

# MEIGS INTERMEDIATE SCHOOL

## 2025 – 2026 Student Handbook

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**Meigs Intermediate School Student/Parent Handbook**

This Student Handbook was 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. Please take time to become familiar with the important information contained in this Handbook and keep the Handbook available for frequent reference by you and your parents. 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. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building principal and on the District's web site. Parents are encouraged to take time to review and discuss the information and guidelines in this handbook with their school-age children. 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](http://www.meigslocal.org).*** If you have questions, please contact the Intermediate School office @ **740-742-2666** so that we may work together to address your concerns.

*Mrs. Jody Howard, Principal  
Dr. Tiffany Rife, Asst. Principal*

## VISION OF THE DISTRICT

We envision an educational environment where students, parents, teachers and community members encourage exploration, creativity, innovation and change with sufficient resources necessary to meet the needs of all students and help them become productive members of society.

## MISSION OF THE DISTRICT

It is the mission of the Meigs Local School District, in partnership with the community, to advance the physical, intellectual and emotional development of all students in order to meet the social needs in an ever-changing world.

## MEIGS INTERMEDIATE SCHOOL MOTTO

Making Individuals Successful!

## EQUAL EDUCATION OPPORTUNITY

This District provides an equal educational opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the school's principal @ 740-742-2666. 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.

## SCHOOL DAY SCHEDULE

**Office Hours** - 7:00 A.M. - 3:15 P.M.

**7:15** - Student Arrival & Breakfast – Students report to the cafeteria or the Intermediate gym. (Students will not be permitted into the building before 7:15 A.M.)

**7:40** - Students may go to their classrooms. (Students arriving after 7:40 A.M. may report to the cafeteria for breakfast or report directly to their classroom.)

**7:55** - Class begins – **Any student arriving after 7:55 A.M. will be considered tardy and must report to the office and be signed in by his/her guardian.** Students will be issued a note from the office allowing him/her to enter class late. (Students will only be excused three times for entering school tardy throughout the course of the school year. If a student enters school tardy more than three times, he/she will be counted unexcused.)

**2:25**– Student Pick-up Dismissal – Students who are picked up **EVERYDAY** will be provided with two rear-view mirror tags which will have the student's name on them. The tag must be hung from the mirror during pick-up. One tag will be for the parent/guardian and the second tag may be shared at the parent/guardian's discretion. If the tag is present in a vehicle at dismissal time, we will assume you have granted the individual permission to pick up the child. If you must send someone to pick up your child who does not have a tag, please contact the office prior to dismissal.

**2:35 – 3:00 (unless your student rides an "early bus")** Bus Dismissal - **Our buses will only transport students to their home address**, with the exception of shared parenting instances or the need for your child to go to a caregiver on specific days. For these exceptions, we ask that you provide the office with a monthly schedule. **Bus notes will not be issued to students for sleepovers, parties, sporting events, etc.**

## CONTACTS AT SCHOOL

Please follow these guidelines when contact with the school is needed:

**Secretary**- reporting student absences, transfer of records, change of address or telephone, and general questions regarding the school.

**Classroom teacher**- academic, behavioral or social problems in class, report cards, homework assignments, projects.

**Counselor/Social Worker**-continued problems in behavioral, social/emotional adjustment, change in family status (divorce, death, separation, serious illness, etc.)

**School Nurse**-student illness or injury of a serious nature, medications, immunizations, physical handicap.

**Assistant Principal-** serious and prolonged behavioral problems resulting in detention or suspension, bus behavior problems, special education placement, psychological evaluation, IEPs, student placements, academic interventions.

**Principal-** questions related to school rules and procedures, Board of Education Policy, school-wide curriculum, achievement tests, and questions related to lengthy absences, school organization, personnel and any issue not resolved with first person of contact.

**Bus supervisor-** problems occurring on the bus.

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, counselor, or building administration.

In order 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 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, s/he 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.

## **SECTION I - GENERAL INFORMATION**

### **ENROLLMENT**

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides unless: 1. enrolling under the District's open enrollment policy; or 2. 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 office staff 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 regarding 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.

A Student recently discharged or released from the custody of the Department of Youth Services (DYS) or other questionable enrollments should refer to policy 5111 in the Administrative Guidelines.

#### **SCHEDULING AND ASSIGNMENTS**

Classes are scheduled through the office. Any questions regarding class assignments should be directed towards the school administration. Schedules are provided at the beginning of the school year. Schedule changes can only be made by the administration

#### **EARLY DISMISSAL**

No student may leave school prior to dismissal time without a parent or guardian either 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 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 his/her 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 s/he is under the age of 18.

Parents must notify the Principal 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.

#### **EMERGENCY MEDICAL AUTHORIZATION**

A complete Emergency Medical Authorization Form must be on file with the School in order 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:

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.

The appropriate form must be filed with the respective building nurse or 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.

All medications must be registered with the Nurse'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.

Medication that is brought to the office will be properly secured. All medication must be delivered to the Nurse's Office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Students may not bring unregistered 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.

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.

The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.

The school nurse 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.

**Non-prescribed (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. Meigs Intermediate requires all medication to be registered and kept in the school office unless otherwise authorized by Administration. (Inhalers, epi pens...)

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 Nurse'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**

Our 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, such as lice.

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 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: Has a mental or physical impairment that substantially limits one or more major life activities; Has a record of such an impairment; or 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 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 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 districts 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: political affiliations or beliefs of the student or the student's parents; mental or psychological problems of the student or the student's family; sex behavior or attitudes; illegal, anti-social, self-incriminating or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged and analogous relationships, such as those of lawyer, physicians, and ministers; religious practices, affiliations, or beliefs of the student or his/her parents; 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: 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 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:

Family Policy Compliance Office [www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.

Informational inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

[FERPA@ED.Gov](mailto:FERPA@ED.Gov); and [PPRA@ED.Gov](mailto: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 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 cannot be responsible for their safe keeping and is not liable for any loss or damage to personal valuables.

### **MEAL SERVICE/CAFETERIA**

Breakfast and lunch **is free for all students.** Breakfast will be served in the cafeteria beginning daily @ **7:15 A.M.** We ask that students planning to eat breakfast be at school by 7:40 A.M. to ensure arrival to class by 7:55 A.M. Students are permitted to purchase additional items once they have received their meal.

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 Intermediate 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 is 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.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. All outside doors 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: Move quickly and quietly, No talking/whispering, or horseplay. Students must LISTEN! 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. The Meigs Local School District, in an effort to improve communications between families and school, 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 secretary at what number 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, 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 ONN WATH WCHS WTAP WMPO radio FM 92.1

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

### **PREPAREDNESS FOR TOXIC AND ASBESTOS 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

To check out any materials from the library, contact the librarian. 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.

## USE OF WIRELESS COMMUNICATION AND ELECTRONIC DEVICES (ED)

In order to avoid disruption of the educational environment and protect students' right of privacy as well as theft, damage, or loss, students are prohibited from using/bringing electronic devices to school property, at school sponsored events, and on school buses or other vehicles provided by the District. Prohibited EDs include laser pointers and attachments, paging devices/beepers, game players including DS/PSP, cameras, mp3 players, iPods, radios, jam boxes, CD players, cassette players, or other such devices.

**Possession of Wireless Communication Devices (WCD)**-Board Policy 5136- Students may possess wireless communication devices (WCDs) in school, on school property, during after school activities (e.g. extra-curricular activities) and at school-related functions, **provided that during school hours the WCDs are powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.** Also, during after school activities when directed by the administrator or sponsor, WCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight.

**WCD Definition:** A "wireless communication device" is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), Smartphones, Wi-Fi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information.

**Prohibited Uses of WCD:** Students may not use WCD's on school property or at school-sponsored activities. This includes to access and/or view Internet web sites that are otherwise blocked to students at school. "Students may use WCDs while riding to and from school on a school bus or other vehicle provided by the Board or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, and/or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated."

Students are prohibited from using a WCD 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.

**“Sexting”** is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the message and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.

No expectation of confidentiality will exist in the use of WCD/ED's on school premises/property. Students are personally and solely responsible for the care and security of their WCD/ED's. The Board assumes no responsibility for theft, loss, damage, or vandalism to WCD/ED's brought onto its property, or the unauthorized use of such devices. 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 with appropriate permission. Any violation of this WCD/ED policy that involves illegal activity will involve

confiscation of the WCD/ED with referral to law enforcement. The district is **NOT** responsible for loss, theft, damage or vandalism to WCD/ED as well as other student property.

### **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.

### **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:

Textbooks are to stay with the student or be in the student’s locker/desk.

Any textbook found by a student should be turned into the office.

If a student loses a book and cannot find it, s/he must pay for the book before receiving a replacement. Grade reports may be withheld until payment for lost textbooks/library books is received.

Losing books is preventable- **DO NOT LEAVE TEXTBOOKS UNATTENDED.**

Taking good care of textbooks and library books is the responsibility of the student.

### **TITLE I PROGRAM- Meigs Local Schools has a K-8 “School-Wide” Title I Program.**

This permits a school to use funds from Part A and other Federal Education Program Funds and resources to upgrade the entire educational program of the school to raise academic achievement for all students. This contrasts with a Title I targeted assistance program, through which Part A funds are used only for supplementary educational services for eligible children who are failing or at risk of failing to meet State standards. *Simply stated this means that all children, attending Meigs Local Schools in grades K-8 receive Title I services.*

**A “School-Wide” program...**is built on school-wide reform strategies, rather than separate, add-on services.

It provides flexibility in spending Title I funds, permits flexibility to combine other federal funds in support of the school-wide program and focuses on results. Ohio’s Department of Education has adopted a Parent/School compact as part of its regulation, Section 1118 of Public Law 103-382.

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

### **VOLUNTEERS**

We know how busy you are, and time is at a premium for all parents. However, we can use your help if you have a little time to spare. Meigs Local Schools wishes to extend its thanks and gratitude for your help.

## **SECTION II – ACADEMICS**

### **COURSE OFFERINGS**

All students will be enrolled in Language Arts, Social Studies, Science, and Mathematics. Students will also participate in a related arts course each week. Related arts courses consist of General Music, Art, Physical Education, Computer Lab and Library.

### **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 inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should talk with the teacher. Grade cards will be distributed at the end and interim of every

grading period. Students who owe fees or books, or other school issued materials may have grade cards/records held until the fees are paid or materials returned.

**Grading Periods**-Kindergarten through Fifth grade students will be on Trimester Grading Periods. There will be three 12-week grading periods during the school year. Students will receive a report card at the end of each trimester (12 weeks) and an interim report 6 weeks into the trimester. Meigs Middle and Meigs High School follow a 9-week grading period schedule.

### **Grading/Marking Guidelines for Grades 3-5**

**90 - 100%, A** – Excellent Achievement

**80 - 89%, B** – Good Achievement

**70 - 79%, C** - Satisfactory Achievement

**60 - 69%, D**-Minimal-acceptable achievement

**59% & below, F** – Failure

To be promoted in grades three through five a student must have passed a minimum of four academic subjects. Three of the four to be passed shall be Language Arts, Reading and Math. Language Arts, Reading, Math, Science and Social Studies are academic subjects. Art, Music, Physical Education and Technology are not, for pupil promotion, considered to be academic subjects.

The parent(s) of a student who is not performing at grade level at the end of each trimester must be notified that the child may face possible retention, and the school is to ask the parent(s) for a conference to discuss the situation.

In addition to the specific information already listed promotion to the next grade is based on the following criteria:

A. current level of achievement based on instructional objectives and mandated requirements for the current grade

B. potential for success at the next level

C. emotional, physical, and/or social maturity necessary for a successful learning experience in the next grade.

A student may be accelerated (either by whole-grade or by subject area) when his/her performance and measured ability significantly exceeds that of his/her grade level peers. Students can be nominated for acceleration by teachers, administrators, parents, and the student him/herself. Decisions regarding acceleration are based on the following criteria:

A. achievement of grade/course objective and any applicable State-mandated requirements for the grade/course in which the student is currently and any grade(s)/course(s) in the student will skip

B. achievement of instructional objectives for the present grade/course as well as the succeeding one(s)

C. potential for success in the accelerated placement based on sufficient proficiency at current level

D. social, emotional, and physical maturation necessary for success in an accelerated placement

Refer to the policy 5510 for additional information.

A student may be retained at his/her current grade level based on the following criteria:

A. failure to demonstrate proficiency in mathematics and reading

B. failure to achieve the instructional objectives at the current grade level that are requisite for success at the next grade level

C. scoring at the below basic level on any State-mandated assessment test

A student will be retained if s/he is truant (absent without excuse) for more than ten percent (10%) of the required attendance days of the current school year AND has failed two (2) or more of the required curriculum subject areas in the current grade.

Even if s/he falls in the preceding category, a student may be promoted if the Principal and the teachers of the classes that the student failed agree that the student is academically prepared to be promoted.

No student will be promoted to the fourth grade if s/he attained a score in the range designated by O.R.C.

3310.0710 (A)(3) on the State mandated assessment except in accordance with the provisions of Policy 2623.02 - Third Grade Reading Guarantee or in accordance with State law.

No student will be promoted to the ninth grade unless s/he has completed a one-year course in American History.

**Third Grade Reading Guarantee**- All students entering the third grade must demonstrate a certain level of competency in reading before advancing to the fourth grade. In accordance with State law, the Superintendent shall develop a program for the annual assessment of the reading skills of each student at the end of first, second, and third grade, and identify those students who are reading below their grade level. Each student's classroom

teacher shall be involved in the assessment and identification of those students who are reading below grade level. The District shall provide intervention services to students whose assessment and identification of those students who are reading below grade level.

### **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.

#### **COLLEGE CREDIT PLUS PROGRAM**

Any student in grades 7 through 12 may enroll in a postsecondary program provided s/he meets the requirements established by law and by the participating college or university. Any interested student should contact High School Guidance Office to obtain the necessary information.

#### **RECOGNITION OF STUDENT ACHIEVEMENT**

Students in grades 3-5 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, and citizenship.

#### **TAG Program**

Gifted Education and identification is established in a TAG program. Refer to O.R.C. Sections 3324.03-3324.07 as well as board policy information on the district's website. A copy of the Gifted Education program is also available by contacting the school.

#### **HOMEWORK**

Homework will be assigned. MIS students are expected to read a minimum of 20 minutes each evening. 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. Homework resources may include: Homework Hotline, student planners, weekly newsletters/agenda's, Parent Portal, teacher webpages.

#### **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences will be held throughout the year. However, anytime a parent wants to schedule a conference, s/he 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.

Students are responsible for their behavior and communication on the Network.

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.

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.

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).

Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.

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.

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, that is intended to harm others. For further information on cyberbullying, visit

<http://www.cyberbullying.ca>

Cyberbullying includes, but is not limited to the following:

Posting slurs or rumors or other disparaging remarks about a student or school staff member on a web site or on weblog; Sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill; 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; Posting misleading or fake photographs of students or school staff members on web sites.

To the extent permitted by the First Amendment, instances of 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.

Students are expected to abide by the following generally-accepted rules of the network etiquette:

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).

Do not engage in personal attacks, including prejudicial or discriminatory attacks.

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.

Do not post information that, if acted upon, could cause damage or danger of disruption.

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.

Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher. Never agree to get together with someone you “meet” on-line without parent approval and participation.

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. 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. 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. 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.

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. 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”.

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.

Privacy in communication over the internet and the Network is not guaranteed. In order 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.

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 as a result 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.

File-sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on the Network. Students may not establish or access web-based e-mail accounts on commercial services through the Network (e.g., Gmail), Hotmail, Yahoo mail, etc.). 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.

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 in order 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. 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: Files stored on school computers are restricted to school related assignments only. Personal files may NOT be stored. Network password security is the responsibility of the student and should be treated as secret. 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. 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.

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.

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.**

No student shall attempt to establish computer contact into school district restricted computer networks or any other unauthorized databases. Only teachers or administrators or those directed by a teacher may install or modify software.

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.

In order 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.

**The parent or guardian of each student must read and sign the same Acceptable Use form.**

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. 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. Non-compliance of rules when using another organization’s network or computing resources will also result in loss of privileges. 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. 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 have to complete and return to the District Form 8330 F4a in order 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.

### **PUBLIC SCHOOL CHOICE OPTIONS**

The No Child Left Behind Act of 2001 provides that parents/guardians of students enrolled in a Title I school in the District the first year following the building’s identification as being in “School Improvement” have the right to transfer their children to another school District, provided there is a school that provides instruction at the students’ grade level(s) and such school has not been identified as being in the process of school improvement, corrective action, or restructuring. However, if there is not another school in the District offering instruction at the students’ grade level(s) that has not been identified as needing improvement, the Superintendent will contact neighboring districts and request that they permit students to transfer to a school in one of those districts. Supplemental Education Services (SES) will also be offered to students in any school no later than the first year following the building’s identification as being in “School Improvement”, regardless of whether a transfer option is available.

Additionally, if a school within the District has been designated as “persistently dangerous” as defined by State law, students have the right to transfer to another “safe” school in the District. If there is not another “safe” school in the District providing instruction at the students’ grade level(s), the Superintendent shall contact neighboring districts and request that they permit students to transfer to a school in one of those districts. Further, if a student is a victim of a violent crime on school property, s/he also has the right to transfer to another school in the District. If there is not another school in the District providing instruction at the student’s grade level, the Superintendent shall contact neighboring districts and request that they permit that student to transfer to a school in one of those districts providing instruction at the student’s grade level.

## **SECTION III – STUDENT ACTIVITIES**

### **SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Meigs Local School provides students the opportunity to broaden their learning through curricular-related activities.

*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](http://www.meigslocalschools.org) or contact Kevin Musser, 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 Local Schools 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 Kevin Musser, the Athletic Director/Building Use Facilitator at 740-992-7871.

**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](http://www.ohsaa.org), the Meigs Local Athletic Director, Meigs Middle 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.

## **SECTION IV – STUDENT CONDUCT**

### **SCHOOL ATTENDANCE POLICY**

**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.

**Meigs Intermediate School Day**- A school day for a Meigs Intermediate School student runs from 7:55 A.M. to 2:30 P.M., during a normal, uninterrupted day. If a school day is interrupted for a particular reason, students need to follow the appropriate schedule for that particular day.

**Student Absences 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.

**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 within two school days upon the student's return. Students are permitted **48 hours (8 days)** in which a 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 five 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/hers 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 two 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 within **two** days of 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

**CHRONIC ABSENTEEISM** is comprised of the total time out of school for excused, unexcused, and OSS days and tardy arrivals to and early releases from school. Students who are chronically absent from school for 38 or more hours in a school month or 65 or more hours in a school year may be subject to participate in a required absence intervention plan. (ESSA and Ohio HB 410).

**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.

	<b>Consecutive hours</b>	<b>Hours per school month</b>	<b>Hours per school year</b>
<b>Habitual Truancy</b>	<b>30 without legitimate excuse</b>	<b>42 without legitimate excuse</b>	<b>72 without legitimate excuse</b>

<b>Excessive Absences</b>	--	<b>38 with or without legitimate excuse</b>	<b>65 with or without legitimate excuse</b>
<b>Chronic Absenteeism</b>	--	--	<b>10% or 92 with or without legitimate excuse</b>

**Truancy 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)

**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.

**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

**Student's 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's 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 School Work-** Students who are absent from school shall be given the opportunity to make up missed work. 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, s/he should make arrangements with the teacher to take the test at another time. If s/he 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-** 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 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, s/he must report to the School office and sign-in before going to his/her first assigned location. Students are permitted 3 tardies where a parent/guardian may provide a written note of legitimate excuse for their tardiness. Any tardy after 3 will be considered unexcused unless provided documentation from a physician. Any student who is late to class may be disciplined by the teacher.

**Student Vacations 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 SUPERCEDE THIS HANDBOOK WHEN CONFLICTS ARISE.

A major component of the educational program (at the 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.

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:

act courteously to adults and fellow students;

be prompt to school and attentive in class;

work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;

complete assigned tasks on time and as directed;

help maintain a school environment that is safe, friendly, and productive;

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. Each teacher will establish their classroom rules.

**Recess/Playground-** All students are expected to go outside during recess time unless a child brings a note from a parent/guardian requesting a student stay inside due to illness. Long term excuses for recess will need a written request from the child's physician. Students must have permission from adult on duty to leave the playground.

While at recess students should display good sportsmanship, take turns and share equipment. Keep hands and feet to themselves at all times. Behavior that is hurtful, disrespectful, unsafe or offensive to others will not be tolerated.

Students should report any such behavior to the adult on duty. Classroom teachers along with the assistant principal will review playground expectations with the students. The review will include specific rules for using equipment as stated in the Meigs Intermediate Behavior Plan.

**Cafeteria, Hallway, Restroom, Arrival & Dismissal Expectations-** Students are expected to walk at all times and in all areas of the building, remain quiet while in hallways and common areas to avoid disturbing students who are in class, respect others personal space and use good manners. Specific expectations by area are listed in the Meigs Intermediate School Behavior Plan.

**Dress and Grooming-**Students are expected to dress appropriately at all times. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.

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:

Acts of grooming should take place in the restrooms only.

Clothing should be worn as designed.

Hats, bandannas, head coverings of any kind; sunglasses etc. are not to be worn in school.

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.

Shirts must have a sleeve and be tight fitted to the underarm and not excessively low cut. No shirts or blouses that expose midriff. No transparent garments, open mesh garments, garments with large open sides may be worn without an under liner.

Shorts, skorts, dresses, or mini-skirts **should end below mid-thigh**. (Half the distance between knee and the inseam of pants).

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.

Appropriate footwear must be worn and provide for safe and sanitary conditions.

All visible body piercing that disrupts the educational process or presents a safety risk will not be permitted.

Appropriate undergarments must be worn and fully covered.

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.

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.**

Hair must be clean, worn out of the eyes, and groomed at all times, 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 principal.

**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 of 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 en route to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

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 particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
- B. violence within a dating relationship.

"Electronic act" means an act committed 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.

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

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

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

**Education and Training-**In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The

Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines 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**

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.

#### **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.

#### **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.

**Tobacco (Possession, Use, Distribution, etc...this includes 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.

**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 or any item that is not designed to be a weapon, but is used or presented in the manner consistent with a weapon.

**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.

**Arson-**Arson is the intentional or purposeful destruction or damage to school or district buildings or property by means of fire. Anything, such as fire, that endangers school property, and its occupants will not be tolerated. Arson is a felony

**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. In any violent situation, administration can file a criminal complaint against those involved.

**Verbally threatening (either orally, in writing or otherwise expressed) 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.

**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.

**Inappropriate Behavior at 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. This includes all home and away sporting events, dances, plays, concerts, and other such school sponsored events.

**Departing School without permission**-Students must have prior permission to leave school grounds when school is in session.

**Emergency Procedures/Drills**-A student shall not interfere with any emergency procedure (fire, tornado, safety drill) by failing to appropriately comply with drill procedures.

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

**Gambling**-Gambling (i.e., playing a game of chance for 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 may also be banned from that school activity.

**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 Plagiarism and cheating are also forms of falsification and will subject the student to academic penalties as well as disciplinary action. If criminal activity was involved criminal charges may be filed.

**Gum**-Because of the problems created when gum is found in water fountains, on floors and school furniture, and in the cafeteria dishwasher, students are not to chew gum at any time.

**Habitual Rules Violation/Excessive Detentions**-A student shall not repeatedly fail to comply with existing rules of the school. These rules include, but are not limited to truancy, tardiness, class cutting, loitering, profanity/obscenities, and violations of the Meigs Local bus rules.

**Profanity & Inappropriate language**-A student shall not use profane language or obscene gestures.

**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 by the use of violence, force, coercion, threat, harassment or insubordination.

**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.

**Safety Violations**-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.

**Skipping Class (Not in Assigned Area, AWOL, etc.)**-A student shall not be absent from an assigned class or activity without permission of both the academic instructor and other authorized personnel.

**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.

Suspension and recommendation for expulsion; In addition, a criminal complaint will be filed.

**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.

**Possession and/or use of explosives 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.

**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-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. Computer usage could be suspended up to one full school year. If the unauthorized access resulted in the violation of other rules, Students may incur additional consequences.

**Theft of School or Private Property/Possession of Stolen Property**-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. Theft is a criminal act and may also result in expulsion and a criminal complaint being filed.

**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.

**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 Local School District 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 could be imposed in addition to disciplinary consequences. 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. In addition, a criminal complaint will be filed against all who are involved.

**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.

**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.

**Refusing to accept discipline**-Students failing to comply with disciplinary penalties may face enhanced penalties for such action.

**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.

**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.

**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 Cell Phones, 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.

**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. Student conference, parent contact, documented warning, detention, in school restriction.

**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 administration 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, detentions, 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.

**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.

**Harassment and/or Aggressive Behavior (including Bullying/Cyberbullying)-**The Board 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.

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 on the basis of 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 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) either by 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 of 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.**

Anyone 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 of 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.

**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.

**Improper Dress**-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 the classroom or school atmosphere is not allowed. Shoes must be worn at all times for health and safety reasons.

**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.

**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). 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 greater offense (regardless of past history). In any violent situation, administration can file a criminal complaint against those involved.

**Lighting Incendiary Devices**-Unauthorized igniting of matches, lighters and other devices that produce flames.

**Possession of Pornography**-Possessing sexually explicit material.

### **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 all possible misbehaviors that occur, misbehaviors not listed above will be responded to as necessary by staff.

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

#### **Informal Discipline**

Takes place within the school. It includes but is not limited to: visiting counselor, parent phone calls, and loss of recess time, and time in office, change of seating or location, lunch-recess detention.

#### Recess Detention:

Students report to the assigned detention area during their assigned recess time. An automated call is made to the student's phone number on record to inform parents/guardian of the assigned detention.

#### In-school restriction:

In-school restriction will only be offered at the discretion of the principal/assistant principal for offenses found in the Student Code of Conduct.

Assignment to in-school restriction means that the student is removed from the classroom but not from the educational program. S/He will report to the Office 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 his/her 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 explained or 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 remain in their designated seats at all times 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, s/he may be assigned to additional days or out-of-school suspension

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

**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 a 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 his/her 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 other administrator will determine whether or not to suspend the student. If the decision is made to suspend the student, s/he and his/her 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.

**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 bus 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 his/her bus riding/transportation privileges for all or part of the school year.

If a student's bus riding/transportation privileges are suspended, s/he and his/her 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 must be followed. As long as 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 in the course of 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 be connected with 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, as long as 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 School-** the school provides transportation for all students 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, the destination address, 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.

**To ensure the safety of our students, bus drivers will only allow students in grades K-3 to depart the bus when an adult is present.**

#### **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; stay off the road at all times 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 at all times; 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 other riders; 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-** 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.

**Safe operation of motorized utility vehicles by students-**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

### **SAFE & DRUG-FREE SCHOOLS HOTLINE**

The Meigs Local School District encourages students and parents/guardians to report concerns about guns, knives, and bombs (safety) as well as possible drug abuse or possession to the building principals. You can be certain that the principal will follow-up on your concerns. Principals have been instructed in the proper procedures to follow and will notify the proper authorities as needed.

Sometimes students and parents/guardians do not feel comfortable contacting the principal directly because of the circumstances surrounding their knowledge of the potential threat to students. For this reason, the district applied to the State Department of Education for a grant to provide a "Safe & Drug-Free Schools Hotline." The phone number listed below is a free call that is in operation 24 hours/day, seven days/week. Should you not be able to contact your building principal directly, you may call this number, and your information will be forwarded to the principal or superintendent.

Please remember that the best and most direct assistance will be provided by the building principal. Should you not feel comfortable contacting the principal, please call the number below.

**MEIGS LOCAL SCHOOL DISTRICT  
SAFE & DRUG-FREE SCHOOLS HOTLINE  
1-877-655-7804**

## MEIGS INTERMEDIATE STAFF

### Administration:

Jody Howard, Principal  
Tiffany Rife, Asst. Principal  
Julie Lanham, School Nurse

Lana Noble, Secretary  
Sydney Zirkle, Secretary  
Brooke Pauley, Social Worker

### Third Grade Teachers:

Nicole Fogle  
Jenna Cundiff  
Kelsie Keesee

Meghan Parry  
Whitney Roush  
Joey Waters

Meghan Hendrix, Intervention  
Jaymee Cremeens, Intervention

### Fourth Grade Teachers:

Linzie Causey  
Heidi DeLong  
Michelle Gillilan

Shannon Korn  
Amy Cremeens  
Tracy Richie

Kellie Triplett, Intervention  
Ciera Shively, Intervention

### Fifth Grade Teachers:

Audrey Adams  
Makenzie Cullums  
Alexis Ervin

Kayla Pearson  
Hayley Reed  
Grace Sydnor

Jonah Hensley, Intervention  
Ben Stairs, Intervention

### Special Education:

Tanisha McKinney, Intervention Specialist  
Michele Allen, Personal Aide

Stacy Butler, Classroom Aide  
Sandy Napper, Personal Aide

### Specials & Title:

Abby Snowden, AR/Library  
Bobbi Owen, Art  
Beth Lawson, Computer Lab

Kari Putman, Music  
Dan Thomas, P. E.  
Melissa Morris, Title

Maddy Robinson, Title  
Denise Lemponen, Title

### Meigs Elementary Kitchen Staff:

Chrissy Musser, Supervisor  
Debbie Gerard  
Brenda Erwin

Tammy Jarvis  
Briana Wright  
Chastity Stewart

Tammy Starcher

### Meigs Elementary Custodial Staff:

Dave Jacks  
Jonathan Baughman  
Kevin Jewell

Terry Powell  
Melissa Priddy

Tim Tillis