *Participation in these activities is a privilege and not a right*, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05. For further information, contact the Athletic Director/Building Use Facilitator at 740-992-7871.

DRUG TESTING- Students who participate in athletics, marching band, drive to school, and/or participate in career/technical programs will be subject to random drug screenings. Generally, these screenings will be performed by a third-party organization contracted by the MLSD for this purpose. If a student is called to perform a drug screen and refuses to do so, it will be treated as a positive test. Any student who tests positive will automatically be tested at the next round of screenings. Athletes should refer to the athletic handbook with regards to penalties for positive drug screens. Students who drive to school will have their driving privileges revoked, and the Superintendent may make a referral to the Ohio BMV for suspension of their driver's license. Students who are in career/technical programs will be placed on light/restricted duty (no lab work) until the next screening, which must be negative. Failure to pass the second drug screen will result in that student being removed from the program. Any student at Meigs High School who gives reasonable suspicion that they are under the influence of drugs or alcohol can be required by Administration to submit to a drug test.

ACADEMIC ELIGIBILITY- Middle School students must maintain passing grades in a minimum of 5 middle school courses. High School students must earn a minimum of 5 high school credits and maintain at least a 1.0 GPA in a grading period to be eligible for the next grading period. For more detailed information, please refer to the Ohio High School Athletic Association website at www.ohsaa.org, the Meigs Local Athletic Director, Meigs High School athletic handbook, or contact the middle school administration.

STUDENT ATTENDANCE AT SCHOOL EVENTS- Students are encouraged to attend as many after school events as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students participating in the event. It is strongly advised that students attending evening events as nonparticipants be accompanied by a parent or adult chaperone. The Board is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone. **A student placed on Social Probation is not permitted to attend or participate in any extra-curricular activities during the probationary period.**

SECTION IV – STUDENT CONDUCT

ATTENDANCE

SCHOOL ATTENDANCE POLICY- The Meigs Local School District is committed to providing the best possible education for its students. Being in class every day helps the students to do their best. When students are absent, they miss class instruction and discussion. Make-up work cannot provide all the information that was missed.

MHS SCHOOL DAY- A school day for a Meigs High School student goes from 7:45 a.m. to 2:35 p.m. during a normal, uninterrupted day. If a school day is interrupted for a particular reason, students need to follow the appropriate bell schedule for that day.

STUDENT ABSCENCES AND EXCUSES- Effective July 1, 2017, in accordance with Public Law No: 114-95 (ESSA) and Ohio House Bill 410, student absences will be calculated by the hour and not by day for the full school year rather than by grading period or semester.

LOSS OF CREDIT DUE TO ATTENDANCE – When a student accumulates over 20 days of being absent from school in a semester, the student will not receive credit towards graduation for that semester. Each case will be reviewed individually by administration and administrative discretion will be applied.

EXCUSED ABSENCES- (48 Hour Limit-8 days per school year) Attendance shall be required of all students enrolled in the Meigs Local School District during the days and hours that schools are in session. When a student is absent from school, she/he is considered “Absent-Unexcused” until an acceptable written excuse is received. The written excuse must be received upon the student’s return. Students are permitted 48 hours (8 days) in which written note of legitimate cause is permitted to excuse their absence. Students with a health condition that causes repeated absences must provide the administration with an explanation of the condition from a registered physician.

- Personal illness- the administration may require a doctor’s confirmation if necessary
- Absence during the school day for professional appointments- Parents are encouraged to schedule dentist, doctor, legal, and other necessary appointments at times other than the school day. If absent for one of these reasons, upon return the student shall:
 - Provide a statement to that effect from his/her parents
 - Bring a signed statement/excuse from the doctor, dentist, lawyer, counselor, or court official to the effect that he/she reported promptly for the appointment
 - Report back to school immediately after the appointment if school is still in session
- Illness in the family necessitating the presence of the child- the administration may require a doctor’s confirmation if necessary
- Quarantine of the home- is limited to the length of the quarantine per health officials
- Death in the family- this is limited to three days unless a reasonable cause may be shown for longer absence
- Necessary work at home due to absence or incapacity of parent(s)/guardian(s)- this only applies for children over the age of 14 and is limited to no longer than 5 days.
- Observation or celebration of Bona fide religious holiday- consistent with a person’s beliefs or creed
- Appointments for Court
- Head Lice- Students excluded from school due to head lice are allowed one (1) excused absence on two (2) separate occasions during any school year. Absences beyond this number are unexcused unless the additional absences are covered with a physician’s excuse

- Emergency or other set of circumstances- determined by the Superintendent

UNEXCUSED ABSENCES- An unexcused absence is any absence from school without a legitimate excuse. Any Student who is absent from school for all or any part of the day without legitimate excuse shall be considered “truant” and the student and his/her parents shall be subject to the truancy laws.

REPORTING ABSENCES- Ohio law requires that schools verify absences daily. On the day of absence, an auto-dial system may call the student’s home to verify the absence. The parent (and not the school) maintains the responsibility to make certain a written excuse is submitted to the school office within 2 days of the student’s return. We recommend calling the school between 7:15 a.m. and 8:15 a.m. to report your child absent; however, a written excuse is required upon their return to school. When calling to report your child absent, please provide the following information:

- Your name and relationship to the student
- Student’s first name, last name, and grade
- Date(s) of absence
- Reason for the absence

WRITTEN EXCUSES- A written excuse is required upon the student’s return to school, or the absence will be considered unexcused. The written excuse should contain the following information:

- Student’s first and last name, grade level
- Date(s) of absence
- Reason for the absence
- Parent’s/Guardian’s signature

TRUANCY- A parent or guardian may be held responsible for a child’s truancy. Truancy is defined by Ohio Revised Code, Section 3313.609, as “any absence that is not excused”. Unexcused partial absences, such as coming in late or leaving school without permission will be considered truancy. If there is a history of truancy for a previous school year, the school administration may waive the required 48 hours (8 days absent) and place the student on doctor’s excuse only at the start of the current school year. According to policy 5200, a student shall be considered truant each day s/he is absent without acceptable excuse from his/her assigned location. The disciplining of truant students shall be in accord with Board policies and due process as defined in policy 5611 and the Student Code of Conduct.

	Consecutive Hours	Hours per School Month	Hours per School Year
Habitual Truancy	30 hours - without Legitimate Excuse	42 hours - without Legitimate Excuse	72 hours - without Legitimate Excuse
Excessive Absences		38 hours – with or without Legitimate Excuse	65 hours – with or without Legitimate Excuse
Chronic Absenteeism			10% or 92 hours - with or without Legitimate Excuse

STUDENT ABSENCE INTERVENTION PLAN- A student is considered lawfully habitually truant upon missing 30 consecutive hours, 42 hours in a school month, and/or 72 hours without legitimate excuse in a school year. A student is considered lawfully excessively absent upon missing 38 hours with or without legitimate excuse and/or 65 hours with or without legitimate excuse. A student who is excessively absent may be subject to an Absence Intervention Plan. When a student becomes lawfully truant, the parent/guardian shall be required to attend an Absence Intervention Conference to address the student’s attendance, behavior, and academic concerns. If the parent/guardian is not responsive to the request, the district shall determine if there is cause to report the parent/guardian to the Child Protective Services Agency for abuse or neglect. Failure of the student to participate and improve attendance shall result in filing of complaints in Juvenile Court.

When a student is habitually truant, the following will occur:

1. Within seven days of the triggering absence, the district will do the following:
 - a. Select members of the absence intervention team.

- b. Make three meaningful attempts to secure the participation of the student's parent or guardian on the absence intervention team.
2. Within 10 days of the triggering absence, the student will be assigned to the selected absence intervention team.
3. Within 14 days after the assignment of the team, the district will develop the student's absence intervention plan.
4. If the student does not make progress on the plan within 61 days or continues to be excessively absent, the district will file a complaint in the juvenile court.

The purpose of the absence intervention team is to establish a student-centered absence intervention plan for every child who is habitually truant by identifying specific barriers and solutions to attendance. The team is cross-sector and ideally includes the participation of the student and the parent. This requirement is new and is aimed at breaking down barriers to attendance without filing criminal complaints against the student in juvenile court. (Ohio House Bill 410, effective July 1, 2017) Any senior who has been identified as chronically absent, per State of Ohio and House Bill 410 qualifications, may lose privilege to participate in the commencement ceremony.

TRUANCY CHARGES FILED IN COURT- Students who fail to make progress on their Absence Intervention Plan will have a complaint filed against them in juvenile court. (Ohio House Bill 410, effective July 1, 2017)

Student's admitting to the truancy charge or adjudicated as unruly/delinquent for truancy (and parent/guardians who have plead or been found guilty of a "contributing" charge) may be ordered by the Juvenile Court to accumulate no further unexcused absences or tardies. A Violation of Court Order or Community Control Violation may be filed against the student/parent/guardian for future unexcused absences or tardies. Juvenile Court may retain jurisdiction of students until they graduate, obtain their GED, or attain 21 years of age.

SOCIAL PROBATION – Social Probation is a ban on students attending or participating in school sponsored extra-curricular activities (i.e., athletic competition, school dances, clubs, plays/performances, sporting events, etc.) When a student is placed on social probation, they are not permitted to be on school grounds or at any school event outside of normal school hours for the duration of the probation. **A student can be placed on Social probation due to behavior issues or after accumulating 20 or more absences from school.** The length of the probation will be determined by administration and will be reviewed every two weeks. Each case will be reviewed on an individual basis and administrative discretion will be applied. Students who are placed on social probation can appeal this decision by submitting a letter of appeal explaining their absenteeism/tardiness, and/or behavior infractions. Administration will review the appeal, and the student will be notified of their decision in a timely manner. Violating social probation will be considered trespassing.

PARENTAL RESPONSIBILITY- Legal Requirement: Ohio Revised Code, Section 3321.03. It is the parent's responsibility to cause the child to attend school. It is the responsibility of the parent to ensure his/her child's regular attendance at school. Failure to send a child to school is a violation of Ohio law.

Criminal charges can be filed against a parent/guardian/custodian of a child who is a habitual truant. These charges can be:

- Contributing
- Criminal Prohibition (Failure to send)
- Parental Educational Neglect
- Child Endangering

STUDENTS RESPONSIBILITY- Legal Requirement: Ohio Revised Code, Section 3321-01. All children between the ages of six (6) and eighteen (18) are of compulsory school age and must attend school.

The student's responsibility is to attend school daily unless he/she has a valid excuse. Attending school is the student's job from the time he/she begins school in kindergarten through graduation. Failure to attend may result in the student being placed on an Absence Intervention Plan. Failure to make progress on the plan will result in the district filing a complaint against the student in juvenile court. (Ohio House Bill 410, effective July 1, 2017)

SCHOOL AND COURT RESPONSIBILITY

- To organize and coordinate communication among all persons involved.
- To work as a team with the family to follow through with attendance compliance.
- To provide the family with appropriate referrals to community resources

MAKE-UP OF TESTS AND OTHER WORK- Students who are absent from school shall be given the opportunity to make up missed work for full credit. The student should contact their teacher(s) as soon as possible to obtain assignments. The number of days for

completion of make-up work will be equivalent to the number of days of absence. If a student misses a teacher's test due to an absence, the student should make arrangements with the teacher to take the test at another time. If a student misses a State mandated assessment test or other standardized test, the student should consult with the Guidance Counselor or Office Administration to arrange for administration of the test at another time.

SUSPENSION FROM SCHOOL- Per Ohio Revised Code, absence from school due to suspension shall be considered an authorized absence. A suspended student will be responsible for making up schoolwork missed due to suspension. Assignments may be obtained from the office beginning with the first day of suspension. Make up of missed tests may be scheduled when the student returns from school. The student must complete missed assignments during the suspension and turn them in to the teacher by the time the student returns to school. The student will be given at least 50% credit for properly completed assignments and will receive a grade for any made-up tests.

TARDINESS- Each student is expected to be in his/her assigned location throughout the school day. If a student is late arriving at school, she/he must report to the School office and sign-in before going to his/her first assigned location. Students are permitted 5 tardies where a parent/guardian may provide a written note of legitimate excuse for their tardiness. Any tardy after 5 will be considered unexcused unless provided documentation from a physician. Each unexcused tardy to school will result in the student being assigned a lunch detention on that day. Any student who is late to class after the tardy bell may be disciplined by administration.

STUDENT VACATIONS AND PRE-ARRANGED ABSCENCES DURING THE SCHOOL YEAR- The Meigs Local School District encourages families to take planned vacations and trips during summer break or during holiday breaks. If this is not possible and trips must be taken during the school year, we request that vacation forms be completed and signed by parents with approval from the building administration **one week prior** to the scheduled vacation. This will allow teachers the courtesy of accommodating your student with assignments they may miss while out of school. Students are responsible for collecting all make-up work before leaving on their planned trip. The administration will only approve five excused days for vacation purposes per school year. The hours accumulated during the student's absence will count toward the student's excessive and chronic absenteeism total. (ESSA and Ohio House Bill 410) The District will only approve a student's absence for a vacation when they will be in the company of their own parent/legal guardian unless there are circumstances deemed appropriate by the principal.

HOMEBOUND INSTRUCTION- The School may arrange for individual instruction at home for students who are unable to attend school because of an accident, illness, or disability. Such instruction may be arranged upon receipt of documentation of the student's condition from a physician. For more information, contact Karla Brown, Intervention Specialist/Special Education Coordinator at 740-992-7076.

CODE OF CONDUCT

BOARD POLICY STATEMENT- All students at our school are subject to the bylaws and policies adopted by the Meigs Local Board of Education, whether or not they are mentioned in this student handbook. All board policies can be viewed on the district's website. The board's policy manual will supersede this handbook when conflicts arise. A major component of the educational program at Meigs High School is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with Federal, State, and local laws and rules and Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify the student's behavior when a student's behavior does not fall within these parameters. Meigs High School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.

EXPECTED BEHAVIORS- Students are expected to follow the behavior guidelines listed below at all times:

1. Treat adults and fellow students with respect.
2. Be prompt to school and attentive in class.
3. Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background.
4. Complete assigned tasks on time and as directed.
5. Help maintain a school environment that is safe, friendly, and productive.
6. Act at all times in a manner that reflects pride in self, family, and in the School.

CLASSROOM ENVIRONMENT- It is the responsibility of students, teachers, and administrators to maintain a classroom environment that allows a teacher to communicate effectively with all students in the class and all students in the class the opportunity to learn.

DRESS AND GROOMING- Students are expected to always dress appropriately. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Clothing may not include words or visuals that are lewd, obscene, disruptive, abusive, or discriminatory, or that advertise drugs, alcohol, or tobacco. Dress or grooming that is disruptive of that classroom or school atmosphere is not allowed. Shoes must be always worn for health and safety reasons.

Students should consider the following questions when dressing for school:

- Does my clothing expose too much?
- Does my clothing advertise something that is prohibited to minors?
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing?
- Am I dressed appropriately for the weather?
- Do I feel comfortable with my appearance?

Personal expression is permitted within these guidelines:

1. Acts of grooming should take place in the restrooms only.
2. Clothing should be worn as designed.
3. Hats, bandannas, head coverings of any kind; sunglasses etc. are not to be worn in school.
4. No items, apparel or tattoos may be worn which display ads or promotions for alcoholic beverages, tobacco, any drug, gang, cult, or group that advocates violence or use of force against any institution, individual, racial, or ethnic or cultural group. This includes symbols and pictures communicating sexual messages-explicit or implied.
5. Shirts must have a sleeve and be tight fitted to the underarm and not excessively low cut. No shirts or blouses that expose midriff or cleavage. No tank tops, muscle shirts, halters, or spaghetti straps.
6. No transparent garments, open mesh garments, garments with large open sides may be worn without an under liner.
7. No shorts, skorts, dresses, or mini-skirts that end above mid-thigh. (Half the distance between knee and the inseam of pants).
8. Lower garments are to be worn at waist level; if a belt is worn, it must be of proper length; undergarments are not to be exposed.
9. Appropriate footwear must be worn and provide for safe and sanitary conditions.
10. All visible body piercing that disrupts the educational process or presents a safety risk will not be permitted.
11. Appropriate undergarments must be worn and fully covered.
12. No chains are to be worn or carried at school. No "dog collar" or spiked bracelets that could be dangerous to persons or destructive to school property.
13. All inappropriately torn, tattered, or shredded clothing either by design or intentional act is not to be worn. No holes or tattered openings above mid-thigh.
14. Hair must be clean, worn out of the eyes, and always groomed, no extreme or distracting hair color, haircuts, or makeup.

GANGS- Gangs that initiate, advocate, or promote activities that threaten the safety or well-being of persons or that are disruptive to the school environment will not be tolerated. Incidents involving initiations, hazing, intimidations or related activities that are likely to cause harm or personal degradation are prohibited. Students wearing, carrying, or displaying gang paraphernalia or exhibiting behaviors or gestures that symbolize gang membership or causing and/or participating in activities that are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the Administration.

CARE OF PROPERTY- Students are responsible for the care of their own property. The school is not responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student and/or his/her parents will be required to pay for the replacement or repair. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR- The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any

gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business. This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

- A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
- B. violence within a dating relationship.

"Electronic act" means an act committed using a cellular telephone, computer, pager, personal communication device, or other electronic communication device. Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s). Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President. Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report. If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials. If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 – Anti-Harassment.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above. Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above. If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action. The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law). The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the Building Director or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying. If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the Building Director or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

COMPLAINTS- Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the Building Director for review, investigation, and action. Students, parents/guardians, and school personnel may make informal or anonymous 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 complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the Building Director for review, investigation, and appropriate action. Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed, and reasonable action shall be taken to address the situation, to the extent such action may be taken that (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 harassment, intimidation, and/or bullying. When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

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

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

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

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

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

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

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

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

EDUCATION AND TRAINING- In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board’s policy and administrative guidelines about aggressive behavior and bullying in general, will be age and content appropriate. Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy to the extent that State or Federal funds are appropriated for this purpose. Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the Building Director to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time. The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students, to the extent that State or Federal funds are appropriated for these purposes. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements. In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development. The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

ZERO TOLERANCE- No form of violent, disruptive, or inappropriate behavior, including excessive truancy, will be tolerated.

STUDENT DISCIPLINE CODE

Quick Reference Guide

BEHAVIOR	1 st OFFENSE	2 nd OFFENSE	REPEATED OFFENSE
Arson	10 days OSS with recommendation for expulsion, notify law enforcement		
Dangerous Weapons and Instruments	Suspension and recommendation to expel, in addition a criminal complaint can be filed, Administrative Discretion		
Assault of School Employee	10 days OSS with recommendation to expel, notify law enforcement		
Cheating/ Plagiarism	Zero credit, parent notification, lunch detention or ISS, Administrative Discretion	Zero credit, parent notification, 3 days ISS Administrative Discretion	Zero credit, parent notification, 5 days ISS Administrative Discretion
Drugs & Alcohol (Possession, Use, Selling, etc.)	10 days OSS, notify parent and law enforcement, Administrative Discretion		

False Alarms (Fire, Bomb, etc.) & Interference w/ Building Security	10 days OSS and recommendation for expulsion; criminal complaint will be filed.		
Terroristic Threat	10 days OSS with a recommendation for expulsion; Criminal complaint filed with local law enforcement.		
Fire Drills & Emergency Procedures	Misbehavior during a drill can result in ISS or OSS. Administrative Discretion	Any student who interferes with any of the emergency drills or procedures of the school, will receive OSS, Administrative Discretion	
Damage and/or Defacing of School or Property (i.e., vandalism)	After School Detention, ISS, or suspension; recommendation to expel, restitution of damaged property. Administrative Discretion		
Driving/Parking Violations	Driving privileges suspended, Administrative Discretion	Driving privileges revoked, complaint filed with law enforcement, Administrative Discretion	
Disruption of School/Class/Assembly	Administrative Discretion.	Lunch Detention, After School Detention, or 3 days ISS Administrative Discretion	Up to 10 days ISS Administrative Discretion
BEHAVIOR	1st OFFENSE	2nd OFFENSE	3rd OFFENSE
Defiance (Disrespect, Insubordination, Disregard of Directions, Failure to Accept Discipline, etc.).	Lunch Detention, After School Detention, or 3 days ISS Administrative Discretion	After School Detention, or Up to 10 days ISS Administrative Discretion	OSS, Administrative Discretion. Students who repeatedly engage in defiant behavior will be recommend for expulsion and/or Meigs County Juvenile Court.
Fighting/Assault	Fight; 10 days ISS; possible suspension, referral to law enforcement, possible charges filed. Administrative Discretion Assault; 5-to-10-day OSS; charges filed, recommendation to expel, Administrative Discretion	Fight; 10 days ISS; possible suspension, referral to law enforcement, charges filed. Administrative Discretion Assault: 10 days OSS, charges filed, recommendation to expel, Administrative Discretion	
Inappropriate Behavior: (Includes but not limited to: Gambling, Gang activities, Littering, Loitering, Excessive Horseplay, PDA,	Administrative Discretion		

Prohibited Items, and Safety Violations)			
Harassment: Hazing, Bullying, Racial, & Sexual, taking a picture or video without consent.	Administrative Discretion		
Profanity and Inappropriate Language	Up to 3 days ISS, Administrative Discretion	Up to 5 days ISS, Administrative Discretion	Administrative Discretion
Tobacco/Vape Device/E-Cigarette (Possession, Use, Distribution, etc....this includes paraphernalia such as lighters, etc.).	Complete Vaping/Tobacco Harmful Effects Course and Assignment, or up to 10 days of ISS, Administrative Discretion	Up to 10 days of ISS, Administrative Discretion	Up to 10 days of ISS, Administrative Discretion
Departing School w/o Permission or Following Proper Procedures.	After School Detention, ISS, or OSS up to 10 days, students who drive may lose their driving privileges for the remainder of the grading period, possible charges filed. Administrative Discretion	10 days ISS or OSS, students who drive may lose their driving privileges for the remainder of the year, charges filed. Administrative Discretion	
Dress Code Violation	Parental notification, alternate clothing must be worn	Parental notification, alternate clothing must be worn, 1 day ISS	Parental notification, alternate clothing must be worn 3 days ISS
Out of assigned area	Lunch detention, After School Detention, or Up to 3 days ISS, Administrative Discretion	After School Detention, or Up to 5 days ISS, Administrative Discretion	Administrative Discretion
BEHAVIOR	1st OFFENSE	2nd OFFENSE	3rd OFFENSE
Cell Phone / Earbuds Wearing Hat in Building / Electronic Devices / Personal Communication Device / Speakers, etc.	Device/item confiscated. Device/item returned to student at end of day, Administrative Discretion	Device/item confiscated, and student assigned lunch detentions or ISS. Device only returned to parent/guardian, Administrative Discretion	Device/item confiscated, and student assigned to ISS. Device only returned to parent/guardian. Administrative Discretion
Filming or Recording Audio of an Individual.	Up to 3 days ISS, Administrative Discretion	Up to 5 days ISS, Administrative Discretion	10 days ISS; possible suspension, referral to law enforcement, possible charges filed. Administrative Discretion
Fire Drills & Emergency Procedures	Misbehavior during a drill can result in ISS or OSS. Administrative Discretion	Any student who interferes with any of the emergency drills or procedures of the school, will receive OSS, Administrative Discretion	
Fraudulent Behavior (<i>Forgery, Lying, Falsification, etc.</i>)	After School Detention, ISS or OSS, Administrative Discretion.	If criminal activity was involved, recommend for expulsion and criminal charges filed. Administrative Discretion	

Inappropriate use of the Internet/School Computer/Student Account	Loss of computer privilege, After School Detention, or up to 3 days ISS, Administrative Discretion	Up to 5 days ISS, Administrative Discretion	
Theft of School or Private Property	Notify parents and law enforcement, Restitution, After School Detention, or up to 5 days ISS	Notify parents and law enforcement, Restitution, After School Detention, or up to 10 days ISS	10 days OSS, recommendation to expel, Administrative Discretion

Each of the behaviors and/or types of misconduct described below are prohibited and may subject the student to disciplinary actions including, but not limited to, student conference, parent/guardian notification, parent/guardian conference, detention, in school restriction, suspension and/or expulsion from school. Furthermore, any criminal acts committed at or related to the School will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

AIDING OR ABETTING VIOLATION OF SCHOOL RULES- Assisting other students in the violation of any school rule. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior. Students aiding or abetting other individuals in violating school rules will be subject to school discipline.

BOMB THREATS, AND OTHER FALSE ALARMS AND REPORTS/TERRORISTIC THREAT- Making a bomb threat (i.e., intentionally giving a false alarm of a bomb) against a school building or any premises at which a school activity is being held at the time of the threat is made may result in expulsion for a period of up to one (1) year. Additionally, intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm is prohibited. It should be remembered that false emergency alarms or reports endanger the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the building. What may seem like a prank is a dangerous stunt that is against the law and will subject the student to disciplinary action.

BURGLARY- Entering a building or a specific area of a building without consent and with intent to commit a crime or entering a building without consent and committing a crime.

BUS VIOLATIONS- Please refer to the bus rules that are sent home with students the first day of school. All violations will be reported to the building principal who will follow the administrative procedures of the district in enforcing these policies. (See Section V – Transportation)

- Based on the severity of the offense, discipline of students violating bus rules may include verbal warnings, written warnings, and conferences with the school administrator, lunch detentions, After School Detention, ISS, and suspension of bus privileges for all or part of the school year, criminal charges, or a combination of consequences. The driver has the right to assign seats at any time.

CARELESS OR RECKLESS DRIVING- Driving on school property in such a manner as to endanger persons or property.

CHEATING- Cheating is the practice of misrepresenting the work a student does by obtaining work done by someone else and submitting that work as a student’s own or having prior access to specific questions for which a student will be held accountable on an exam, quiz, daily assignment, or project. This definition also includes a student that helps another student in either of the above circumstances unless the teacher has given permission. Acts of cheating include, but are not limited to the following:

- claiming credit for work that is not the product of a student’s own honest effort.
 - gaining unwarranted access to materials or information so that credit may be dishonestly claimed by others.
 - surreptitiously using or hiding materials or information.
 - plagiarism (copying without giving credit).
 - copying and pasting using a computer or inappropriate use of web pages.
 - using old exams, test quizzes, projects, and answer keys to copy or memorize specific questions and answers.
- *Tests that are permanently returned to the student by the teacher, and are the property of the student, are exempt from this rule.
- using study aids or getting assistance from another person not permitted by the teacher.
 - providing information to, or seeing information from, another student regarding information that is on an exam, test, quiz, or project.
 - submitting schoolwork that does not reflect a student’s own work, including homework.
 - copying another student’s homework or allowing homework to be copied by another student.

CLASSROOM/SCHOOL RULES VIOLATION- Students are expected to abide by the general rules and expectations of classroom and school conduct set forth by the staff and administration. This would apply to those rules both written and implied as to proper conduct in the educational environment.

COMPUTER MISUSE/VIOLATION- Computer usage suspended up to one full school year. If the misuse resulted in the violation of other rules, Students may incur additional consequences, at the discretion of administration.

COUNTERFEIT CONTROLLED SUBSTANCE- No student shall knowingly make, use, sell, offer to sell, or deliver any substance. No student shall make, possess, sell, offer to sell, or deliver any punch, die, plate, stone, or other device knowing or having reason to know that it will be used to print or reproduce a trademark, trade name, or other identifying mark upon a counterfeit controlled substance to any person. No student shall directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing its effects as the physical or psychological effects associated with the use of a controlled substance. No student shall directly or indirectly falsely represent a counterfeit controlled substance as a controlled substance.

1st violation: 10-day OSS; possible recommendation for expulsion & referral to the court, at the discretion of administration

2nd violation: Expulsion for the maximum time allowed & referral to court, at the discretion of administration

DANGEROUS WEAPONS AND INSTRUMENTS- This includes any item that is not designed to be a weapon but is used or presented in the manner consistent with a weapon.

DAMAGE AND/OR DEFACING SCHOOL OR PRIVATE PROPERTY (VANDALISM)- A student shall not cause or attempt to cause damage to school or private property. Respect for school property is considered vital to the function of the school. School property consists of, but is not limited to the actual building (floors, ceiling, and walls), textbooks, library materials, furniture, bathroom fixtures, materials in the building, lockers, locks, buses, seats, etc. MEIGS HIGH SCHOOL was built with the assistance of local tax monies and those found guilty of destruction or contributing in any way to property destruction, will be considered to have no regard for such monetary sacrifice and will have appropriate disciplinary action taken for the destruction of school property.

- Personally cleaning affected areas and/or responsibility to pay for repair of damages. After School Detention, ISS, or OSS; possible recommendation for expulsion. Any act of vandalism or defacement of the school that happens outside of school hours (i.e., pranks, etc.) would also involve a criminal trespass and would result in an automatic 10-day suspension with a recommendation for expulsion at the discretion of administration. In addition, a criminal complaint will be filed against all who are involved

DEFINACE (i.e., DISRESPECT, INSUBORDINATION, DISREGARD OF DIRECTIONS, FAILURE TO ACCEPT DISCIPLINE, ECT.)-

Administration will take into consideration the level and context of the defiant action in determining how they will address the situation. Students who repeatedly engage in defiant behavior administration will recommend for expulsion and/or Meigs County Juvenile Court.

DEPARTING SCHOOL WITHOUT PERMISSION OR WITHOUT FOLLOWING PROPER PROCEDURES- Students must have prior permission to leave school grounds when school is in session. Students who drive may lose their driving privileges for the remainder of the school year, at the discretion of administration.

DISPLAYS OF AFFECTION/SEXUAL ACTIVITIES- Affection between students is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Sexual activity of any nature is prohibited and will result in disciplinary action.

DISRUPTION OF SCHOOL/CLASS/ASSEMBLY- A student shall not cause or attempt to cause a disruption or obstruction to the educational, curricular, or extra-curricular process using violence, force, coercion, threat, harassment, or insubordination. This includes any action, which creates a disruptive situation or provokes another student into creating a disruption.

DRESS CODE VIOLATION- Students will be asked to change into school appropriate clothing. Administrative Discretion will be applied.

DRIVING/PARKING VOIATIONS- Any student driver that operates their vehicle in an unsafe manner while on school grounds, as well as while coming to or from school, will have their driving privileges suspended, at the discretion of administration. They may

also face additional disciplinary consequences up to and including a recommendation for expulsion and a complaint filed with law enforcement.

DRUGS AND/OR ALCOHOL (POSSESSION, USE, SELLING, ETC.)- 10-day OSS and recommendation to Superintendent for expulsion, at the discretion of administration. In addition, law enforcement will be contacted to file charges.

ELECTRONIC DEVICES- Cell Phones and other personal communication devices are to be turned off and out of sight while in school.

EMERGENCY PROCEDURES/DRILLS- A student shall not interfere with any emergency procedure (fire, tornado, safety drill) by failing to appropriately comply with drill procedures. Misbehavior during a drill can result in In-school restriction program or suspension.

EXTORTION- Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else and is against the law.

FIGHTING- Engaging in adversarial physical contact (differentiated from poking, pushing, shoving, or scuffling) in which one or the other party(ies) or both contributed to the situation by verbally instigating a fight and/or physical action. Promoting or instigating a fight (i.e., contributing to a fight verbally or through behavior).

Assault– Assault is a violent physical or verbal incident in which only one student is an aggressor.

Fighting- Fighting is a violent physical or verbal confrontation in which two or more students are active participants.

In any situation involving a violent confrontation, if a faculty member was aware of the situation and made an effort to resolve the situation peacefully, yet the student(s) still become involved in a violent incident, it will be treated as a 2nd offense or greater (regardless of past history). **In any violent situation, administration can file a criminal complaint against those involved.**

FRAUDULENT BEHAVIOR- Cheating/Plagiarism

Forgery, Lying, Falsification, etc.

If criminal activity was involved, the student may be recommended for expulsion and criminal charges may be filed at the discretion of the administration.

Falsification of schoolwork, identification, forgery- Falsifying signatures or data, or refusing to give proper identification or giving false information to a staff member. This prohibition includes, but is not limited to, forgery of hall/bus passes and excuses, as well as use of false I.D.'s

- If criminal activity was involved, the student recommendation for expulsion and criminal charges filed at the discretion of administration.

GAMBLING- Gambling (i.e., playing a game of chance stakes) includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on any school activity in which they are involved will be banned from that school activity, OSS from school and possible recommendation for expulsion at the discretion of administration.

GUM- Because of the problems created when gum is found in water fountains, on floors and school furniture, and in the cafeteria dishwasher, the privilege of chewing gum may be revoked at any time.

HABITUAL RULES VIOLATION- Any student that habitually violates school rules, regardless of the rule, can be suspended & recommended for expulsion, at the discretion of administration. In addition, students who engage in disorderly conduct in school can be referred to court.

HARASSMENT OF STAFF MEMBER- Any student who makes harassing, threatening, or otherwise career damaging statements about a faculty or staff member will be suspended and recommended for expulsion, at the discretion of administration. In addition, the student may be subject to legal action. This includes any harassment made of a staff member on non-school time (sec C.4 #22). Physical violence against a staff member will result in immediate referral to law enforcement for criminal charges, suspension, and expulsion from school.

HARASSMENT AND/OR AGGRESSIVE BEHAVIOR (INCLUDING BULLYING/CYBERBULLYING)- The Meigs Local Board of Education encourages the promotion of positive interpersonal relations between members of the school community. Harassment and/or aggressive behavior (including bullying/cyberbullying) toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, and any speech or action

that creates a hostile, intimidating, or offensive learning environment. The board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Individuals engaging in such conduct will be subject to disciplinary action. Detention, ISS, or OSS, at the discretion of administration.

Conduct constituting sexual harassment, may include, but is not limited to:

- Verbal harassment or abuse.
- Pressure for sexual activity.
- Repeated remarks with sexual or demeaning implications.
- Unwelcome touching.
- Sexual jokes, posters, cartoons, etc.,
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or safety.
- A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

Note: An inappropriate boundary invasion by a District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment. Further, any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law.

Conduct constituting harassment based on race, color, national origin, religion, or disability may take different forms, including, but not limited to, the following:

- Verbal
 - The making of offensive written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's race, color, national origin, religious beliefs, or disability.
- Nonverbal
 - Placing offensive objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures based upon a person's race, color, national origin, religious beliefs, or disability.
- Physical
 - Any intimidating or disparaging action such as hitting, pushing, shoving, hissing, or spitting, on or by a fellow staff member, students, or other person associated with the District, or third parties, based upon the person's race, color, national origin, religious beliefs, or disability.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics such as sex, race, color, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing. Any student who believes that s/he is the victim of any of the above actions or has observed such actions by another student, staff member, or other person associated with the District, or by third parties should contact the Superintendent's office at 740-992-2153.

The administration, resource officer, and/or guidance counselor(s) are available during regular school hours to discuss a student's concerns related to harassment and/or bullying/cyberbullying, to assist a student who seeks support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student. The student may report his/her concerns to the administration, resource officer, and/or guidance counselor(s) by either written report, telephone, or personal visit. In reporting his/her concerns, the student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and/or bullying/cyberbullying and the nature of the harassing and/or bullying/cyberbullying incident(s). The information obtained will be promptly compiled into a written summary of each such report and will be forwarded to the investigating administrator. Each report will be investigated in a timely manner and as confidentially as possible. The District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in context of a legal or administrative proceeding. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law. All individuals involved in an investigation as a witness, victim, or alleged harasser and/or bully/cyberbully will be instructed not to discuss the subject outside of the investigation. If an investigation reveals that a harassment and/or bullying/cyberbullying

complaint is valid, appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment and/or bullying/cyberbullying or its recurrence.

Given the nature of harassing and/or bullying/cyberbullying behavior, the school recognizes that **false accusations can have serious effects on innocent individuals**. Therefore, all students are expected to act responsibly, honestly, and with utmost candor whenever they present harassment and/or bullying/cyberbullying allegations or charges. Some forms of sexual harassment or a student may reasonably be considered child abuse that must be reported to the proper authorities.

These guidelines shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law). Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of harassment and/or aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as harassment and aggressive behavior. Making intentionally false reports about harassment or aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. **Retaliation and intentionally false reports may result in disciplinary action as indicated above**. Any one having further questions concerning prohibited behaviors and/or the complaint process should refer to the Board policies and administrative guidelines 5517 and 5517.01 on the District's homepage.

HAZING- Performing any act, or coercing another, including the victim, to perform any act of initiation into any class, team, or organization, that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption or risk by an individual subjected to hazing shall not lessen the prohibitions contained in this rule.

Hazing by any individual, school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Hazing activities are prohibited at any time in school facilities, on school property, and/or off school property but connects to activities or incidents that have occurred on school property. All incidents of hazing must be reported immediately to any of the following individuals: the building principal or other administrator; teacher; coach; student club advisor/supervisor, and/or Superintendent. Students who engage in hazing may also be liable for civil and criminal penalties. OSS; recommendation for expulsion, at the discretion of administration.

INAPPROPRIATE BEHAVIOR AT A SCHOOL SPONSORED EVENT- A student shall comply with the rules and regulations of the clubs, organizations, athletic teams and/or school, which they are a member. Students are subject to school discipline for any harassment, vandalism, physical abuse, or other disruptive behavior towards school personnel during non-school time, regardless of the location. Students who misbehave at school sponsored events will be placed on social probation and barred from attending any future school activities for the duration of the probation. This includes all home and away sporting events, dances, plays, concerts, and other such school sponsored events. In addition, students may also receive additional disciplinary consequences in accordance with the inappropriate behavior.

INCOMPLETE OR UNACCEPTABLE HOMEWORK/CLASSWORK- Homework assignments and related projects will vary with different teachers. Therefore, consequences for not completing home coursework will be at the discretion of individual teachers, which may or may not include the school's discipline policy. Homework is also part of the student's preparation for achievement tests. Students are encouraged to write homework assignments in their student handbook planners.

INSUBORDINATION/DEFIANCE/DISRESPECT- A student shall obey all reasonable directions and instructions given by school personnel and act in a respectful manner toward school personnel during any period of time when the student is under the jurisdiction of the school.

- Administration will take into consideration the level and context of the defiant action in determining how they will address the situation. Students who repeatedly engage in defiant behavior will be recommended for expulsion and/or Meigs County Juvenile Court.

INTERFERENCE, DISRUPTION OR OBSTRUCTION OF THE EDUCATIONAL PROCESS- Any actions or manner of dress that materially and substantially disrupts or interferes with school activities or the educational process, or which threaten to do so are unacceptable. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic and performing arts events. Detention, ISS, or OSS, at the discretion of administration. This includes any action which creates a disruptive situation or provokes another student into creating a disruption.

KNOWLEDGE OF DANGEROUS WEAPONS OR THREATS OF VIOLENCE- Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to do report such knowledge may subject the student to discipline.

LIGHTING INCENDIARY DEVICES- Unauthorized igniting of matches, lighters and other devices that produce flames. Detention, In-school restriction program, or suspension, at the discretion of administration.

MISCONDUCT AGAINST A SCHOOL OFFICIAL OR EMPLOYEE, OR THE PROPERTY OF SUCH A PERSON, REGARDLESS OF WHERE IT OCCURS- The Board prohibits misconduct committed by a student against a school official or employee, including, but not limited to, harassment (of any type), vandalism, assault (verbal and /or physical), and destruction of property.

MISCONDUCT OFF SCHOOL GROUNDS- Students may be subject to discipline for their misconduct even when it occurs off school property when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the District. Misconduct is defined as any violation of the Student Discipline Code.

PERSISTENT ABSENCE, TARDINESS AND TRUANCY- Attendance laws require students to be in school all day or have a legitimate excuse for their absence. Refer to the attendance section of the handbook for penalties and consequences of unexcused absences, tardiness, and truancy.

PHYSICALLY ASSAULTING A STAFF MEMBER/STUDENT/PERSON ASSOCIATED WITH THE DISTRICT- Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally bullying, inflicting, or attempting to inflict bodily harm upon another person. Physical assault of a staff member, student, or other person associated with the District, regardless of whether it causes injury, will not be tolerated. Any intentional, harmful, or potentially harmful physical contact or bullying initiated by a student against a staff member will be considered to be assault.

- **1st offense:** 5-to-10-day OSS; possible recommendation for expulsion and/or criminal charges.
- **2nd offense+:** 10-day OSS, recommendation for expulsion and criminal charges.

In any situation involving a violent confrontation, if a faculty member was aware of the situation and tried to resolve the situation peacefully, yet the student(s) still become involved in a violent incident, it will be treated as a 2nd offense or greater (regardless of past history). **In any violent situation, administration can file a criminal complaint against those involved.**

POSSESSION/USE OF DRUGS AND/OR ALCOHOL- Any student, who intentionally sells, gives, possesses, uses, or is under the influence of illicit drugs, narcotics, alcohol, or controlled substances in or on school property, including buses, shall be expelled from school for the maximum time permitted by law and reported to the appropriate law enforcement agencies for possible legal action. A student shall not possess, use, transmit, conceal or be under the influence of any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, look-alikes, over the counter stimulants or depressants, anabolic steroids, or drug-related paraphernalia. If a building principal has a reasonable individualized suspicion of drug or alcohol use, s/he may request the student in question to submit to any appropriate testing, including but not limited to, a breathalyzer test or urinalysis. In such circumstances, the student will be taken to a private administrative or instructional area on school property for such testing with at least one other member of the teaching or administrative staff present as a witness to the test. If a student refuses to take the test, s/he will be advised that such denial leaves the observed evidence of alcohol or drug use unrefuted thus leading to possible disciplinary actions. The student will then be given a second opportunity to take the test. Use of a prescription drug authorized by a medical prescription from a licensed physician shall not be considered a violation of this rule so long as a parent's statement and/or prescription label is available.

POSSESSION OF ELECTRONIC EQUIPMENT- The School will supply any electronic equipment or devices necessary for participation in the educational program. Students shall not use or possess any electronic equipment on school property or at any school sponsored activity without the permission of the teacher. Examples of prohibited devices include speakers/wireless speakers, laser pointers and attachments, game players including DS/PSP, cameras, mp3 players, iPods, radios, CD players, digital players/recorders, and other electronic communication devices, and the like. Unauthorized electronic equipment will be confiscated from the student by school personnel and disciplinary action will be taken.

- **Use of device for Illegal Activity:** Device confiscated, and proper authorities contacted. School consequence up to and including suspension at the discretion of the Administration. Device will be handed over to law enforcement and possible referral to court system.

POSSESSION AND/OR USE OF EXPLOSIVE AND/OR FIREWORKS- Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat (including, but not

limited to explosives and chemical-reaction objects such as smoke bombs and poppers). Additionally, possessing or offering for sale any substance, combination of substances or article prepared to produce a visible and/or audible effect by combustion, explosion, deflagration, or detonation.

POSSESSION OF PORNOGRAPHY- Possessing sexually explicit material. Detention, ISS, or OSS, at the discretion of administration.

PROFANITY AND INAPPROPRIATE LANGUAGE- student shall not use profane language or obscene gestures. Detention or ISS, at the discretion of administration. OSS if student continues to use such language. Profanity or inappropriate language used at or in response to a faculty or staff member will result in OSS.

SAFETY VIOLATION- A student shall not perform or participate in any act that could result in injury to self or another person, including engaging in rowdy behavior, running or rough play.

1st offense: ISS or OSS and possible recommendation for expulsion, at the discretion of administration.

2nd offense: OSS from school and possible recommendation for expulsion, at the discretion of administration.

SKIPPING CLASS (OUT OF ASSIGNED AREA, AWOL, ECT)- A student shall not be absent from an assigned class or activity without permission of both the academic instructor and other authorized personnel.

TARDINESS TO CLASS- Students who are not in their assigned classroom when the bell rings to begin class will be considered tardy. Each tardy will be reported to administration by the teacher via a behavior report.

1st-2nd tardy: Students may receive a behavior report, conference will be held.

3rd - 5th tardy: Students will receive a behavior report and 1 Lunch Detention will be served.

6th – 8th tardy: Students will receive a behavior report and After School Detention, or ISS placement at the discretion of administration.

Tardy/late to class are NOT cleared at the end of each semester.

TERRORISTIC THREAT- Threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another.

THEFT OF SCHOOL OR PRIVATE PROPERTY- ISS or OSS, at the discretion of administration. Theft is a criminal act and may also result in expulsion and a criminal complaint being filed.

THREATENING OR INTIMIDATING- ISS or OSS; Possible recommendation for expulsion at the discretion of administration. In some cases, it may also be necessary to refer the situation to law enforcement.

TOBACCO/VAPING DEVICE/E-CIGARETTE (POSSESSION, USE, DISTRIBUTION, INCLUDING PARAPHERNALIA SUCH AS LIGHTERS, ETC)- A student shall not possess, consume, distribute, purchase, or attempt to purchase, and/or use tobacco products or electronic cigarettes or similar devices in school, on school grounds, on school buses, and at any interscholastic competition, extracurricular event, or other school-sponsored event. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. Smoking of electronic, “vapor”, other substitute forms of cigarettes, or clove cigarettes is also prohibited.

TRESPASSING- Although schools are public facilities, the law allows the Board to restrict access to school property. Being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a board owned-vehicle; or unauthorized access or activity in a Board-owned computer, into district, school, or staff computer files, into a school or district server, or into the Network. When a student has been removed, suspended, expelled, or permanently excluded from school, the student is prohibited from being present on school property without authorization of the principal.

- ISS or OSS; in addition, there may be a recommendation for expulsion and criminal charges filed, at the discretion of administration.
- Computer usage suspended up to one full school year. If the unauthorized access resulted in the violation of other rules, Students may incur additional consequences.

POSSESSION OF STOLEN PROPERTY (SCHOOL OR PRIVATE)- Students shall respect the personal ownership rights of others. A student shall not steal or attempt to steal school or private property or knowingly have in his/her possession, stolen property. Respect for school property is considered vital to the function of the school.

- In school suspension or out of school suspension. Theft is a criminal act and may also result in expulsion and a criminal complaint being filed.

UNAUTHORIZED USE OF SCHOOL OR PRIVATE PROPERTY- Students must obtain permission to use any school property or any private property located on school premises. Any unauthorized use of school property, or private property located on school premises, shall be subject to disciplinary action, at the discretion of the Administration.

UNAUTHORIZED USE OF VEHICLES- Occupying or using vehicles during school hours without parental permission and/or school authorization.

USE AND/OR POSSESSION OF A FIREARM- Bringing a firearm (as defined in the Federal Gun-free act of 1994) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the Superintendent using the guidelines(s) set forth in Board Policy.

- Firearm is defined as any weapon (including a starter gun) that will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in the Federal Gun-Free Schools Act of 1994). Firearms include any unloaded firearm and any firearm that is inoperable but that can be readily operated.
- Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an object and that is a firearm or knowingly displaying or brandishing the object and indicating it is a firearm.

USE AND/OR POSSESSION OF A WEAPON- A weapon is any device that may be used for offensive or defensive purpose, including but not limited to conventional objects such as guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student expulsion and possible permanent exclusion.

A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for or is readily capable of causing death or serious bodily injury.

USE OF AN OBJECT AS A WEAPON- Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, and jewelry.

- Suspension and recommendation for expulsion; in addition, a criminal complaint can be filed. This includes any item that is not designed to be a weapon but is used or presented in the manner consistent with a weapon.

VERBALLY/WRITTEN THREATS TOWARD A STAFF MEMBER/STUDENT/PERSON ASSOCIATED WITH THE DISTRICT- Any oral or written statement or otherwise expressed action that a staff member, student, or other person associated with the District reasonably feels to be a threat will be considered a verbal assault. Profanity directed toward a staff member in a threatening tone may also be considered a verbal assault. Confrontation with a student or staff member that bullies, intimidates, or causes fear of bodily harm or death is also prohibited.

VIOLENT CONDUCT- Students may be expelled for up to one school year for committing an act at school, on other school property, at an interscholastic competition, extracurricular event, or any other school program, or directing an act at a Board official or employee, regardless of where or when that act may occur, or their property that would be a criminal offense if committed by an adult and results in serious physical harm to person(s) or property, at the discretion of administration.

ANY MINOR OR MAJOR OFFENSE NOT LISTED- Administration will take an action appropriate to the offense.

DISCIPLINE

It is important to remember that the School's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules. The school is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for

misbehavior are designed to be fair, firm, and consistent for all students in the School. Because it is not possible to list every misbehavior that occurs, misbehaviors not listed above will be responded to as necessary by staff.

Two (2) types of discipline are possible, informal, and formal.

INFORMAL DISCIPLINE- These punishments take place within the school. It includes but is not limited to:

- Writing assignments
- Change of seating or location
- Lunch-time Detention.
 - Students report to the detention area during their assigned lunch time. They are permitted to bring educational material to work on. Students are permitted to get their lunch and return to the detention area after the rest of their grade level classmates have been served.
 - Written notice of the student's detention is sent home with information regarding the reason for the detention, when the infraction occurred, the referring staff member, and the length of the detention which is in thirty (30) minute increments.
 - A space is provided for a parent/guardian signature and a request for the referring staff member to contact the parent/guardian.
- Accumulation of Multiple Lunch Detentions
 - Students who accumulate lunch time detentions from repeated violations of the Student Code of Conduct will be assigned additional consequences determined by the principal and/or assistant principal including but not limited to:
 - A student who accumulates five lunch detentions in a semester may be assigned three days of In-School Suspension. Parents will be notified of the In-School Suspension by phone call or mailing prior to the In-School Suspension being served.
 - A student who accumulates nine lunch detentions may be assigned five days of In-School Suspension. Parents will be notified of the In-School Suspension by phone call or mailing prior to the In-School Suspension being served. Parents may be required to attend a meeting with the principal and/or assistant principal.
 - A student who accumulates fifteen lunch detentions in a semester may be subject to Out of School Suspension or Expulsion. Parents will be notified of the Out of School Suspension by phone call prior to it being served. The student's parents will be notified by certified mail that their son or daughter may have charges filed in Meigs County Juvenile Court concerning their consistent pattern of misconduct. The student will receive a minimum of five days of Out of School Suspension
- After-School Detention
 - After School Detention will only be assigned at the discretion of the principal or assistant principal for offenses found in the Student Code of Conduct.
 - After School Detention is Monday through Friday at Meigs High School from 2:35 to 3:30. Parents will be notified by phone call or mailing prior to the detention being served. **Students must serve the detention on the date assigned and parents are responsible for ensuring that their children have transportation home for that day.** If you cannot pick up your child on the date scheduled, you must call and talk to the principal or assistant principal so that an alternative date may be set. Do not send notes or messages with your child.
 - If a student fails to serve the assigned detention, an additional day of after school detention will be assigned. If a student repeatedly fails to serve the assigned detention, then will be assigned one day of In-School Suspension for each day not served.
- In-School Suspension
 - In-school suspension will only be assigned at the discretion of the principal for offenses found in the Student Code of Conduct.
 - Assignment to in-school suspension means that the student is removed from the classroom but not from the educational program. They will report to the assigned location at Meigs High School where the student will work on classroom tasks assigned by the teacher(s) all of which are related to a course of study in which the student is currently enrolled. When completed, the assignments are to be turned in to the teacher(s) for review and grading. Thus, the student continues their academic program albeit in a different setting and receives full credit for the completed work.
 - Since there has been no denial of rights to an education, due process can be limited to notification of the student's parents with no right of appeal.
 - The rules and procedures regarding participation will be provided to the student. Rules may include, but not necessarily be limited to the following:

- Students are to have sufficient learning activities and materials for the period of their restriction.
- Students are not to communicate with each other unless given special permission to do so
- Students are to always remain in their designated seats unless permission is granted to do otherwise.
- Students shall not be allowed to put their heads down or sleep
- If the student fails to obey the rules established for in-school restriction or to fulfill the assignments properly, they may be assigned to additional days of ISR or out-of-school suspension.

A detailed list of rules and procedures will be issued to the student upon the assignment of ISS as well as a letter explaining the student's behavior resulting in the ISS assignment.

- **SOCIAL PROBATION** – Social Probation is a ban on students attending or participating in school sponsored extra-curricular activities (i.e., athletic competition, school dances, clubs, plays/performances, sporting events, etc.) When a student is placed on social probation, they are not permitted to be on school grounds or at any school event outside of normal school hours for the duration of the probation. **A student can be placed on Social probation due to behavior issues or after accumulating 20 or more absences from school.** The length of the probation will be determined by administration and will be reviewed every two weeks. Each case will be reviewed on an individual basis and administrative discretion will be applied. Students who are placed on social probation can appeal this decision by submitting a letter of appeal explaining their absenteeism/tardiness, and/or behavior infractions. Administration will review the appeal and the student will be notified of their decision in a timely manner. Violating social probation will be considered trespassing.

FORMAL DISCIPLINE- Involves removal of the student from school. Students being considered for suspension are entitled to an informal meeting with the building administrator prior to removal. Also, students being considered for expulsion are entitled to an informal meeting with the Superintendent or designee prior to removal. During the informal meeting, the student will be notified of the charges and given the opportunity to respond. Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules. If a student commits a crime while under the School's jurisdiction, s/he may be subject to school disciplinary action as well as action through local law enforcement. It includes:

- **Emergency removal** for up to three (3) school days.
 - If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Superintendent, principal, or assistant principal may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises.
 - If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing within one (1) school day. No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed for curricular or extracurricular activity for less than one school day, and is not subject to further suspension for expulsion, the following due process requirements do not apply.
 - If the emergency removal exceeds one (1) school day, then a hearing will be held within three (3) school days after the removal is ordered. Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject to an out of school suspension, the student will have the opportunity to appear at an informal hearing before the principal, assistant principal, Superintendent, or a designee, and may challenge the reasons for the removal or otherwise explain their actions.
- **Suspension** for up to ten (10) school days
 - When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal hearing, the Principal or assistant principal or another administrator will determine whether or not to suspend the student. If the decision is made to suspend the student, the student and their parents will be given written notification of the suspension within one (1) day setting forth the reasons for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within five (5) days after receipt of the suspension notice, to the building principal. The request for an appeal must be in writing.
 - During the appeal process, the student shall not be allowed to remain in school.
 - If the appeal is heard by the Board's designee, the appeal shall be conducted in a private hearing. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or his/her

representative requests otherwise. A verbatim transcript will be made, and witnesses will be sworn in prior to giving testimony. If the appeals decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

- **Expulsion** for up to eighty (80) days or the number of days remaining in a semester, whichever is greater.
 - When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may be removed immediately. A hearing will be scheduled no earlier than three (3), nor no later than five (5) school days after the notice is given. Parents may request an extension of time for the hearing. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the hearing.
 - In accordance with Board Policy 5610, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.
 - If the student is expelled, the student and the student's parents will be provided with written notice within one (1) school day of the imposed expulsion. The notice will include the reasons for the expulsion, the right of the student, or student's parent(s)/guardian(s) or custodian(s) to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee, and the right to request that the hearing be held in executive session.
 - Students serving expulsions will not be awarded grades or credit during the period of expulsion. Expulsion for certain violations including use or possession of alcohol or drugs, may result in revocation of student's driver's license. When a student is expelled, the Superintendent will notify any college in which the expelled student is enrolled under the Postsecondary Enrollment Option at the time the expulsion is imposed.
- **Permanent Exclusion**
 - State law provides for the permanent exclusion of a student, 16 years of age or older who engages in certain criminal activity. Permanently excluded students may never be permitted to return to school anywhere in the state of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school:
 - Conveying deadly weapons onto school property or to a school function
 - Possessing deadly weapons onto school property or to a school function
 - Carrying a concealed weapon onto school property or at a school function
 - Trafficking in drugs onto school property or at a school function
 - Murder, aggravated murder on school property or at a school function
 - Voluntary or involuntary manslaughter on school grounds or at a school function
 - Assault or aggravated assault on school property or at a school function
 - Rape, gross sexual imposition, or felonious sexual penetration on school grounds, or at a school function, when the victim is a school employee
 - Complicity in any of the above offenses, regardless of the location
 - This process is formal and may follow an expulsion with the proper notification to the parents.

RESTORATIVE PRACTICES- Restorative practices are an alternative to traditional disciplinary actions. The restorative approach is a philosophy that sees relationships as central to learning, growth and a healthy school climate for students and adults. These practices focus on building, maintaining and, when necessary, repairing relationships among all members of the school community. Restorative practices will be utilized when deemed appropriate by the administration.

DISCIPLINE OF STUDENTS WITH DISABILITIES- Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (I.D.E.I.A.), and, where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973.

SUSPENSION OF BUS RIDING/TRANSPORTATION PRIVILEGES- When a student is being considered for suspension of by riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing. After that informal hearing, the principal [or assistant principal or other administrator] will decide whether or not to suspend their bus riding/transportation privileges for all or part of the school year. If a student's bus riding/transportation privileges are suspended, the student and their parents will be notified, in writing within one day, of the reason for and the length of the suspension.

DUE PROCESS RIGHTS- Before a student is suspended, expelled, or permanently excluded from school there are specific procedures that will be followed. If the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

SEARCH AND SEIZURE- Administrators may search a student or his/her property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted. Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms, and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities. Anything that is found during a search may be used as evidence of a violation of school rules or the law, and may be taken, held, or turned over to the police. The School reserves the right not to return items that have been confiscated.

INTERROGATION OF STUDENTS- The School is committed to protecting students from harm that may relate to the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the School believes these agencies should conduct their investigation off school property, if possible, investigations can take place at school in emergency situation or if the violation being investigated occurred on school property. Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning. If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and s/he (or a designated guidance counselor) will remain in the room during questioning. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or a designated guidance counselor) will remain in the room during questioning. If law enforcement or children's services agency removes a student from school, the building administrator will notify a parent.

STUDENT RIGHTS OF EXPRESSION- The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material, and petitions; buttons, badges, or other insignia, and banners; and audio and video materials. All items must meet school guidelines.

- Material cannot be displayed if it:
 - is obscene to minors, libelous, or pervasively indecent or vulgar.
 - advertises any product or service not permitted to minors by law.
 - intends to be insulting or harassing.
 - intends to incite fighting; or
 - presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- Material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch periods, and/or before or after school in designated locations, if exits are not blocked and there is proper access and egress to the building.
- Students who are unsure whether materials they wish to display meet school guidelines may present them to the building administrator twenty-four (24) hours prior to display.

SECTION V – TRANSPORTATION

BUS TRANSPORTATION TO AND FROM SCHOOL- The Meigs Local School District provides transportation for all student who live within the district. The transportation schedule and routes are available by contacting the District Transportation Director at 740-742-2990. Students may only ride assigned buses and must board and depart from the bus at assigned stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal or Transportation Director. The principal may approve a change in a student's regular assigned bus stop to address a special need. Parents should

send a note to the principal stating the reason for the request and the duration of the requested change. Students will then be issued a “bus note” by the office that informs the driver of the change.

BUS CONDUCT- Students who are riding to and from school on District-provided transportation must follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation. Students must comply with the following basic safety rules:

Prior to loading (on the road and at school), each student shall:

- be on time at the designated loading zone.
- Always stay off the road while walking to and waiting for school transportation.
- line up single file of the roadway to enter.
- wait until the school transportation is completely stopped before moving forward to enter.
- refrain from crossing a highway until the driver signals it is safe to cross.
- properly board and depart vehicle.
- go immediately to a seat and be seated.

It is the parents’ responsibility to inform the bus driver when their child will not be aboard school transportation. Drivers will not wait for students who are not at their designated stops on time.

During the trip, each student shall:

- remain seated while the school transportation is in motion.
- keep head, hands, arms, and legs inside the school transportation always.
- not push, shove, or engage in scuffling.
- not litter in the school vehicle or throw anything in, into, or from the vehicle.
- keep books, packages, coats, and all other objects out of the aisle.
- be courteous to the driver and to another rider.
- not eat or play games, cards, etc.
- not use nuisance devices (e.g., laser pointers) on the bus in a way that disrupts the safe transportation of students and/or endangers students or employees.
- not tamper with the school vehicle or any of its equipment (including, but not limited to emergency and/or safety equipment).

Exiting the vehicle, each student shall:

- remain seated until the vehicle has stopped.
- cross the road, when necessary, at least 10 feet in front of the vehicle, but only after the driver signal that it is safe.
- be alert to possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

VIDEOTAPES ON SCHOOL BUSES- The Board of Education has installed video cameras on school buses to monitor student behavior. If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the Principal and may be used as evidence of misbehavior.

PENALTIES FOR INFRACTIONS- A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

TRANSPORTATION OF STUDENTS BY PRIVATE VEHICLE- When transportation by District vehicle is either not available or feasible, there may be a need to provide transportation to students by private vehicle. However, no students will be permitted to ride in a private vehicle unless written consent is provided by each student’s parent using Form 8660 F2 – Parental Consent for Transportation by Private Vehicle. Upon request, parents of participating students will be given the name of the driver, the owner of the vehicle, and the description of the vehicle.

SELF-TRANSPORTATION TO SCHOOL- Driving to school is a privilege that can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility and liability for any transportation to and from school not officially provided by the School. The following rules shall apply:

- a. Students under age 18 must have written parent permission prior to driving to school.
- b. Students and their parents shall complete the Student Vehicle Form 5515 F1 – Application to Drive Vehicles On School

- c. Property and provide evidence of:
 - i. driver's license.
 - ii. insurance certificate.
 - iii. vehicle registration.
- d. Students are required to obey the parking lot speed limit of 10 mph.
- e. The student must obtain a permit from the office and pay a fee of \$ 5.00 for the entire school year.
- f. If a student's parking permit is suspended, no fees will be refunded.
 - i. Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for a student.
- g. When the School provides transportation, students shall not drive to school-sponsored activities.
 - i. unless the student's parents provide written authorization for the student to drive and release the Board from liability using Form 5515 F2 - Parental Authorization and Release From Liability Form – which is approved by the principal.
- h. An approved student driver may not transport other students to a school-sponsored activity unless the parents of the approved student driver and the parents of the student(s) to be transported in the approved student driver's vehicle provide written authorization for the student to drive or to be transported and release the Board from liability using Form 5515 F2 – Parental Authorization and Release From Liability Form - which is approved by the principal.
- i. All vehicles entering school property are subject to search and inspection.

USE OF MOTORIZED UTILITY VEHICLES- Because of the clear and present danger of accident, the Board of Education prohibits the use of motorized utility vehicles by students on school grounds or for school activity purposes.

MEIGS LOCAL SCHOOL DISTRICT WEBSITE- The purpose of the Meigs Local School District's web site is threefold: (1) it provides information about our schools to the Meigs Local community, (2) students and staff are recognized for their achievements, and (3) activities are announced. It also reaches out to a much larger world community than more traditional media, allowing for continued contact from alumni as well as promoting the excellence of our school district to persons considering moving to our community. If you have access to the World Wide Web, you can view the site at <http://www.meigslocal.org>.

IMAGE PUBLICATION- Meigs Local School District sometimes uses pictures, videotapes, film and/or recordings of a student's likeness, voice and/or work for news broadcasts, promotional clips, print media, and other means or purposes. To allow efficient publication of this information and to permit the timely display of information regarding student activity and achievement, the district will **assume your consent** as parent or guardian to publish your child's work, likeness, and name. In giving this consent, Meigs Local School District, its agents, successors, or assigns are released from any liability for any violation of any personal or property rights which you do or may have in connection with such materials, and you waive any right to approve accompanying written or narrative material.

ACCEPTABLE USE POLICY- Please note the following is a condensed version of the Acceptable Use Policy. You may find the complete policy on our Internet web site located at <http://www.meigslocal.org>. If you do not have access to a computer with Internet capability, you may request a hard copy from your child's school.

INTERNET USAGE:

ACCEPTABLE USE POLICY FOR STUDENTS- I have read, understand, and agree to abide by the terms of the Acceptable Use Policy and Agreement. Should I commit any violation or in any way misuse my access to the School District's computer network and the Internet, I understand and agree that my access privilege may be revoked, and School disciplinary action may be taken against me.

PARENT/GUARDIAN NETWORK USAGE AGREEMENT- As the parent or legal guardian of this student, I have read, understand, and agree that my child or ward shall comply with the terms of the School District's Acceptable Use Policy and Agreement for the students' access to the School District's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the School to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the Policy and Agreement. I am therefore signing this Policy and Agreement to indemnify and hold harmless, the School, the School District and the Data Acquisition Site that provides the opportunity to the School District for computer network and Internet access against all claims, damages, losses and costs, of whatever kind, that may result from my child's or ward's use of his or her access to such networks or his or her violation of the foregoing Policy and Agreement, Further, I accept full responsibility for supervision of my child's or ward's use of his or her access account if and when such access is not in the School setting. I hereby give permission for my child or ward to use the building-approved account to access the School District's computer network and the Internet.

MEIGS HIGH SCHOOL
GRADUATION TRACKER

Name _____

Expected Graduation Year _____

CREDITS

English Language Arts	4 Credits								
Health	½ Credit								
Mathematics	4 Credits that include Algebra 2					.5 Alg 2	.5 Alg 2		
Physical Education	½ credit (2 semesters)	.25	.25						
Science	3 Credits that include physical science, biology, and an advanced science.	.5 Phy Sci	.5 Phy Sci	.5 Bio	.5 Bio				

Social Studies	3 Credits that include ½ credit World History, 1 credit American History, ½ credit Economics (with financial literacy), ½ credit American Government.					
	.5 World Hx	.5 World Hx	.5 Am. Hx	.5 Am. Hx.	Economics/FL	Govnmt
Fine Arts (can use MS)	.5	.5				
Electives	6 Credits					

STATE GRADUATION REQUIREMENTS

END OF COURSE EXAMS

DATE TESTED	ELA II	ALG 1

COMPETENCY

O R	OPTION 1	<u>Foundational</u>	<u>Supporting</u>
	Demonstrate 2 Career Focused Activities: (One must be Foundational)	<input type="checkbox"/> Proficient on WebXams	<input type="checkbox"/> Work-based learning
		<input type="checkbox"/> 12-Pt Industry Credential	<input type="checkbox"/> Passing WorkKeys Score 3 pts/3 tests
		<input type="checkbox"/> Apprenticeship	<input type="checkbox"/> OhioMeansJobs Seal
	OPTION 2	Enlist in the Military	
	OPTION 3	CCP Math and/or English Credit	

AND

Earn 2 Diploma Seals-at least 1 must be Ohio-designed

- OhioMeansJobs Readiness Seal (Ohio)
- Industry-Recognized Credential Seal (Ohio)
- College-Ready Seal (Ohio) (ACT scores of 22 in Reading and Math, 18 in English)
- Military Enlistment Seal (Ohio)
- Citizenship Seal (Ohio) Proficient on Am. History & Government EOC Exam
- Science Seal (Ohio) Proficient on Biology EOC Exam
- Honors Diploma Seal (Ohio)
- Seal of Biliteracy (Ohio)
- Technology Seal (Ohio)
- Community Service Seal (Local)
- Fine and Performing Arts Seal (Local)

Student Engagement Seal (Local)

End of Course Exams to earn Diploma Seals

DATE TESTED	Am. History	Gov't	Biology

WorkKeys Scores

DATE TESTED	Applied Math	Graphic Literacy	Workplace Documents

Meigs Local School District

Parent Student Policy Agreement

Student's Last Name: _____

Student's First Name: _____

School: Meigs High School

Grade (circle): 9 10 11 12

Device Loan: One device and charger in good working order may be lent to the student.

STUDENT HANDBOOK

- We have read and will follow the expectations outlined in our student's school Student Handbook. (Handbooks can be accessed from our district website – specific school - student.)

STUDENT-PARENT TECHNOLOGY AGREEMENT

- We have read and will follow the MLSD Acceptable Use Policy pertaining to the use of the Internet and all Technology Resources managed on the district’s network system. www.meigslocal.org. Go to District – Board of Education – Links: Board Policies.
- I, as parent/guardian of a MLSD student, will be responsible for the device repair or replacement costs as specified in the Student Handbook and Acceptable Use Policy. (\$25 Charger or Keyboard; \$50 Screen; \$125 Complete Damage)
- I, as parent/guardian of MLSD student, will be responsible for monitoring my student’s use of the Internet when he/she is out of school.
- The equipment is, and always remains, property of Meigs Local School District and is lent to the student for educational purposes only for the academic school year. Equipment is to be returned in good working condition upon request or before withdrawal from MLSD.
- Identification labels have been placed on the device and must not be removed or modified.
- I, as a student of MLSD, always assume full responsibility for my issued device.
- We acknowledge that this document is to be used as a guide and doesn’t attempt to address every required or prohibited behavior by its users.
- As part of the device usage, I, parent/guardian of MLSD student, allow Internet/Technology resources access for my student. (blogs, wikis, podcasts, video casts, student email, etc....)

WORK/IMAGE PUBLICATION

PARENT AGREEMENT: Your child’s work, (ranging from videotapes, recordings, promotional clips, writings, etc....) and your child’s image (with first name, full name, and/or full name with picture) may be used on our school’s Web page and/or other social media sites or print related publications (district newsletter, newspaper, etc....) for educational purposes.

We have read and agree to follow the Meigs Local School:

- student handbook guidelines for our student’s school;
- the Technology usage; and
- Work/Image Publication.

Parent’s Name Printed: _____

Parent’s Signature: _____ Date: _____

Student’s Signature: _____ Date: _____

No, the district/school **does not have my permission** to post, print, or release my child’s image/photo/student work on the web.

Revised 5/8/24