Zanesville

Elementary Schools

John McIntire Elementary
Ms. Abbey Achauer, Principal
Mr. Lew Nicholas, Assistant Principal
Ms. Annie Robrecht, Dean of Students

National Road Elementary
Ms. Alyssa Amspaugh, Principal
Mr. Matt Winland, Assistant Principal

Zane Grey Elementary
Ms. Stephanie Hilliard, Principal
Mr. Clay Lawyer, Principal
Ms. Michelle Hoskinson, Assistant Principal
Ms. Judy Tolley, Assistant Principal
Mr. TJ Anderson, Guidance Counselor

ZANESVILLE CITY SCHOOLS

Zanesville City Schools, the district you will never outgrow!

VISION STATEMENT

A STRONG FUTURE FOR ALL

MISSION STATEMENT

ZANESVILLE CITY SCHOOLS EMPOWERS ALL STUDENTS TO REACH THEIR FULL POTENTIAL WITHIN A SAFE AND DIVERSE ENVIRONMENT.

CORE VALUES

COLLABORATION
COMMUNICATION
RESILIENCE
SUPPORTIVE AND TRUSTING RELATIONSHIPS

GOALS

FINANCIAL STABILITY
ACADEMIC PROGRAMMING
STUDENT WELL-BEING AND SERVICES
COMMUNITY RELATIONS

We are Blue Devils! We are Family! We are One!

ZANESVILLE CITY SCHOOLS

ZANESVILLE CITY SCHOOL BUILDINGS

Administration Office
956 Moxahala Ave.
740-454-9751

John McIntire Elementary School
1275 Roosevelt Avenue
740-453-2851/740-453-3581

National Road Elementary School
3505 East Pike
740-450-1538

Zane Grey Elementary School/Preschool
711 Fess Street
740-453-0575

Zane Grey Intermediate
968 Pine Street
740-450-1335

Zanesville Middle School
1429 Blue Avenue
740-453-0711

Zanesville High School
1701 Blue Avenue
740-453-0335

Zanesville Community High School
920 Moxahala Ave.
740-588-5685

FORWARD

The best possible education occurs when the family and school reinforce the efforts of one another in rearing the child. Without supportive effort, the home could cancel out what the school attempts to do. Without constant effort, the family may prevent the school's attempt to educate the child from being successful.

Regular hours of rest, sleep, and relaxation are important for the growing child. These are the homes' essential responsibilities. Increasingly, proper nutrition in the form of a well-balanced diet of food is recognized as essential for learning. Even certain nervous disorders are being attributed to the overuse of sweets. The schools attempt to provide, at minimal cost, a good noontime lunch. Parents are expected to provide an adequate breakfast and a wholesome dinner in the evening.

A regular place and time in the home for study is important. Sound study habits should be encouraged by the home and these should be away from the noise of television and other things. Good television watching at appropriate hours is important in a child's education. Indiscriminate watching monopolizes a child's valuable time.

Parents ought to encourage wide recreational reading using the school and public libraries. When parents and volunteers set the example in reading good books, good newspapers, and new magazines, they are at the same time encouraging good reading.

Parents are always welcome at school. Appointments should be made to conference with teachers. Principals develop advisory committees, encourage P.T.O. activities, and try to acquaint parents with school operation and educational practice.

Parent Square/Social Media

ParentSquare is the official communication platform for Zanesville City Schools. It provides a secure and supportive space for families and staff to connect, share important information, post questions, announce upcoming events, request assistance, and foster a strong sense of school community.

Here are some guidelines we would like to follow as a school community:

Think Before You Post

- Consider how your message might be interpreted.
- Avoid impulsive or emotionally charged posts.

Be Respectful

- Treat others with kindness and courtesy.
- Avoid offensive language, bullying, or discriminatory remarks.

Stay Appropriate

- Keep content school-appropriate.
- Avoid posting anything violent, sexual, or illegal.

Respect Privacy

- Don’t share personal information (yours or others') without consent.
- Avoid posting photos or videos of others without permission.

If you have a concern with a teacher, staff member, or student, please address it privately by calling the school or setting up a meeting. This includes screenshots of private conversations, personally attacking the school or any school employee in a negative way.

Ongoing violations of our school’s communication guidelines may lead to a restriction or removal of ParentSquare posting/messaging privileges. If you have concerns or questions, we encourage you to contact your child’s teacher directly or reach out to the school office for support.

OFFENSES FOR WHICH DISCIPLINE MAY BE ADMINISTERED

Offenses Against People, Pupils, and School Personnel

- Assault and/or battery (fighting, hitting)
- Any type of bullying (Policy 5517.01) causing physical harm
- Throwing anything in or around school (except sports equipment meant to be thrown in proper areas)
- Personal threats
- Libel and/or slander
- Extortion
- Harassment - at school or away from school
- Hazing
- Inappropriate expectoration
- Acts of indecency (i.e. inappropriate and/or suggestive physical contact)
- Any conduct which is injurious to the school or to the morals, safety, comfort, or welfare of the pupils

Acts or Behavior of a Potentially Dangerous Nature

- Possession of dangerous weapons or other devices designed or capable of inflicting bodily harm
- Possession and/or use of alcohol or illegal drugs or any substance which is a representative (look-alike) of either (Policy 5530)
- Inappropriate conduct to and from school and in school
- Misuse of emergency warnings
- Possession of explosives or readily flammable materials
- Improper use of a motor vehicle (car, cycle, moped) or bicycle while moving or parking
- Out of assigned seat on bus
- Placing any part of the body out of bus window
- Disregarding bus driver
- Possession and/or use of tobacco (including snuff) on school or adjacent property
- Lack and/or loss of self-control. (Emotionally out of control)

Parents should notify the school of any medication which is to be taken at school and should deliver to the school only the amount needed for each day.

Offenses Against the School Program

- Disrespect for school personnel
- Insubordination (refusing to obey)
- Improper language (obscene, vulgar, abusive, swearing, threatening)
- Phone threats
- Instigating and/or promoting others to fight
- Interfering with a teacher in the performance of duties
- Aiding and/or abetting in a commission of a violation of the code of conduct
- Gambling
- Failure to comply with school regulations
- Under the influence of drugs or alcohol
- Truancy (school or class)
- Disturbing the classes, school programs or school functions
- Absent from place of assignment without authorization (class, school property after arrival)
- Trespassing on school property
- Inappropriate acts or comments of a sexual nature
- Habitual tardiness
- Inappropriate dress
- Inappropriate use of a cell phone

- Plagiarizing/AI/ChatGPT (cheating)
- Repetition of disruptive acts
- Possession of electronic devices of a distracting nature

Cell Phone/Electronic Policy

Cell phones have become a way of life and we understand the importance of cell phones as a means of communication between parents and students. A student phone is available in the main office for emergency purposes.

Students will put cell phones, I Watches and any other device that has communication capabilities, in student lockers/cubbies in the morning for the day. These devices are not to be visible in classrooms or in any other space where instruction is taking place, including assemblies. These devices are not allowed out in any restroom for privacy reasons.

Violations of the cell phone/electronic policy:

- First Infraction: The device being kept in a secure area in the office until the end of the day. Students will pick up devices at the end of the school day. Parents will be notified.
- Second Infraction: A parent or guardian will be required to come in and pick up the cell phone.
- Third Infractions: Will result in the student no longer having access to their phone during the day either left at home or brought to the office for safe keeping.

If a device is loaned to another student and they violate any of the regulations set forth by this document, the phone will be confiscated and further disciplinary action may be taken, at the discretion of the administrator.

Students may not use any device to capture, record or transmit the words and/or images of any student, staff member or other person in the school or while attending a school related activity, without permission of the person. Violation of this provision will result in the cell phone being confiscated and held until the end of the school year.

Offenses Against School or Private Property

- Theft of any school or private property at school or at any school-related function.
- Destruction of any school or private property at school or at any school-related function.
- Defacing of any school or private property at school or at any school-related function.

Since all such acts cannot be stated here it must be understood that a pupil may be suspended or expelled for similar acts which are considered gross misbehavior. Court complaints may be filed in addition to any school action taken.

PENALTIES

In compliance with Ohio Revised Code 3313.66 and 3313.661, the Board of Education of Zanesville, Ohio, has adopted the following as penalties for violations on the preceding page:

Detention – Staying after school the student will be given 24 hours to make arrangements to take care of their obligation. If there is to be an exception to the 24-hour policy, the parent will be contacted by phone or in person by school personnel to clear the arrangement.

In School Suspension – A temporary removal from classes for one to ten days. The student is assigned to a specific, supervised area of the school during the day. He/She will be expected to do school work, study, and/or read.

If a student's conduct has been such that any of the aforementioned penalties are assigned, it is the responsibility of the parent to see that the student takes care of it properly. Failure to do so may result in suspension.

Suspension – A temporary removal from one to ten days. It may be from a class, from riding a school bus, or from school, including all related activities.

Expulsion – Removal from school and all related activities for the remainder of year, not to exceed 80 school days (includes loss of credit). Possibly up to one year for possession or involvement with a deadly weapon.
Since all such acts cannot be stated here, it must be understood that a pupil may receive the above stated penalties for similar acts which are considered gross misbehavior. Court complaints may be filed in addition to any school action taken.

Permanent Exclusion of Non-Disabled Students – As authorized by law, the Board of Education may permanently exclude any student who has been found guilty of committing, when sixteen (16) years of age or older, any of the following offenses while on school grounds and which are considered to be crimes when committed by an adult:

- Possession or involvement with a deadly weapon
- Trafficking in drugs
- Murder, involuntary manslaughter, assault, or aggravated assault
- Rape, gross sexual imposition, or felonious sexual penetration on school grounds, at a school event or when the victim is an employee of the district
- Complicity, regardless of where the complicity occurs, of any of the above crimes

SCHOOL INSURANCE

Under Ohio Law and in spite of the possible need, a Board of Education is not permitted to insure students against accidents. Therefore, it is very strongly recommended that parents take out the insurance plan offered through a local agent for school students which provides very good coverage at a modest premium.

FIELD TRIPS

Each teacher tries to provide the best program for the development of the academic growth of children. In order to gain more information about areas being studied, visits to factories, libraries, museums, or other places may be scheduled. No child participates in such an activity without the written consent of the parent or guardian.

PERSONAL APPEARANCE AND SUITABLE CLOTHING

A student's appearance is a shared responsibility between the family and the individual. We kindly encourage attention to personal cleanliness and the choice of clothing that reflects good taste and appropriateness for the school setting, helping to support a positive and respectful learning environment.

There is a new awareness that one's dress and appearance shows respect for one's self, but also respect for others. Students are expected to dress in a manner that reflects the educational environment and supports a focus on learning. Maintaining good personal hygiene, including regular bathing and wearing clean clothing, is essential for promoting a healthy and respectful learning environment.

Styles and names for articles of clothing change frequently, but the appropriateness of clothing for school is the determining factor in deciding what is not acceptable for wear in the classroom. Appropriate dress shorts are permitted during the school year. In cases where there is a question of appropriateness for school wear, the principal will make the final decision. The following articles of clothing and/or accessories are examples of inappropriate wear for the classroom.

1. Halter tops/Midriff/Crop Tops (above waist – exposes navel)
2. Cutoffs or clothing with rips or tears in inappropriate places
3. See through clothing
4. Hats – neither boys or girls
5. Tank tops, which are not a minimum of 2 inches in width at the shoulder
6. Shorts that appear to be too tight or short
7. Those with suggestive or obscene printing or pictures
8. Shoes that will leave black marks will not be allowed on the gymnasium floor
9. Improperly fitting clothing
10. Protective facial coverings during pandemic/epidemic events (Policy #8450.01)

Your child will engage in many different activities during the school day. He/She may get his/her clothes soiled. Be sure to provide him/her with clothes that are washable and durable, comfortable, warm enough to enable him/her to play outdoors, easy for him/her to put on by himself/herself, suitable, and in good taste. Coats and/or jackets will not be permitted to be worn inside any building. Coats, hats, sweaters, boots, and all clothing which may be removed at school should be clearly and permanently marked with the child's name.

HOMEWORK

Students are taught a variety of subjects in the various grades, but teaching alone is not enough. Mastery of the skills taught comes through constant use. Homework for students is for the purpose of allowing students to utilize what they are taught. Parents should require that all homework sent home be completed on time by the child, and returned to school since it is a part of the educational program. Homework gives every child the opportunity to work toward mastery of subject matter.

SCHOOL HOURS

Pupils are encouraged to attend school regularly and punctually. The hours for each elementary school will be distributed separately.

No student should arrive on the school premises before the start of the school day. No provision is made to care for them before that time.

ADMISSION TO SCHOOL

The Zanesville Board of Education has established the following regulations for admission to school.

Age Requirements
A child may be admitted to kindergarten upon presentation of a birth certificate that shows his/her age to be five years on or before the district's first day of school.

To be admitted to first grade, a child must present evidence to show that his/her age is six years on or before August 1. A child will not be admitted to first grade that has not successfully completed kindergarten unless this requirement is waived by the District.

Children whose birthdays occur before January 1 may be tested for early entrance to kindergarten and first grade upon request.

Health Examination
Parents are encouraged to see that all children entering school have had a health examination by the family doctor.

The Zanesville City School Health Services provides an annual screening of eyes for all children for further referrals. In addition, at regular intervals, all children are screened for hearing problems.

Immunizations
The Zanesville Board of Education in conjunction with the State Department of Health requires that every child must be immunized against the following, unless they present a signed statement from a parent or guardian stating that they object to such immunizations.

Ohio law requires that all pupils admitted for initial entry to school present written evidence that they have received, or are in the process of receiving, immunization against poliomyelitis (OPV), diphtheria – pertussis – tetanus (DTAP), measles, mumps, rubella (MMR), Hepatitis B. Children are required to have 5 DTAP, 4 Polio, 2 MMR, and 3 Hepatitis B One (2) Varicella (Chickenpox) vaccination before school starts, or verification of disease.

HEAD LICE

Contact your school nurse or a Zanesville City Schools nurse for additional information regarding head lice and the head lice policy.

REGISTRATION

Parents are asked to fill out registration online at the ZCS website when enrolling new students. Please give the child's complete name (no nicknames). Guardians are expected to update the Emergency Form each year online. This should be done before the first day of school. Occasionally something happens at school that makes it imperative that the school contact someone that has authority to make a decision

The school should be kept informed of any change of address or telephone number that occurs during the year.

All appropriate custody papers and proof of address shall be presented at the time of registration. The parents are responsible to provide the school with any changes in custody matters.

FOOD SERVICES

All elementary schools are provided breakfast and lunches for students. These nutritionally balanced meals are served at an economical rate with a variety of popular eating items during the week. Most elementary schools have abbreviated noon hours because of the limited availability of noon hour lunches.
NOTE: Time schedules for some schools will be different due to lunch periods and bus schedules.

FIRE, TORNADO, AND SAFETY DRILLS

Fire, tornado, and safety drills are held as often as directed by law and written reports of the date and time of such drills are sent to the Superintendent's Office.

TRANSPORTATION

Parents are required to work with their children ensuring the proper behavior of students while riding buses. The schools practice and teach students both good behavior and good safety practices while riding school buses.

The Zanesville City Schools utilize a double routing schedule for transporting students. This helps control not only the cost of transportation, but also the number of buses required.

For these transportation reasons, Zanesville City students cannot all be dismissed at the same time as was done when students walked to school.

SCHOOL BUS RULES AND REGULATIONS

Failure to comply with these rules and regulations will result in disciplinary action, which could include temporary or permanent loss of bus riding privileges.

1. Students are to obey the instructions of the driver.
2. Students are to remain seated while the bus is in motion.
3. Students are to sit in their assigned seat on the bus.
4. While students are riding on the bus, no animals, firearms, ammunition, explosives or other dangerous material shall be transported.
5. Students are to be at their designated stop on time, drivers are instructed not to blow the horn on their bus at individual stops.
6. Money is to be kept in pocket or purse.
7. No fighting or excessive horseplay or noise will be tolerated on the buses. Normal conversation is permitted.
8. Food and beverages are not to be consumed on the school bus.
9. Students are not to block the aisles, front door, or rear door with feet, arms, band instruments, school supplies, etc.
10. Students are not permitted to operate the doors or be in driver compartment.
11. Students are not permitted to use profanity or obscene language on the buses.
12. Students are to keep all parts of their body inside the bus.
13. Throwing things or using a water gun or similar device is prohibited.
14. Malicious damage to the bus is prohibited.
15. Smoking, lighting matches or cigarette lighters or the use of tobacco in any form is prohibited on the bus. (THIS INCLUDES SMOKELESS TOBACCO)
16. Students are not permitted to ride any bus other than their assigned one and they are to get off the bus at designated stops only.
17. Toys, pens, scissors, crayons, money, etc., are to be kept in appropriate book bags, lunch boxes, etc., or the driver may take them to keep until the student leaves the bus.
18. Students are to obey all driver enforced regulations, including, but not limited to those listed above.

TRANSFERS

When a family plans to move from one school district to another, the school should be notified promptly of the move and given the new address and time of transfer. Plans should be made so that no school time is lost for the child and that the school he/she is leaving has sufficient time to get his/her report, supplies, and transfer in order.

STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY AGREEMENT

To access and use the District's Education Technology, including a school-assigned e-mail account and/or the Internet at school, students under the age of eighteen (18) must obtain parent permission. Students eighteen (18) and over may sign for themselves.

Use of the Education Technology is a privilege, not a right. The District's Education Technology, including its Internet connection and online educational services, is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege and possibly further disciplinary action.

The Board has implemented technology protection measures, which protect against (e.g. block/filter) Internet access to visual displays/depictions/materials that are obscene, constitute child pornography, or are harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication, and/or services on the Internet that the Board has not authorized for educational purposes and/or that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Students accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

The Board has the right, at any time, to access, monitor, review and inspect any directories, files and/or messages residing on or sent using the Board's Education Technology. Messages relating to or in support of illegal activities will be reported to the appropriate authorities. Individual users have no expectation of privacy related to their use of the District's Education Technology.

Parent/Guardian

As the parent/guardian of this student, I have read the Student Education Technology Acceptable Use and Safety Policy and Guidelines, and have discussed them with my child. I understand that student access to the Internet is designed for educational purposes and that the Board has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to minors. However, I recognize that it is impossible for the Board to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold the Board (or any of its employees, administrators, or officers) responsible for materials my child may acquire or come in contact with while on the Internet. Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the Internet – i.e., setting and conveying standards for my daughter/son to follow when selecting, sharing and exploring information and resources on the Internet. I further understand that individuals and families may be liable for violations.

To the extent that proprietary rights in the design of a website hosted on Board-owned or leased servers would vest in my child upon creation, I agree to assign those rights to the Board.

Student

I have read and agree to abide by the Student Education Technology Acceptable Use and Safety Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense and/or may result in disciplinary action. As a user of the Board's Education Technology, I agree to communicate over the Internet and through the Education Technology in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

Teachers and building principals are responsible for determining what is unauthorized or inappropriate use. The principal may deny, revoke or

suspend access to and use of the Education Technology to individuals who violate the Board's Student Education Technology Acceptable Use and Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.

ZANESVILLE CITY SCHOOLS WEAPONS POLICY

Unfortunately, the issue of weapons being brought to school has become such a concern in our society that it mandates that we enact policies to provide a safe and secure environment for our children. Therefore, it is necessary to inform you of our school weapons policy so that each family understands the policy and the consequences for violations. The policy reads as follows:

Weapons

The Board of Education prohibits students from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, properly leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

Additionally, Section 2923.122 of the ORC makes it a felony for any person to knowingly convey, attempt to convey, or possess any deadly weapon or dangerous ordinance onto or on any property owned by or controlled by, or to any activity held under the auspices of a school. A violation may result in the student being expelled for a period of up to one calendar year. Violators of the discipline code may be referred to civil authorities. See Policy JFCJ.

Disciplinary action for violation of this policy is a suspension with a possible recommendation for expulsion. Copies of the discipline code and relevant board policies are online and available in the office, upon request, to students and parents. Disciplinary action will follow the Board of Education approved Discipline Code.

What Are the Protocols During a School Lockdown?

A lockdown is a precautionary measure in response to an identified threat at the school, a threat directed toward the school, or a threat or dangerous situation in the neighborhoods surrounding the school.

Each building uses a "soft lockdown" or "code red lockdown". All staff are trained to handle these situations and there are clear procedures to ensure safety of all students.

When a lockdown is implemented, school administrators and school resource officers will work together

to first ensure the safety of everyone on the school campus and assess the threat. Once the emergency situation has been resolved and the facts of the situation verified.

Each school also conducts lockdown and other safety drills practices on a routine basis. The school does not announce these drills or practices and does not send home correspondence regarding practice drills.

5200 - ATTENDANCE

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which she/he has been assigned.

In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a written statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

The Board considers the following factors to be reasonable excuses for time missed at school:

A. personal illness (a written physician's statement verifying the illness may be required)

B. illness in the family necessitating the presence of the child

C. quarantine of the home

D. death in the family

E. necessary work at home due to absence or incapacity of parent(s)/guardian(s)

F. observation or celebration of a bona fide religious holiday

G. out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity

H. such good cause as may be acceptable to the Superintendent

I. medically necessary leave for a pregnant student in accordance with Policy 5751

J. service as a precinct officer at a primary, special or general election in accordance with the program set for in Policy 5725

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences to be a regular attendance for the program provided that she/he reports to such staff member she/he is assigned for guidance at the place in which she/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

At the discretion of the Superintendent, a student may be excused for a longer period of time than ten (10) days if a child's parent or guardian has recently died or become totally or partially incapacitated and there is no older brother or sister living in the home who is out of school. (The Superintendent may request a certificate of a physician attesting to the physical condition of the parent or guardian.)

Attendance shall be taken at the commencement of the school day.

Excessive Absences

When a student of compulsory school age is absent from school with or without legitimate excuse for thirty-eight (38) or more hours in one school month, or sixty-five (65) or more hours in a school year, the attendance officer shall notify the child's parent or guardian of the child's absences, in writing, within seven (7) school days after the date of the absence that triggered the notice requirement. At the same time written notice is given, any appropriate intervention action listed herein may be taken.

A student will be considered habitually truant if the student is of compulsory school age and absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.

Legitimate excuses for the absence of a student who is otherwise habitually truant include but are not limited to:

A. the student was enrolled in another school district

B. the student was excused from attendance in accordance with R.C. 3321.04; or

C. the student has received an age and schooling certificate

Absence Intervention Team

To the extent required by law as determined on an annual basis, within ten (10) days of a student becoming habitually truant, the Principal shall assign the student to an absence intervention team.

Within fourteen (14) school days after the assignment of a student to an absence intervention team, the team shall develop an intervention plan for that student in an effort to reduce or eliminate further absences. Each intervention plan shall vary based on the individual needs of the student, but the plan shall state that the attendance officer shall file a complaint not later than sixty-one (61) days after the date the plan was implemented, if the child has refused to participate in, or failed to make satisfactory progress on the intervention plan. Within seven (7) school days after the development of the plan reasonable efforts shall be made to provide the student's parent/guardian/custodian, with written notice of the plan.

As part of the absence intervention plan, the Principal may, in her/his discretion, contact the appropriate juvenile court and ask to have a student informally enrolled in any alternative to adjudication described in R.C. 2151.27 (G).

Each absence intervention team may vary based on the needs of each individual student but shall include a representative from the child's building, another representative from the child's building who knows the child and the child's parent or parent's designee, or the child's guardian, custodian, guardian ad litem, or temporary custodian. The team also may include the district attendance officer, a school psychologist, counselor, social worker, or representative of a public or nonprofit agency designed to assist students and their families in reducing absences.

The members of the absence intervention team shall be selected within seven (7) school days of the student meeting the habitually truant threshold. Within the same period of seven (7) school days, the Principal

shall make at least three meaningful, good faith attempts to secure the participation of the student's parent/guardian/custodian, guardian ad litem, or temporary custodian on that team. A good faith attempt to secure the participation of the parent shall include, but not be limited to, contacting (or attempting to contact) the parent by telephone, email, or regular mail. If the student's parent responds to any of those attempts, but is unable to participate for any reason, the Principal shall inform the parent of the parent's right to appear by designee. If seven (7) school days' elapse and the student's parent/guardian/custodian, guardian ad litem, or temporary custodian fails to respond to the attempts to secure participation, the attendance office shall investigate whether the failure to respond triggers mandatory abuse or neglect reporting to the public children services agency. At the same time, the absence intervention team shall continue to develop an intervention plan for the child notwithstanding the absence of the child's parent/guardian/custodian, guardian ad litem, or temporary custodian.

Intervention Strategies

In order to address the attendance practices of a student who is habitually truant, the intervention team may, as part of an intervention plan, take any of the following intervention actions:

- provide counseling to the student
- request or require the student's parents to attend a parental involvement program
- request or require a parent to attend a truancy prevention mediation program
- notify the Registrar of Motor Vehicles of the student's absences
- take appropriate legal action
- assignment to an alternative school (Note: If the District has established an alternative school, it must appear as an alternative intervention strategy.)

In the event that a student becomes habitually truant within twenty-one (21) school days prior to the last day of instruction of a school year, the Principal or designee may, work with the child's parent/guardian/custodian, guardian ad litem, or temporary custodian to develop an absence intervention plan during the summer.

The absence intervention process shall commence upon the first day of instruction of the next school year.

Reporting Requirements

The attendance officer shall file a complaint in the juvenile court against a student on the sixty-first (61st) day after the implementation of an absence intervention plan or other intervention strategies, provided that all the following apply:

- The student is habitually truant
- The school district or school has made meaningful attempts to re engage the student through the absence intervention plan, other intervention strategies, and any offered alternatives to adjudication, if applicable

- The student has refused to participate in or failed to make satisfactory progress on the plan as determined by the absence intervention team, or any offered intervention strategies or alternative to adjudication.

If the student, at any time during the implementation phase of the absence intervention plan or other intervention strategies, is absent without legitimate excuse for thirty (30) or more consecutive hours or forty-two (42) or more hours in one school month, the attendance officer shall file a complaint in juvenile court against that student, unless the absence intervention team has determined that the student has made substantial progress on the absence intervention plan.

In the event that the sixty-first (61st) day after the implementation of the absence intervention plan or other intervention strategies fails on a day during the summer months, the attendance officer may extend the implementation of the plan and delay the filing of the complaint for an additional thirty (30) days for the first day of instruction of the next school year.

The Superintendent is authorized to establish an educational program for parents of truant students which is designed to encourage parents to ensure that their children attend school regularly. Any parent who does not complete the program is to be reported to law enforcement authorities for parental education neglect, a fourth class misdemeanor if found guilty.

Whenever any student of compulsory school age has sixty (60) consecutive hours in a single month or a total of ninety (90) hours of unexcused absence from school during the school year she/he will be considered habitually absent. The Board authorized the Superintendent to inform the student and her/his parent/guardian/custodian, guardian ad litem, or temporary custodian of the record of absences without legitimate excuse as well as the District's intent to notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court of the student's unexcused absences.

If a student who is habitually truant violates the order of a juvenile court regarding the student's prior adjudication as an unruly child for being a habitual truant, she/he may further be adjudicated as a delinquent child.

The District shall report to the Ohio Department of Education, as soon as practicable, and in a format and manner determined by the Department any of the following occurrences:

- When a notice that a student has been absent with or without legitimate excuse for thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year is submitted to a child's parent/guardian/custodian, guardian ad litem, or temporary custodian.
- When a child of compulsory school age has been absent without legitimate excuse from the public school the child is supposed to attend for thirty (30) or more consecutive hours, forth-two (42) or more hours in one school month, or seventy-two (72) or more hours in a school year.
- When a child of compulsory school age who has been adjudicated an unruly child for being a habitual truant violates the court order regarding that adjudication.
- When an absence intervention plan has been implemented for a child under this policy.

This policy was developed after consultation with the judge of the juvenile court of Muskingum County with child's parent/guardian/custodian, guardian ad litem, or temporary custodian or other persons having care of the students attending school in the district, and with the appropriate State and local agencies.

STUDENT ATTENDANCE

Students must have a doctor's slip to be excused.

Excessive Absence, Excused:
If the excessive absence is due to illness, the absence may be excused by having written documentation from a physician. This documentation must state the student's name, date/dates of the absence, reason for the absence, and the physician's signature.

Reporting Absence:
The Missing Child Law requires that if a student is absent from school, a parent, guardian or other responsible person must contact the school by 10:00 A.M. the day of the absence.

John McIntire – 740-453-2851
National Road –740-450-1538
Zane Grey Intermediate 740-450-1335
Zane Grey Elementary/Preschool – 740-453-0575

If the absence is expected to be for more than one (1) day, the call must be made on the first day of the absence. The reason for the extended absence and the anticipated number of days should be given.

The Missing Child Law also requires that the parent provide the school with current, working phone numbers (home, workplace, and some other responsible adult who may be contacted). This is necessary so the school can make contact in case the child is absent or there is an emergency or illness.

Definition of "Being in Attendance":
Attendance need not always be within the classroom or school facility. The student will be considered in attendance any time he/she is participating in a Board of Education approved class or activity for which the attendance has been approved by the building administrator. (Examples - field trips, athletic events, school performances, in-school suspension and home instruction.)

Returning to School after Absence:
It is always the students' responsibility, after returning from an absence from school or any class, to see the teacher and make arrangements to complete the work missed. Students who fail to do so cannot receive credit for the work missed. This could result in a lower grade and possible failure. Habitual unexcused absence could result in not being allowed to make up missed work.

Special Cases:
The staff and administration recognizes that with any rule there might be an exception. Students who have not complied with the procedures for reporting absences or who have an excuse other than those listed may make a request for an excused absence and the right to make up work for the day or days missed. The student and parent/guardian shall make the request to the building administration. If the administration believes the request has merit, the student will be granted an excused absence and the opportunity to make up all work missed.

HOW TO HELP YOUR CHILD IN SCHOOL

A happy, healthy child from a home which tries to maintain a friendly attitude toward school has a big start toward success at school. In addition, there are many simple helps to learning which every family can provide such as:

- Read to and with your child.
- Provide broad experiences for your child, trips to the Library, Art Institute, Zoo, etc.
- Aid him/her in making wise decisions and choices for himself/herself.
- Show interest in his/her work and progress.
- Confer with his/her teacher regularly, especially if he/she has any special problem.
- Be sure he/she gets 10 to 12 hours sleep each night.
- Help him/her grow in responsibility toward the care of property. Provide him/her with a sense of values.
- See that he/she attends school regularly.

- See that he/she is in good physical condition when he/she leaves for school.
- Instruct him/her in safety practices.

The education of your child is a joint responsibility of the school and the home. Children who come to school regularly and on time, in good health, with sufficient hours of sleep, and dressed for the weather are ready for the educational activities of the school day.

HEALTH SERVICES

The Zanesville Schools have the services of full time school nurses.

Classes are provided for children with severe hearing defects and for certain physical handicaps that prevent the child from attending regular classes.

If children are subject to any health related attacks, such as those which accompany sugar diabetes, epilepsy, etc., the parents should inform the school so that proper care may be given.

Zanesville City Schools will partner with several area healthcare providers to offer expanded access to Primary Care and Behavioral Health services by using school-based telehealth equipment. Telehealth in schools allows students and parents greater access to healthcare services, reduces missed instructional time, improves attendance, and reduces the financial and time commitments needed for travel associated with medical appointments during school hours. For more information on Telehealth in schools, please contact the school nurse team.

FERPA

Any parent or student who believes that the School District has failed to comply with the Family Education Rights and Privacy Act (FERPA) or the Protection of Pupil Rights Amendment (PPRA), may file a complaint directly with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

CHILDREN TAKING MEDICATION

The school shall be informed in writing of any medication prescribed for a child. Medication will only be administered at the school if:

- The appropriate form is completed and signed by both the physician and the parent.
- The prescription is in the original container.
- The medication is brought to the school by the parent.

FIRST AID PRACTICES

The State Department of Education makes these statements about First Aid:

- No treatment of injuries except first aid is permitted at school.
- The school shall assume no responsibility for the treatment of injury occurring outside the school.
- Dressings which have been applied at home should not be disturbed and no second dressing should be placed on the wound.
- The school's obligation for the care of the injury ceases after the injured has been placed in the care of the family.

The school has no place to care for a sick or injured child for any length of time. No child will be sent home unless a parent or responsible adult has been contacted. Parents are urged to arrange for transportation to take children home in case of sickness or emergency.

PHONE CALLS

Children need help in learning to think and plan ahead. Phone calls about last minute plans or changes don't help a child learn this kind of planning. In addition, they cause an interruption in a lesson so that a whole class is disturbed. Phone messages to children at school should be limited to real emergencies.
On the other hand, it is vital that the schools have phone numbers of parents for communication purposes. Phones are an essential part of today's homes. Help us keep personal contact with parents by having a phone available.

SCHOOL PARTIES

Any treat or party which comes as a culmination of a classroom activity is a real educational experience. It may be the means of helping the child gain social poise, self-confidence, and growth in desirable social attitudes. Such a cooperatively planned affair is always good motivation for worthwhile activities which necessarily involve the acquiring of basic skills and knowledge.

Such things as handing out gifts and birthday parties for children are not considered a part of such a program.

JOINT RESPONSIBILITY OF SCHOOL AND HOME

Children are expected to GO HOME DIRECTLY AFTER SCHOOL, unless instructed otherwise by the parent. Responsibility for GOOD CONDUCT ON THE WAY TO AND FROM SCHOOL is shared by both the school and the parent.

Neither the school nor the teacher should be asked to assume responsibility for money or valuable items such as jewelry or electronic devices which a child may bring to school.

HOME STUDY FACILITIES AND EQUIPMENT

Parents should provide a place and allow some time every day for their children to carry on home study. Subject matter taught at school should be supplemented by this study. In order for your children to carry out these home study activities it would be wise to provide materials such as dictionaries, resource books, and magazines for their use. In addition, the constant visitation of the public library will provide a wealth of materials for study activities.

RESPECT FOR SCHOOL PROPERTY

Textbooks are furnished free to the pupils. A normal amount of wear is expected each year, but where a textbook is damaged through carelessness, or is lost, the price of that book shall be paid by the parent to the Board of Education. Desks, furniture, and all school equipment and property shall likewise receive proper use. Care of property means savings to taxpayers.

CHILDREN WHO USE THE SCHOOL PLAYGROUND FOR RECREATIONAL PURPOSES AFTER SCHOOL HOURS SHALL BE EXPECTED TO RESPECT SCHOOL PROPERTY.

SCHOOL VISITATION

Conferences with the teacher should be planned and scheduled before or after regular school hours in order to avoid interruption of the program for the children and to allow time for a more satisfactory and private conference.

Visitors are required to register at the school office before visiting the building. Emergency calls to visitors in the building can only be completed if the visitor registers in the office first. Visitation by children is strongly discouraged. Such visitation distracts from the regular program, and many of our classrooms are already crowded and could not accommodate additional pupils. Visitation in some special education classes, such as E.D., is best when conducted by the principal or another staff person who can explain the procedures being used. Therefore, it would be helpful if visitors make an appointment for such visitations.

VOLUNTEER SERVICES

"Volunteers for Zanesville City Schools" includes parents, high school and college students, retired persons, and other community residents. They provide direct assistance to students in mastering the basic skills, allowing more time for teachers to teach, and to share their skills, knowledge, careers, or travel experience to enrich and to extend the school curriculum.

Volunteers provide after-school tutoring for elementary, middle, and senior high students. They may serve as tutors, or helpers in a classroom, library, clerical, at-home or computer aide, kindergarten through grade 12. For more information, contact your school principal.

NON-DISCRIMINATION POLICY

It is the policy of the Zanesville City Schools that educational activities, employment, programs, and services are offered without regard to race, color, national origin, sex, religion, handicap, or age.

If any student has been, or believes to have been, discriminated against because of any of the above, he/she may request a meeting with the principal to explain the problem. If the problem cannot be resolved by the principal, the student will be advised of the next level of appeal.

If you need additional information, please call the Administrative Center at 740-454-9751.

SCHOOL CANCELLATION INFORMATION

If it should become necessary to cancel or delay school due to adverse weather conditions or other unusual circumstances, this information will be communicated as quickly as possible to area radio and television stations and our website. It is possible schools may operate on a one-or-two-hour delay. This essentially means that starting times and bus pickup times will be one or two hours later than normal.

When operating on a delay the decision still may be made to close schools for the day. The one or two-hour delay gives school officials additional time to consider road conditions and review predicted weather forecasts.

The decision to close schools is not an easy one. As much information as possible is gathered in the early morning hours. Every attempt is made to inform you as soon as possible. You can help by listening to WHIZ-AM & FM, WHIZ-TV, WWBZ-FM-107.3, NBC4, ABC 6-FOX28, 10TV-WBNS-ONN, WCLT-FM T-100, KOOL-FM 101.7, WMCO 90.7 and/or going to the WHIZ, Times Recorder or Zanesville City Schools Websites for school announcements. In addition, we provide ParentSquare. Please make sure we have your most current phone number on record. We encourage you to be patient, and not to call school officials or broadcasting stations, because this will tie up communications when time is critical.

ZANESVILLE CITY SCHOOLS ASSESSMENT TEST GUIDELINES

1. Authorized persons to be present are test coordinators and test administrators as assigned by the building principal or the designee.
2. Testing materials are received by the district test coordinator then provided to the principals or their designee at the elementary, middle school or high school. Tests are then provided by the test coordinator to test administrators according to school procedure.
3. Any alleged test security violation is investigated by the local district and reported to the Ohio Department of Education (ODE). If it is determined that a violation occurred, any of several consequences may follow. One or more students' assessments may not be scored. The district Board of Education, after appropriate procedures are followed, may suspend or fire an employee found guilty of cheating or helping a student cheat. The State Board of Education, following appropriate procedures, may seek the suspension of a license. A law enforcement agency, following appropriate investigation, may prosecute under the State Criminal Code.
4. A student's assessment may be invalidated if a student is observed cheating. This will be determined by the test coordinator or test administrator with approval of the principal or his/her designee. If a student has taken that part of the assessment he/she has previously passed, the test may be invalidated.
5. If a violation has occurred, the school district shall notify the Ohio State Board of Education (ODE) within (10) days of the findings and the action taken.

ZANESVILLE CITY SCHOOLS
ZANESVILLE, OHIO
2026-2027 SCHOOL CALENDAR

New Teacher Workshop	Friday, August 21, 2026
Convocation Day	Monday, August 24, 2026
In-service Day	Tuesday, August 25, 2026
Students First Day	Wednesday, August 26, 2026
Two-Hour Delay	Wednesday, September 16, 2026
Two-Hour Delay	Wednesday, October 7, 2026
Two-Hour Delay	Wednesday, October 21, 2026
Zanesville High School Parent/Teacher Conference Evening	Monday, November 2, 2026
PD/Conference Day (Students Not in Session)	Tuesday, November 3, 2026
ZHS/ZMS/JME/NRE/ZGE/ZGI Parent/Teacher Conference Afternoon	Tuesday, November 3, 2026
Zanesville Middle School Parent/Teacher Conference Evening	Wednesday, November 4, 2026
Preschool/Elementary Parent/Teacher Conference Evening	Thursday, November 5, 2026
Two-Hour Delay	Wednesday, December 9, 2026
PD/Records Day (Students Not in Session)	Friday, January 15, 2027
Two-Hour Delay	Wednesday, January 27, 2027
Two-Hour Delay	Wednesday, February 10, 2027
Two-Hour Delay	Wednesday, March 3, 2027
Preschool/Elementary Parent/Teacher Conference Evening	Monday, March 15, 2027
PD/Records/Conference Day (Students Not in Session)	Tuesday, March 16, 2027
ZHS/ZMS/JME/NRE/ZGE/ZGI Parent/Teacher Conference Afternoon	Tuesday, March 16, 2027
Zanesville High School Parent/Teacher Conference Evening	Wednesday, March 17, 2027
Zanesville Middle School Parent/Teacher Conference Evening	Thursday, March 18, 2027
Two-Hour Delay	Wednesday, March 24, 2027
Two-Hour Delay	Wednesday, April 21, 2027
Two-Hour Delay	Wednesday, May 12, 2027
Commencement	Saturday, May 22, 2027
Last Day for Students	Wednesday, May 26, 2027
Last Day for Teachers	Thursday, May 27, 2027

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SCHOOL WILL NOT BE IN SESSION ON THE FOLLOWING DAYS

September 7, 2026	Labor Day
November 11, 2026	Veterans' Day
November 25, 2026	P/T Exchange Day
November 26, 27, 30, 2026	Thanksgiving Recess
December 23, 2026 – January 1, 2027	Holiday Recess
January 18, 2027	Martin Luther King Day
February 15, 2027	Presidents' Day
March 25, 2027	P/T Exchange Day
March 26 - 29, 2027	Spring Break
May 31, 2027	Memorial Day

This calendar is subject to change as a result of gubernatorial, Ohio General Assembly, and/or State Department of Education directive. Days required to be made up due to calamity will be scheduled for March 29, 2027, May 27, 28, 2027**,** June 1, 2, 3, 4, 2027. Additional Instructional Days required to be made up pursuant to R. C. 3317.01 (B) shall, as needed, be scheduled sequentially on weekdays beginning with June 7, 2027.

Grading Periods Elementary Schools, Middle & High Schools

Friday, October 23, 2026
Friday, January 15, 2027
Friday, March 19, 2027
Wednesday, May 26, 2027

3-16-26