Zanesville City Schools

2026-2027

Zanesville High School

Student Handbook

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 HIGH SCHOOL

Mrs. Libby Hitchens, Principal
Ms. Ashley Draughn, Administrative Assistant

Mrs. Allison Burkhart, Assistant Principal
Mr. Nate Seekatz, Dean of Students
Mr. Cedric Harris, Supervisor of Special Education 7 - 12

Ms. Cynthia Huffman, Discipline Secretary
Mrs. Amy Walters, Attendance Secretary

Mr. Devin Barnhouse, Athletic Director
Mrs. Jennifer Myers, Athletic Secretary

Mr. Fred Curry, ZCS District Attendance Officer / Court Liaison

SCHOOL COUNSELORS
Ms. Christina Hina
Wendy Curtis
Mrs. Lou Ann Maxwell, Guidance Secretary

ZHS MISSION

ZHS celebrates our diversity by challenging and inspiring our students with a rigorous differentiated curriculum delivered in an atmosphere that fosters success

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.

STUDENT CODE OF CONDUCT, VIOLATIONS AND PENALTIES

Offenses Against People, Pupils and School Personnel

1. Assault and/or battery (fighting, hitting).
2. Causing physical harm.
3. Throwing anything in or around school (except sports equipment meant to be thrown in proper areas).
4. Personal threats.
5. Libel and/or slander.
6. Extortion.
7. Harassment at school, on school transportation or on school property where Zanesville High School is a guest as a team, group, club or other representative, individually or collectively, of ZHS.
8. Hazing.
9. Inappropriate expectoration.
10. Acts of indecency (i.e. inappropriate and/or suggestive physical contact).
11. Any conduct which is injurious to the school or to the morals, safety, comfort or welfare of the pupils.
12. Any type of bullying. (Policy 5517.01)

Acts or Behavior of a Potentially Dangerous Nature

1. Possession of dangerous weapons or other devices designed to or capable of inflicting bodily harm. This includes the use of mace, or other types of pepper spray.
2. Possession and/or use of alcohol, or drugs or any substance which is a representative (look alike) of either. (For prescription drugs, follow procedures regarding the drug policy and procedure. (Policy 5530)
3. Repeating, passing on, or "carrying tales" resulting in the discomfort, ridicule, confrontation, shunning, etc., of another, especially when the talk is about something without factual basis or does not concern the speaker.
4. Misuse of emergency warnings.
5. Possession of explosives or readily flammable materials.
6. Improper use of a motor vehicle (car, cycle, moped, bicycle), while on school property.
7. Bus Misconduct: Eating or drinking on school bus. Out of assigned seat on bus. Placing any part of the body out of bus window. Disregarding (insubordination to) the bus driver.
8. Possession and/or use of tobacco on school or adjacent property. Lack and/or loss of self-control. (Emotionally/physically out of control.)
9. Possession or use of electronic cigarettes, or vapor devices, on school, or adjacent property.
10. Assault and/or battery.
11. Disorderly conduct/fighting (willingly involving oneself in a fight).
12. Inducing panic.

Offenses Against the School Program

1. Disrespect for school personnel.
2. Insubordination (refusing to obey).
3. Improper language (obscene, vulgar, abusive, swearing, threatening, sexually suggestive).
4. Phone threats.
5. Instigating, urging, cheering and/or promoting others to fight.
6. Interfering with a teacher in the performance of duties.
7. Aiding and/or abetting in a commission of a violation of the code of conduct.
8. Gambling.
9. Failure to comply with school regulations.

10. Under the influence of drugs or alcohol. This includes coming to school smelling like drugs (e.g. marijuana).
11. Truancy.
12. Disturbing the classes, school program or school function.
13. Absent from place of assignment without authorization. (Class, school property after arrival.)
14. Tardy to class. Not being in assigned area during school time.
15. Trespassing on school property. Habitual tardiness.
16. Inappropriate dress.
17. Academic dishonesty.
18. Repetition of disruptive acts.
19. Use of electronic devices that interrupts instruction, learning and teaching environments as determined by individual teachers in their classes.
20. Inappropriate use of cell phones including camera phones.

Offenses against School or Private Property

1. Theft of any school or private property at school or at any school related function.
2. Destruction of any school or private property at school or at any school related function.
3. Defacing of any school or private property at school or at any school related function.
4. Violating the computer network acceptable use agreement.

Consequences / 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 the above violations:

- Loss of Privilege.
- Warning/Reprimand -A verbal or written notice to the student that a behavior is unacceptable.
- Detention - For Friday School the student will be given 24 hours to make arrangements to take care of an 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.
- Parent Conference-A meeting with a parent to discuss and solve a student behavioral problem.
- Referral to a Resource Agency - Such referral to in school or out of school agency whenever it is felt that such an agency may help to solve a behavior problem.
- Drug and Alcohol Counseling - Students under the influence at school will be expected to attend counseling before returning to school.
- Behavioral Probation/Contract - The student may be placed on probation through a contract outlining specific changes needed and specific timelines. 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.
- Removal from Activities - A student in violation of a school rule or policy may be disallowed participation in specific school sponsored activities.
- In School Restriction - 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). A student may be excluded from school for up to one year for possession or involvement with weapons under the Gun Free Schools Act.
- Unruly Charges - When a student is not compliant over a period of time, unruly charges will be filed through the Muskingum County Prosecutor's Office.
- Lunch Detention.

Gun Free Schools Act

The Gun Free Schools Act (GFSA) states that each state receiving federal funds under ESEA must have in effect, by October 20, 1995, a state law requiring local educational agencies to expel from school for a

period of not less than one year a student who is determined to have brought a weapon (or a look alike) to school. Each state's law also must allow the chief administering officer of the local educational agency (LEA) to modify the expulsion requirement on a case by case basis.

Permanent Exclusion of Nondisabled 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:

1. Possession or involvement with a deadly weapon.
2. Trafficking (use, possession, sale, exchange, etc.) in drugs.
3. Murder, involuntary manslaughter, assault or aggravated assault.
4. 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.
5. Complicity, regardless of where the complicity occurs, of any of the above crimes.

Personal Appearance and Dress

The school recognizes that grooming and mode of dress are personal attributes, and the responsibility for the individual's personal appearance is largely the responsibility of the student and his/her parents. However, community standards of decency and good taste in personal appearance are most important, especially in group settings with a life altering purpose.

One's dress and grooming tend to reflect one's attitude and respect for self, as well as others. Experience has shown that student attire has an effect on conduct, as well as general attitude toward educational tasks. (For example, research shows that in schools where a school uniform has been required, disciplinary actions are reduced by up to 60 percent, and academic achievement has increased by as much as 30 percent in a single year.) Therefore, the school has a responsibility to determine guidelines for student dress and grooming in a manner creating an atmosphere conducive to maximum learning as well as to help prepare them for the world of work after graduation. In addition to being appropriate, the student's clothing should be clean. The student should have clean hair, body, fingernails and footwear. Long hair must be controlled by a hair net or other acceptable means when around machines or other devices in which the hair could become entangled.

Styles and the names of articles of clothing change frequently. Therefore, it is impossible to list all inappropriate items. In cases where there is a question of appropriateness for school, the principal or assistants will make the final decision.

The following guidelines are in place for the dress code at Zanesville High School.

1. Clothing should cover the torso from the shoulder (shoulders must be covered) to the mid-thigh. This includes rips/ tears in pants. If rips/tears go above the mid-thigh, students must wear something to cover the exposed skin.

2. Students are not permitted to wear clothing or accessories with sexually suggestive or obscene words and/or images including messaging with implied double meaning; Any item promoting racial or ethnic disrespect; Items promoting violence, illegal acts or unethical behavior.

3. Students are not permitted to wear hats, bandanas, scarves or other head coverings (with the exception of head coverings for religious belief). This included the hood of any hooded shirt. Headbands may be worn to keep hair out of the face / eyes.

4. Students are not permitted to wear clothing that exposes undergarments.

5. Students not permitted to wear costumes

6. Students are not permitted to wear slippers

7. Students are not permitted to carry or wear blankets

8. Teachers may require specific footwear for gym, labs, or athletic weight training courses.

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, earbuds, smart watches and any other device that has communication capabilities, in student lockers 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. Students are able to use these devices during breakfast time only. 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.
- Second Infraction: will result in a Friday School and a parent or guardian will be required to come in and pick up the cell phone.
- Third Infraction: will result in an In-School Suspension (ISS) and a parent or guardian will be required to come in and pick up the device.
- Fourth Infraction: will result in 1 day Out of School Suspension (OSS).
- Fifth Infraction: will result in 3 days Out of School Suspension (OSS).
- Sixth Infraction – the student will receive 5 days Out of School Suspension (OSS).
- If students refuse to give the device to a teacher when requested the student will automatically be assigned a Friday School for the first infraction.

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.

General School Rules

1. Courtesy and cooperation is expected at all times.
2. Students are to keep to the right and keep moving in the hallways, stairways and doors during class changes. WALK do not run!
3. Students should not loiter around drinking fountains or in the hallways between classes.
4. Students are to use restrooms and get a drink during class changes. Students should not use class time to go to a restroom or get a drink unless it is an emergency.
5. Students are expected to be at all classes on time.
6. Students will help keep classrooms neat and orderly at all times. All trash will be placed in a trash container.

7. Students will eat only in the cafeteria. No food or drink is to be taken from the cafeteria. Drinks and snacks are not to be taken from the cafeteria to put in your locker. Students will eat only in the cafeteria. No food or drink is to be taken from the cafeteria. Drinks and snacks are not to be taken from the cafeteria to put in your locker.
8. Students will only use their own locker. The sharing of lockers is not acceptable.

Bus Referrals

Students that misbehave on the bus will be disciplined. If the referral is a result of a violent act/or any illegal behavior, disciplinary measures at school will also occur. For nonviolent/illegal behavior, the referrals will be treated on how administration deems fair.

Lunch Room Rules

1. Students will observe good table manners and behave themselves at all times while in the cafeteria.
2. All students who eat lunch at school are required to eat in the cafeteria whether they bring their own lunches or purchase them in the cafeteria. Food will not be taken out of the cafeteria to be eaten anywhere on the campus unless permission is granted by administration.
3. Students are expected to eat as though you were a guest in a friend's home. Be friendly and sociable, but avoid being loud and boisterous.
4. After finished eating, students are expected to stay seated in the cafetorium for the remainder of the class period.
5. Food purchased outside during the school day and brought into the school must be eaten in the school office unless permitted by the administrator.

Behavioral Expectations

Students who have failed to meet the core requirements of being in good standing may result in denial of school related privileges. Students must maintain good standing in the areas of attendance, behavior and academics. Privileges that may be denied include but are not limited to attendance at School Assemblies, Homecoming, School Sponsored Clubs, Extracurricular Events, Prom, Graduation, etc.

3 Office Referrals resulting in Warning, Lunch or After-School Detention, Friday School, ISS or OSS.

You Lose…

1. Homecoming Dance
2. Winter Dance
3. School Assemblies & pep rallies

6 Office Referrals resulting in Warning, Lunch or After-School Detention, Friday School, ISS or OSS.

You Lose…

1. All school dances
2. Prom
3. School Assemblies & pep rallies
4. Other school related privileges including after-school activities

9 Office Referrals resulting in Warning, Lunch or After-School Detention, Friday School, ISS or OSS.

Anytime throughout the year, you lose…

1. Parking / Driving Privileges
2. Late Arrival and/or Early Dismissal
3. Work Permit
4. Senior Trip
5. Prom
5. Graduation
6. Any additional school related privileges including after-school activities

Note: Multiple discipline infractions can result in unruly charges being filed by the school resource officer, involving the juvenile court system.

REWARDS FOR GOOD BEHAVIOR WILL BE GIVEN BY GRADE

AT THE END OF EACH 9 WEEKS

This reward system will start over at the beginning of each 9-week grading period. Each student is given the opportunity to show growth and maturity.

ATTENDANCE

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.

A student in grades 9 through 12 may be considered a full-time equivalent student provided the student is enrolled in at least five (5) units of instruction, as defined by State law, per school year.

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.

The Superintendent may excuse a student over fourteen (14) years of age from attendance at school for a future limited period for the purpose of performing essential work directly or exclusively for her/his parents or guardians. Such excuse should not exceed five (5) days and may at the discretion of the Superintendent be renewed for five (5) additional days. At no time, however, shall such excuse cause a student to be absent from school for a period of more than ten (10) consecutive days.

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 beginning of every block/period in buildings with block/period-based scheduling. Absences from a class block/period shall be accounted for to the nearest full hour.

Attendance shall be taken at the commencement of the school day in buildings with non-period-based schedules. Attendance for students arriving late or leaving early must be tracked and recorded to the nearest full hour.

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 Suspension 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
- Suspension 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 reengage 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.

Reporting Absence

Again, the **1982 *Missing* Children's *Act*** requires that if a student is absent from school, a parent, guardian, or other responsible person, e.g., guardian **ad *litem*** must contact the school by 10 a.m. the day of the absence. If the parent fails to notify the school by 10 a.m., the absence will be considered unexcused.

The federal **1982 *Missing Children's Act*** 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.

Upon return to school, a written excuse from the parent, guardian, doctor, court or other responsible adult, which includes the student's name, the date(s) of absence and the reason for absence must be turned in to the student's home room teacher who will forward it to the attendance secretary.

Signing in and out of School

Students arriving late or leaving early must sign in or out in the main office. In order for a tardy to be excused, a note or phone call from a parent or guardian must be submitted. All tardies that are not excused will be given consequences. **4th Tardy to school will result in a Friday school, 5th tardy to school will result in a Friday school, 6th Tardy to school will result in loss of privileges based on three referrals.**

Students leaving early are expected to bring a note to school prior to dismissal or an adult must come in and sign the student out. Notes for early dismissals are required to be submitted to the office by 10 a.m. It is expected that students will enter and exit the building through the main lobby area.

Students arriving tardy are not permitted to bring food and drinks into building.

Students who are 18 years old and older and still live with a parent or guardian must have parent permission and are not permitted to return until the next day of school.

Religious Holidays

Rosh Hashanah	September 11-13, 2026
Yom Kippur	September 20-21, 2026
Diwali	November 8-10, 2026
Hanukkah	December 4-12, 2026
Ramadan	February 2 - March 10, 2027
Ash Wednesday	February 10, 2027
Eid al-Fitr	March 9-10, 2027
Pesach (Passover)	April 21-29, 2027
Good Friday	March 26, 2027
Easter	March 28, 2027
Eid al-Adha	May 16-17, 2027

SCHOOL COUNSELING

The basic purpose of the school counseling program at Zanesville High School is to help students to better understand their educational environment and to assist them in planning their future educational and occupational goals. Counselors are not social/emotional therapists. Parents who feel their student has significant social/emotional problems are advised to seek a mental health clinician.

There are several guidance services which are designed to assist each student to make the most of his abilities and opportunities. Teachers, counselors and administrators will gladly confer with students

and/or parents concerning student achievement and study habits in any subject area. Both students and parents are encouraged to make appointments with the counselors to discuss areas of interest or concern.

Individual conferences for students may be scheduled with the school counselor by reporting to the guidance office and requesting an individual appointment. These conferences may be arranged before school, during a study hall or after school. Each conference is confidential. Students may request a conference for any of the following reasons:

1. Educational, (2) Vocational, (3) Personal, (4) Social. Any topic or concern to a student may be brought to a counselor.

Course selection is of major importance to the student and therefore is an integral part of the counselor's function. Through individual interviews or group guidance, students are alerted to course offerings and to requirements for graduation.

Class Standing

Grade level status is based on credits earned.

- Freshman 0-4 Credits
- Sophomore 5-10 Credits
- Junior 11-15 Credits
- Senior 16 Credits and Beyond

It is the responsibility of the student to check with the counselors on the status of his/her credits and requirements.

Academic Dishonesty/Plagiarism:

Cheating, Plagiarism, and academic dishonesty of any kind will not be accepted at ZHS. Offenses include cheating on tests, homework assignments, papers, or projects to include using Artificial Intelligence to complete work. Violations of this policy will result in a grade of zero (0) given on the assignment, and possible other discipline under the student code of conduct. A second offense in addition to receiving a zero (0) for the assignment, discipline will also be administered up to and including an out of school suspension.

Course Credit

A year-long course is divided into four grading periods. Semester One average is the average of Grading Period 1 and 2. Semester Two average is the average of Grading period 3 and 4. The Final Grade is calculated by averaging the two *semester averages* together.

1st 9wk	2nd 9wk	Sem Average	3rd 9wk	4th 9wk	Sem Average	Final Grade
73/C	86/B	**80/B**	82/B	73/C	**78/C**	**79/C+**

(73 + 86)/2 = **80** (82 + 73)/2 = **78**

Semester Avg ***80*** + Semester Avg ***77*** / 2 =Final Grade ***79/C+***

A semester course Final Average is the average of the two grading periods. G1 and G2 for first semester. G2 and G3 for second semester.

Class Rank

Class ranks for all students are calculated at the end of each semester. Senior ranking for graduation is done at the end of the 7th semester. Final transcripts will then be sent home later in the summer once all grades are posted.

Retaking a Course

A student will be allowed to retake a course that he has previously completed and passed. If the course is being taken for intervention or to receive a higher grade, credit will be issued only once for the course, but the student will receive the higher of the two grades. Both courses will still be represented on the transcript, however, the higher score will be the only one calculated into the GPA.

New Grading Scale/Class Rank/Valedictorian
Exact Percentage Chart to Quality Points Conversion

Grade	Percentage	Quality Points
A	**93-100**	**4.0000**
A-	**90-92**	**3.6667**
B+	**87-89**	**3.3333**
B	**83-86**	**3.0000**
B-	**80-82**	**2.6667**
C+	**77-79**	**2.3333**
C	**73-76**	**2.0000**
C-	**70-72**	**1.6667**
D+	**67-69**	**1.3333**
D	**63-66**	**1.0000**
D-	**60-62**	**0.6667**
F	**0-59**	**0.0000**

Valedictorian, Salutatorian & Class Rank Honors (Top 20% of Students)
The Valedictorian and Salutatorian Honors will be calculated based upon the following three criteria for all senior eligible students who have completed at least four semesters in Grades 9 – 12 (note: Transcripted Credit begins with the first high school level class attempted as early as 7th Grade) as a Zanesville City Schools student and concludes as a graduating senior:

- The Cumulative Grade Point Average (GPA) at the conclusion of the seventh (7th) semester (Note: the seventh (7th) semester is considered to be the conclusion of the first semester in the students' senior year)
- The rigor of schedule at the conclusion of the seventh (7th) semester: Must first meet the criteria for Academic or Career Technical Honors Diploma then the additional rigor of schedule (Advanced Placement, College Credit Plus.) Student must complete the course in the 8th semester) to maintain their standing for these awards
- The ACT/SAT composite score must be received by the ZHS Administrative Office by the conclusion of the seventh (7th) semester. Points will be awarded to eligible students in the following manner:

Cumulative Grade Point Average		Academic Honors Diploma or Career Tech Honors Diploma & Rigor of Schedule		ACT/SAT Composite Score	
GPA	**Points**	**Rigor**	**Points**	**ACT/SAT**	**Points**
4.00	**4.00**	**5 or more advanced courses**	**4.00**	**ACT 34 – 36 SAT 1520 – 1600**	**36/1600 4.00 35/1560-90 3.95 34/1520-50 3.90**
3.90 – 3.99	**3.90**	**4 advanced courses**	**3.90**	**ACT 31 – 33 SAT 1420 - 1510**	**33/1490-1510 3.85 32/1450-80 3.80 31/1420-1440 3.75**
3.80 – 3.89	**3.80**	**3 advanced courses**	**3.80**	**ACT 28 – 30 SAT 1310 – 1410**	**30/1390-1410 3.70 29/1350-80 3.65 28/1310-13403.60**
3.70 – 3.79	**3.70**	**2 advanced courses**	**3.70**	**ACT 25 – 27 SAT 1200 - 1300**	**27/1280-1300 3.55 26/1240-70 3.50 25/1200-30 3.45**
3.50 – 3.69	**3.60**	**1 advanced course**	**3.60**	**ACT 22 - 24 SAT 1100 - 1190**	**24/1160-90 3.40 23/1130-50 3.35 22/1100-20 3.30**

Summa Cum Laude, Magna Cum Laude, & Cum Laude Class of 2022 and Beyond

Zanesville City Schools maintains a "class rank" for graduating seniors; however, Zanesville City Schools recognizes all graduating seniors in the following manner based upon the Cumulative Grade Point Average (GPA) as calculated at the conclusion of the 7th semester. To be considered, a student must meet the criteria for the Academic or Career Technical Honors Diploma

Honor	Distinction	Academic Honors Diploma or Career Tech Honors Diploma & Cumulative GPA	Honor Cord
Summa Cum Laude	With Highest Honors	3.86 – 4.00	Gold
Magna Cum Laude	With Great Honors	3.70 – 3.85	Silver
Cum Laude	With Honors	3.50 – 4.00 w/o Honors Diploma	White

Honor Roll and Principal's List
Zanesville City Schools recognizes student academic achievement in each marking period in the manner for students enrolled in five or more courses—

Honor	Marking Period Grade
Principal's List	**3.75 - 4.0**
Honor Roll	**3.5 - 3.74**

A nine-week grade of "F" renders a student ineligible for the honor roll that grading period. A student receiving an "I" will not be considered eligible for the honor roll until all work is completed.

Quarterly Grades
Grades each quarter are calculated by:
70% Summative

30% formative

Zanesville City Schools recognizes student academic achievement in each marking period in the manner below for students enrolled in four or more courses—

Honor	Marking Period GPA
Principal's List	**3.5 and above**
Honor Roll	**3.00 - 3.5**

A nine-week grade of "F" renders a student ineligible for the honor roll that grading period. A student receiving an "I" will not be considered eligible for the honor roll until all work is completed.

Dropping and Changing Courses

Much time is spent scheduling courses appropriate to long-term goals and abilities. Dropping a class requires certain timelines to ensure that students are able to carry enough credits throughout the year. The following guidelines should be followed if a class is to be dropped. A schedule change request form must be completed and returned to the guidance office with the proper signatures and within the proper timelines for scheduling change to be completed.

- Year Long and 1st Semester Deadline: 5 days after the start of school.
- 2nd Semester Deadline: 5 days after the start of the second semester.

Graduation Requirements

The graduation requirements include curriculum and three options to show readiness for next steps in college and careers.

Ohio requires students to take and complete a minimum of 20 required credits.	State Minimum
English Language Arts	4 Units
Health	½ Unit
Mathematics	[1] 4 Units
Physical Education	[2] ½ Unit
Science	[3] 3 Units
Social Studies	[4] 3 Units

Electives	[5] 5 Units
Other Requirements	
Economics and Financial Literacy	[6] ½ Unit
Fine Arts	1 Unit

1. Mathematics units must include one unit of algebra II or the equivalent of algebra II. Exceptions: a) Algebra II is not a requirement for students following a career technical pathway. However, students still must have four units in mathematics, and b) a family may decide that their child is not prepared to meet the graduation requirement for a higher level math course. Or, their child may be planning a career that does not require higher level math. Algebra II may not be a requirement for this student.
2. Physical education • School districts may adopt a policy that would exempt students who participate in interscholastic athletics, marching band or cheerleading for two full seasons or an approved Junior Reserve Officer Training Corps (JROTC) program for two years from the physical education requirement. Students must take another course, which cannot be a physical education course, of at least 60 contact hours.
3. Science units must include one unit of physical sciences, one unit of life sciences and one unit of advanced study in one or more of the following sciences: chemistry, physics or other physical science; Advanced biology or other life science; astronomy, physical geology or other earth or space science. Exception: A family may decide that their student is not prepared to meet the graduation requirement for a higher level science course. Or, their student may be planning a career that does not require higher level science. Higher level science may not be a requirement for this student. 4 Social studies units must include ½ unit of American history and ½ unit of American government in three units required for the classes of 2018 and 2019. The class of 2021 will need ½ unit in world history and civilizations in their required three units as well as American history and American government.
4. Elective credits must include one or any combination of foreign language, fine arts, business, career technical education, family and consumer sciences, technology, agricultural education or English language arts, mathematics, science or social studies courses not otherwise required.
5. Other state requirements • All students must receive instruction in economics and financial literacy during grades 9•12 and must complete at least two semesters of fine arts taken any time in grades 7•12. Fine arts are not a requirement for students following a career technical pathway.

The student must also meet one of the following three criteria:

Ohio's State Tests

End-of-course exams are:

- Algebra 1 and Geometry or Integrated Math 1 and 2
- Biology
- American History and American Government
- English 2

Students studying Advanced Placement (AP) or International Baccalaureate (IB) courses in Biology, American Government, or American History may take and substitute test scores for end-of-course state exams to avoid double testing. Students also may substitute grades from College Credit Plus courses in these subjects for end-of-course state exams.

Commencement Exercises

Commencement exercises will include only those students who have successfully completed requirements for graduation as certified by the high school principal or those students who have been deemed eligible to participate in such exercises in accordance with the terms of their IEP. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation when personal conduct so warrants. (ZCS Board Policy • Section 5460)

ACT and SAT Dates

American College Test	**Scholastic Aptitude Test**
(ACT)*	**(SAT)***
	August 22, 2026
September 19, 2026	September 12, 2026
October 17, 2026	October 3, 2026
	November 7, 2026
December 12, 2026	December 5, 2026
February 27, 2027	March 6, 2027
April 10, 2027	May 1, 2027
June 12, 2027	June 5, 2027
July 10, 2027	

*Students with a documented financial hardship, in grades 11 or 12, may request up to two (2) fee waivers from their school counselor for both the ACT and SAT. If a student does not attend a test that they have registered for, they forfeit the fee waiver used.

Type of Course

At Zanesville High School, we offer several different types of courses, including:

- Traditional
- College Credit Plus (Dual Enrollment Course through Zane State College)
- Advanced Placement
- Project Lead the Way

GRADUATION REQUIREMENT

DIPLOMA -STATE BOARD OF EDUCATION APPROVED CRITERIA
A Zanesville High School Diploma is awarded to any graduating student who satisfies **credit, competency,** and **readiness** requirements.

CREDIT
Successfully complete **20 credits** in the designated curricular areas.

- English 4 credits
- Mathematics 4 credits to include Algebra 2 or the equivalent of Algebra 2
- Science 3 credits to include 1 life science, 1 physical science and 1 advanced science
- Social Studies 3 credits to include World History, American History and Government
- Health ½ credit
- Physical Education ½ credit
- Fine Arts 2 semesters taken in grades 7-12
- Financial Literacy Must receive instruction in grades 9-12; Class of 2026 will be required ½ credit
- Electives 5 credits which includes any class offered that is not already a graduation requirement

COMPETENCY
Students must meet **one** of the following:

- Students must earn a competency score of **684** on the English II and Algebra I end-of-course tests.
- College Credit Plus – Earn college credit in a non-remedial math or English course (for the subject area not passed) to demonstrate competency.
- Earn a remediation free score on the ACT or SAT for the subject area not passed (English or Math)
- Career Experience and Technical Skill – Complete two demonstrations to show competency, at least one of which must be foundational.
  Foundational:
  - Earn a cumulative score of proficient or higher on three or more WebXams in a single career pathway;
  - Earn an approved industry-recognized credential;
  - Earn a state issued license in a vocation that requires one.
  - Complete a pre-apprenticeship in the student's chosen career field or show evidence of acceptance into an apprenticeship program (for students ages 18 and older) after high school. Must be registered with the Ohio Apprenticeship Council.

  Supporting:
  - Complete a 250-hour work-based learning experience with evidence of positive evaluations;
  - Earn the workforce readiness score on WorkKeys; or
  - Earn the OhioMeansJobs Readiness Seal.
- Military Readiness – Competency can be achieved by meeting the requirements to enlist in the military, as demonstrated by a contract with the military to enlist upon graduation.

READINESS/DIPLOMA SEALS

Students will demonstrate readiness by earning at least **two** diploma seals

Ohio law created 12 seals for students to demonstrate academic, technical and professional readiness for careers, college, the military or self-sustaining professions. Each seal allows students to demonstrate knowledge and skills essential for future success.

Students will demonstrate readiness by earning at least two diploma seals, one of which must be state defined. Seals help students develop an array of critical skills that are valuable to them as they transition to the next steps after high school.

- **OhioMeansJobs Readiness Seal (Ohio State)**
  - Meet the requirements and criteria established for the readiness seal, including demonstration of work-readiness and professional competencies.
- **Industry-Recognized Credential Seal (Ohio State)**
  - Earn an approved industry-recognized credential that is aligned to a job considered in demand in this state and its regions.
- **College-Ready Seal (Ohio State)**
  - Earn remediation-free scores on the ACT or SAT
- **Military Enlistment Seal (Ohio State)**
  - Provide evidence that a student has enlisted in a branch of the U.S. Armed Forces; or Participate in an approved JROTC program
- **Citizenship Seal (Ohio State)**
  - Earn a score of proficient or higher on both the American history and American government end-of-course exams; (score of 700) **or**
  - Earn a score that is at least equivalent to proficient on appropriate Advanced Placement or International Baccalaureate exams; **or**
  - Earn a final course grade that is equivalent to a "B" or higher in appropriate classes taken through the College Credit Plus program **or**
  - Earn a final course grade of "B" or higher in American History **and** American Government
- **Science Seal (Ohio State)**
  - Earn a score of proficient or higher on the biology end-of-course exam; (score of 700)
  - Earn a score that is at least equivalent to proficient on appropriate Advanced Placement or International Baccalaureate exams; or
  - Earn a final course grade that is equivalent to a "B" or higher in an appropriate class taken through the College Credit Plus program.
  - Earn a final course grade of "B" or higher in an advanced science course taken in grades 11 or 12
- **Honors Diploma Seal (Ohio State)**

  Earn one of the six Honors Diplomas outlined below:
  - Academic Honor Diploma
  - International Baccalaureate Honors Diploma
  - Career-Tech Honors Diploma
  - STEM Honors Diploma
  - Arts Honors Diploma
  - Social Science and Civic Engagement Honors Diploma

- **Seal of Biliteracy (Ohio State)**
  - Meet the requirements and criteria, including proficiency requirements on assessments in a world language and English.

- **Technology Seal (Ohio State)**
  - Earn a score that is at least equivalent to proficient on an appropriate Advanced Placement or International Baccalaureate exam;
  - Earn a final course grade that is equivalent to a "B" or higher in an appropriate class taken through the College Credit Plus program; or
  - Complete a course offered through the district or school that meets guidelines developed by the Department.
- **Community Service Seal (Local)**
  - 120 hours community service
  - The community service experience must be approved by a school counselor prior to documenting hours of service.
  - Students will need to create a log of hours spent completing the service that would include dates and signatures from the agency where the community service was completed.
- **Fine and Performing Arts Seal (Local)**
  - 2 years of dance from a dance studio
    - Dance instructors would need to document the amount of hours each year by completing a log with dates, times and instructor signature.
    - Students would need to list the dates of recitals or other performances and include an instructor signature to verify participation.
  - 4 years of Devilettes
    - Devillettes advisor would need to document participation in performances
  - Community Theater Performances and/or involvement in ZHS Theater
    - Involvement in at least 4 theater productions throughout high school.
    - Documentation from the director of the productions would be required.
  - Visual Arts
    - Completion of 2 different art courses taken in grades 9-12 with a minimum grade of B-. The grade requirement would indicate that work samples were considered as part of the grade.
  - Performing Arts
    - Minimum of 2 years participation in any of our music classes that are performance-based (Choir, Band, Orchestra).
    - Must participate in all required performances
  - Other options could be considered upon request
- **Student Engagement Seal (Local)**
  - 4 seasons of participation in athletics (could be across multiple sports)
    - Documentation from the coach would be required.
  - Other options could be considered upon request

ZANESVILLE CITY SCHOOLS
EXTRACURRICULAR CODE OF CONDUCT

INTRODUCTION

The Zanesville City Schools recognizes that representing the school in any athletic contest or extracurricular activity is a privilege – not a right – that calls upon students to demonstrate the highest qualities of citizenship and leadership throughout the entire year. Together with the Ohio High School Athletic Association, the Zanesville City Schools Board of Education recognizes that the use and abuse of tobacco, electronic cigarettes, alcohol, and other drugs have a negative effect on behavior, learning, and athletic development and performance. In addition, the use and abuse by a student-athlete or club member affects teammates, family members, and other significant people in his or her life. Student-athletes and club members should not attend or remain in attendance at functions in which peer group/underage alcohol or illegal drug use is taking place. It should be recognized that this type of unsupervised activity may create a negative reflection on both the individual and athletic program and/or club. Therefore, a year-round code of conduct has been established for student-athletes and club members.

Extracurricular activities covered by the policy include, but are not limited to:

Archery	Devilettes	Marching Band	Student Council
Baseball	F.C.A.	National Honor Society	Swimming
Basketball	Football	Quiz Team	Tennis
Bowling	Golf	Robotics	Thespians
Cheerleaders	Key Club	Soccer	Track & Field
Class Officers	Foreign Language Club	Softball	Volleyball
Cross Country	Managers / Statisticians	Senior Mentoring	Wrestling

As part of this Code of Conduct, Zanesville City Schools has adopted a Drug Testing Policy (attached) that will be applied to students in selected activities listed above. The fee is $20 per test. The District reserves the right to change the coverage of tested students in the future.

TERMS AND CONDITIONS

- **STUDENT-ATHLETE:** A student-athlete is a student who is or has participated in any of the athletic extracurricular activities listed above in middle or high school.
- **CLUB MEMBERS:** A club member is a student who has participated in any of the non-athletic extracurricular activities listed above in middle or high school.
- **ATHLETIC PARTICIPATION:** Percentages apply to regular season contests only, and student-athletes remain ineligible for post-season competition as long as any carry-over consequences exist.
- **ATHLETIC SEASON:** Is considered to run from the first official day of practice established by the O.H.S.A.A. through the last official contest.
- **CHEERLEADER SEASON:** Is considered to begin with the starting date for football practice and continues through the last official contest for varsity boys' basketball. For purposes of enforcing loss of participation, football and boys' basketball will be considered as two separate seasons. Football season ends with the final game, and boys' basketball begins with the first practice date established by the O.H.S.A.A.

- **TWELVE-MONTH POLICY:** All athletes and club members shall abide by a code of conduct that will earn him/her the honor and respect that participation and competition in the interscholastic program or clubs affords. Any conduct that results in dishonor to the athlete, the team/club, or the school will not be tolerated. Acts of unacceptable conduct, such as – but not limited to – theft, vandalism, disrespect, immorality, or violations of the law tarnish the reputation of everyone associated with the athletic programs or clubs, and will not be tolerated. This code shall be in effect for 12 month a year, 24 hours a day, for those who made the team or joined the club. If you make the team and quit, the code still applies. If an athlete is cut from the team, the code does not apply. The code of conduct applies for one calendar year after the conclusion of the last sports season in which the athlete participated, or the last school year in which the club member participated.
- **HOSTING:** For purposes of this Code of Conduct, a "Hosting" violation occurs when a student organizes and/or holds an event to which others are invited and where conduct prohibited by the Code of Conduct occurs. Hosting may occur in a student's home or in any other public or private place. The totality of the circumstances shall be considered in determining whether a student is in violation of the Hosting prohibition of this Code of Conduct. One or more students may be in violation of the Hosting prohibition for the same event.
- **FAILURE TO COOPERATE:** When, as a result of the consequences set forth hereinafter, a student-athlete or club member is required to attend alcohol and drug education, and if that student fails to agree to attend such a program, such failure to agree to attend will result in the athlete being removed from athletic participation, or club member from membership, until the starting date of the season in which the infraction occurred. The student-athlete or club member will be required to attend ten (10) hours of alcohol and drug education before further participation will be granted.
- **PROOF:** Discipline will be administered upon the basis of the preponderance of the evidence.

REGULATIONS: ALCOHOL AND DRUGS

Student-athletes and club members of Zanesville City School District shall not possess, give, sell, distribute or otherwise transmit any alcoholic beverages, illegal drugs, counterfeit drugs or controlled substances, the possession or transfer of which is prohibited by law. Further, the student-athlete or club members shall not use, or be under the influence of any alcoholic beverage, illegal drug, counterfeit drug, or controlled substance, including, but not limited to, narcotics, hallucinogenic drugs, amphetamines, steroids, cocaine, or intoxicants or any kind. (This Code of Conduct does not apply to medications prescribed by a student-athletes or club member's physician.

PENALTIES: Use or possession of Alcohol and/or Drugs

First Violation	Second Violation	Third Violation
1. The penalty for a first violation will be denial of athletic or club participation for 20% of the scheduled contests of the sport or length of the club activity. For an athlete, any remaining percentage of	1. Upon confirmation of the second violation, athletic participation will be denied 50% of the scheduled contests of that sport, or 50% of the length of the club activity. For an athlete any remaining	1. The student-athlete found in violation for the third time shall be denied athletic participation for the remainder of their athletic career in the District. A club member shall be denied

the prohibition of participation not served shall be applied toward the next sport in which the athlete participates.	percentage of the prohibition of participation not served shall be applied toward the next sport in which the athlete participates.	further participation in club activities.
2. The student agrees to complete a program of counseling as established by the district drug education coordinator. (An unexcused absence from a session will immediately reactivate the original prohibition of participation.)	2. The student agrees to complete a program of counseling as established by the district drug education coordinator. (An unexcused absence from a session will immediately reactivate the original prohibition of participation.)	2. After one calendar year from determination of his/her guilt an appeal can be made to the appeals board for reinstatement contingent upon substantiated rehabilitation.
3. The student agrees to resign from any leadership positions, such as, but not limited to, team captain or club president, and will not hold any leadership positions on athletic teams or in clubs for the remainder of the school year. He/She will also forfeit individual recognition for awards such as Team MVP, Most Courageous, etc.	3. During the period of suspension the student-athlete must attend practice. He/She must travel with the team. He/She must sit on the bench with the team. He/She cannot be in uniform.	
4. During the period of suspension the student-athlete must attend practice. He/She must travel with the team. He/She must sit on the bench with the team. He/She cannot be in uniform.		

PENALTIES: sale or distribution of drugs/alcohol, or hosting a party

First Violation	Second Violation
1. The student will be treated the same as the second violation for use or possession.	2. The student will be treated the same as a third violation for use or possession.

REGULATIONS: TOBACCO & ELECTRONIC CIGARETTES

Possession or use of tobacco in any form (cigarettes, cigars, snuff, chewing tobacco, etc.) and/or electronic cigarettes (e-cigarettes, e-vaporizers, electronic nicotine delivery systems, etc.) is a violation of board policy and will result in the following consequences:

PENALTIES: Tobacco & Electronic Cigarettes

First Violation	Second Violation	Third Violation	Fourth Violation
1. Denial of athletic participation or club activities for 10% of the	1. Denial of athletic participation or club activities for 20% of the	1. Denial of athletic participation or club activities for 50% of the	1. The student or club member found in violation a fourth time

scheduled contests of that sport or club activities. For an athlete, any remaining percentage of the prohibition of participation not served shall be applied toward the next sport in which the student-athlete participates.	scheduled contests of that sport or club activities. For an athlete, any remaining percentage of the prohibition of participation not served shall be applied toward the next sport in which the student-athlete participates.	scheduled contests of that sport or club activities. For an athlete, any remaining percentage of the prohibition of participation not served shall be applied toward the next sport in which the student-athlete participates.	shall be prohibited from athletic participation for the remainder of the athletic career in the District. A club member shall be denied further participation in club activities.
2. The student will be required to perform 6 hours of community service as approved by the school administration	2. The student will be required to perform 10 hours of a Tobacco Education Program as approved by school administration and conduct 6 hours of Community Service.	2. The student will be required to perform 10 hours of a Tobacco Education Program as approved by school administration and conduct 6 hours of Community Service.	2. After one calendar year from determination of his/her guilt, an appeal can be made to the appeals board for reinstatement contingent upon substantiated rehabilitation.
3. During the period of suspension the student-athlete must attend practice. He/She must travel with the team. He/She must sit on the bench with the team. He/She cannot be in uniform.	3. The student agrees to resign from any leadership positions, such as, but not limited to, team captain or club president, and will not hold any leadership positions on athletic teams or in clubs for the remainder of the school year. He/She will also forfeit individual recognition for awards.	3. The student agrees to resign from any leadership positions, such as, but not limited to, team captain or club president, and will not hold any leadership positions on athletic teams or in clubs for the remainder of the school year. He/She will also forfeit individual recognition for awards.	

PENALTY DEFINITIONS FOR CODE OF CONDUCT RULES:

- To calculate the percentage of penalty for prohibition, the number of regular season contests scheduled will be used for each respective sport or club activity.
- When a penalty results in a prohibition of a partial contest, the fraction will be rounded to the nearest whole contest.

Example: 3.49 contests will be 3 contests; 3.50 contests will be 4 contests

If any activity goes into an extended season, the denial of participation would continue into the extended season. Example: Football = 10 games. A violation occurs after the 9th game and the student-athlete is suspended for two (2) games. The student would miss the 10th game and the first post-season game.

If denial of participation would extend into a student-athlete's next season. Example: A violation occurs after Football Game #9 and the student-athlete involved participates in both football and basketball. The suspension would be Football Game #10 (10%) and Basketball Games #1 and #2 (10%), for a combined denial of 20%. A prohibited student-athlete who has a carry-over penalty into a succeeding sport must complete the season in good standing in order for the prohibition to be considered served.

Any sophomore, junior, or senior student-athlete who is serving a carry-over prohibition from participation will not be permitted to serve their prohibition by going out for a sport for the first time unless a prior commitment to that sport has been established.

The penalty for clubs or extracurricular activities is determined by dividing the length of the activity by the appropriate penalty. Example: 20% denial for a year-long activity would equal a 7-week penalty.

DRUG TESTING POLICY

The Zanesville City Schools Board of Education Drug Testing Policy was formed because of a concern that alcohol and illicit drugs may be used by Zanesville City Schools High School and Middle School students. This policy reflects the Zanesville City Schools Board of Education and the community's strong commitment to establish a truly drug and alcohol-free school program. Because of the pervasive nature of drug use in our local schools, Zanesville City Schools have selected student athletes, students who participate in competitive extracurricular activities, and students who, along with consent from their parents, volunteer to be tested, for inclusion in the testing pool. This policy applies to all athletes, volunteers and participants in extracurricular activities from grades 7-12.

PURPOSE OF THIS POLICY SHALL BE:

- To provide a healthy and safe environment to all students participating in the athletic extracurricular program.
- To discourage all students from using drugs and alcohol.
    - Students will assume all responsibility for regulating their personal lives in ways that will result in their becoming healthful members of a team and worthy representatives of the school and community.
- To provide students with the opportunity to become leaders in the student body for a drug-free school.
- To provide solutions for the student who does use drugs and alcohol.
- To provide the school with positive guidelines and disciplinary policies for violations of the drug free policy.
- To encourage those students who participate in athletic and extracurricular programs to remain drug and alcohol free.

The program does not affect the current policies, practices, or rights of the District regarding student drug and/or alcohol possession or use, where reasonable suspicion is established by means other than drug testing through this policy. The drug testing policy is non-punitive.

Students involved in extra-curricular activities need to be exemplary in the eyes of the community and other students. The drug testing and education policy is designed to create a safe, drug-free environment for students and assist them in getting help when needed. Although students risk the loss of continued participation in extra-curricular activities, no student shall be suspended or expelled from school as a result of any certified "positive" test conducted by his/her school under this program.

No student will be penalized academically for testing positive for banned substances. The results of drug tests will not be documented in any student's academic record.

Any student in grades seven (7) through twelve (12) and his/her parent(s) or legal guardian(s) must first sign a drug testing registration/consent form in order to be eligible to participate in any one (1) or combination of the following:

- Athletics
- Extra-curricular activities other than athletics, including marching band, Devilettes, and cheerleaders

DEFINITIONS

1. STUDENT ATHLETE - Any person participating in the Zanesville City Schools High School athletic program and/or contests under the control and jurisdiction of the Zanesville City Schools and/or the Ohio High School Athletic Association (OHSAA). This policy also includes cheerleaders and members of the marching band.

2. EXTRA-CURRICULAR - Any activity of a competitive nature that does not involve a grade.

3. ATHLETIC SEASON – In-season start dates will begin as published by the Ohio High School Athletic Association or sanctioning organization and continue until the completion of the awards program for that sport for the Zanesville City Schools. There are three athletic seasons: Fall, Winter, Spring. Once entered, the student will participate in the drug testing program for 1 year from date of signing consent.

4. RANDOM SELECTION – A system of selecting athletes for drug and alcohol testing in which each athlete shall have a fair and equitable chance of being selected each time selections are required.

5. ILLEGAL/ILLICIT DRUGS – Any substance included in 21 U.S.C. 802 (6), which an individual may not sell, offer to sell, possess, give, exchange, use, distribute, or purchase under State or Federal Law. This definition also includes all prescribed and over-the-counter drugs being used in any way other than for medical purposes in accordance with the directions for use provided for in the prescription or by the manufacturer. We may also test for Nicotine and Steroids.

6. ALCOHOL – Any intoxicating liquor, beer, wine, mixed beverage, or malt liquor beverage as defined in the Ohio Revised Code Section 4301.01. The term "alcoholic beverage" includes any liquid or substance, such as "near beer" which contains alcohol in any proportion or percentage. The term "alcoholic beverage" does not included a substance used for medical purposes in accordance with directions for use provided in a prescription or by the manufacturer and in accordance with school district policy and rules related to the use of prescription and non-prescription drugs, provided the substance is a) authorized by a medical prescription from a licensed physician and kept in the original container, which shall state the student's name and directions for use or b) an over-the-counter medicine.

TYPES OF TESTING

1. TEAM TESTING – At the beginning of each season, all eligible students will submit to urine drug and alcohol testing. This testing will be completed early in the season on a specified date and time. The collection process will take place on school property or at a Board of Education approved testing facility. The Head Coach is responsible for ensuring that all student athletes and their parent/guardian/custodian properly sign the Informed Consent Agreement prior to testing. Any student moving into the District after the start of the season shall be tested prior to the time he/she joins the team.

2. RANDOM TESTING – In-season random testing shall be done throughout the season. Each team may have up to 20% of its eligible students tested per random selection. A student may be tested more than once per season. In the event of a positive result, the specimen will be sent to a laboratory for confirmation of results and a certified Medical Review Officer will determine the results.

    - Random selection of student athletes – The Athletic Director, under the Principal's supervision, will use a system to ensure that students are selected in a random fashion. This system may include computer generated random numbers or names or by pulling numbers from a pool of numbers equal to the number of eligible student athletes.
    - Scheduling of random testing – Random testing will be unannounced. The day and date will be selected by the Athletic Director and confirmed with the building administrator. Random testing may be done weekly.

3. DRUGS FOR WHICH ATHLETES MAY BE TESTED – LSD, Alcohol, Marijuana, Amphetamines, Methadone, Anabolic Steroids, Methaqualone, Barbiturates, Nicotine (Tobacco), Benzodiazepines, Opiates, Cocaine, Propoxyphene (Darvon), or any substance included in 21 U.S.C. 802 (6), which an individual may not sell, offer to sell, possess, give, exchange, use, distribute, or purchase under State or Federal Law. This definition also includes all prescribed and over-the-counter drugs being used in any way other than for medical purposes in accordance with the directions for use provided for in the prescription or by the manufacturer.

4. COLLECTION PROCESS – The student will be notified to report to the collection site. A specimen from the student will be collected as follows and all students must follow this process:

    - All students must have a picture ID or be identified by the Athletic Director, Principal, or Coach. No exceptions will be allowed.
    - Drug testing area must be secured during the testing.
    - Only lab technicians, designated school administrators and students will be witness to the test.
    - Privacy must be kept for all students.
    - The Athletic Director is responsible for ensuring that all of the forms are completed and signed by both parent/guardian/custodian and student. No student is to enter the collection site until forms, money and proper ID are collected.
    - If students arrive and cannot give a sample, they will need to start drinking water, pop or juice. After 36 oz. the human body will need to urinate.
    - No bags, backpacks, purses, cups, containers, or drinks will be allowed to enter the collection area. All coats, vests, jackets, sweaters, hats, scarves or baggy clothing must be removed before entering the collection site. Only pants/shorts and t-shirts or

dresses may be worn in the collection area. Any infringement of the rules will result in the student taking the test over.

- Students processed by the lab technician who cannot produce a sample will be kept in a secured area to wait until they can test. If they leave this area, they will not be allowed to test. Students who leave the secured area without providing a sample and without permission from the lab technician will be considered to have failed the test and will be administered the consequence of a 1st violation. They are not to have contact with anyone until after the sample is given.
- Students will be asked to hold out their hands and a sanitizer will be put on their hands or will wash hands with water. The bathroom personnel will add a dye to the toilet.
- Students will be asked to urinate directly into the collection cup given to them by the lab personnel. The lab technician will stand outside the stall and listen for normal sounds of urination.
- Any and all adulterations of the specimen will be detected and considered the same as a test refusal or 1st time infraction. (The lab checks every sample for adulteration, such as additives you drink or add to urine to change the sample.)
- Adulterations: We will treat adulterations and diluted samples as first-time offenses. They are not called positives but have the same consequences. A retest will be required within 24 hours.
- Any suspicion of tampering with the sample will be brought to the tester's attention. The sample will be screened or sent to the lab for immediate confirmation of tampering.
- The sample must be taken in one attempt and be at least 30 ml in size. The student must hand the cup to the lab technician.
- Students are not to flush the toilets or urinals. In the event that a student flushes the toilet he or she will be required to give a new sample immediately or the same will be invalid.
- With student watching, the lab technician will recap the sample and hand it to the student who must then return it to the intake technician. In the event that the student does not hand the cup directly to the intake technician, the sample is invalid and a new sample must be taken. If the student leaves the collection area or has contact with anyone, the sample will be invalid and the student will have to give another sample.

This collection procedure is subject to change because of procedural requirements by the testing agency. The School Board reserves the right to change the collection procedure to coincide with the testing guidelines set forth by the testing agency.

When using rapid screens, all non-negative screens will be sent out with a chain of custody to a certified laboratory for confirmation. A Certified Medical Review officer will verify the positive test.

INFORMED CONSENT AGREEMENT

We hereby consent to allow our student to undergo drug testing for the presence of illicit drugs, alcohol, or banned substances in accordance with Policy and Procedures for Drug Testing of the Zanesville City School District.

We understand that testing will be administered in accordance with the guidelines of the Zanesville City Schools District Drug Testing Policy for student athletes.

We understand that any sample taken for drug testing will be tested only by a Board approved company.

We hereby give our consent to the company selected by the Zanesville City Schools Board of Education, its employees, or agents, together with any company, hospital, or laboratory designated to perform testing for the detection of drugs.

We further give our consent to the company selected by the Zanesville City Schools Board of Education, its employees, or agents, to release all results of these tests to designated School District employees or agents. We understand that these results will also be available to use upon request.

I, the student, hereby authorize the release of the results of such testing to my parent/guardian/custodian.

We hereby release the Zanesville City Schools Board of Education, its employees or agents from any legal responsibility or liability for the release of such information and records.

This will be deemed a consent pursuant to the Family Education Rights and Privacy Act of 1974, 20 U.S.C. 1232g as amended, and the Ohio Revised Code 3319.321, for the release of the test results as authorized by the Informed Consent Agreement or as required by law.

Signatures of the Informed Consent Form are required in Final Forms by both the athlete and a parent/guardian/custodian prior to testing.

REGULATIONS: CITIZENSHIP

INTRODUCTION

Student-athletes and club members should abide by a code of conduct, which reflects the honor and respect that participation in interscholastic athletic programs and club activities merit. Any conduct that results in dishonor to the student-athlete or club member, to the team or club, or to the school, will not be tolerated. Such acts of unacceptable conduct include, but will not be limited to the following; theft, vandalism, disrespect, and violations of the law.

Student-athletes should additionally adhere to all Athletic Department grooming requirements.

Each head coach and club advisor is permitted to establish dress and grooming guidelines for student-athletes while they are representing the district during practice sessions, on game day, or while in attendance at any team activity or event during the athlete's particular athletic season. Additionally, hairstyles should be such in which no undue attention is brought to the athlete. For example: boys' hair off the collar, no facial hair.

VIOLATION AND CONSEQUENCES

Any violation, in season or out of season, will result in a penalty which may consist of a warning up to and including denial of participation for the remainder of the student-athlete's eligibility.

- Grooming code
- Flagrant disrespect for coach or school official
- Unexcused absence or tardiness for practice or game
- Misconduct in school, game or practice

- Late hours (curfew) – reasonable hours are to be kept during the sport in season as set forth by the coach
- Theft
- Vandalism to equipment or property – student may be required to replace damaged equipment/property
- Suspension or expulsion from school
- Cutting class or practice
- Any behavior that may show disrespect or be unbecoming of a student-athlete representing Zanesville City Schools, including the use of social media
- Loss of equipment – student may be required to replace equipment
- Affiliation with undesirable gangs or wearing/displaying gang colors or symbols while representing Zanesville City Schools
- Failure to attend the banquet without an excuse approved by the head coach will result in forfeiture of awards earned.
- Any student who either quits a team or is removed from a team for disciplinary reasons will be ineligible for participation in any other athletic activity during the remainder of that season.

FELONIES & MISDEMEANORS

FELONY CHARGE

An athlete who has been charged with a felony will receive an immediate suspension from activities. The student-athlete or club member who has been charged with a felony is required to report the charge(s) to a school official (principal, athletic director, or his/her coach/advisor) within five (5) calendar days of the arrest. Reinstatement is dependent upon the nature of the charges, which is further dependent upon the subsequent investigation. If the student-athlete or club member is found innocent of the charge(s), he/she will be reinstated at that time.

FELONY CONVICTION

An athlete who is convicted of a felony will be suspended from activities for one calendar year. After one calendar year from determination of his/her guilt, an appeal can be made to the appeals board for reinstatement contingent upon substantiated rehabilitation. The student-athlete or club member who has been convicted of a felony is required to report the conviction to a school official (principal, athletic director, or his/her coach/advisor) within five (5) calendar days of the conviction.

MISDEMEANOR CHARGE

An athlete who has been charged with a misdemeanor (other than minor traffic violations), will be suspended for 20% of season, as per the level of offense(s) listed above. The suspension would be dependent upon the investigation and the nature of the charges. The student-athlete or club member who has been charged with a misdemeanor is required to report the charge(s) to a school official (principal, athletic director, or his/her coach/advisor) within five (5) calendar days of the arrest. If the student-athlete or club member is found innocent of the charge(s), he/she will be reinstated at that time.

MISDEMEANOR CONVICTION

An athlete who is convicted of a misdemeanor may serve an additional suspension for the season or permanent suspension from activities. The student-athlete or club member who has been convicted of a misdemeanor is required to report the conviction to a school official (principal, athletic director, or his/her coach/advisor) within five (5) calendar days of the conviction.

DUE PROCESS

NOTICE

At the beginning of each school year or at the time a student tries out for an athletic team or joins a club, he/she will be made aware of this handbook and all necessary forms and information for participating in athletics or clubs. Each parent/guardian and student shall read all of the material and certify that they understand all athletic department rules and regulations, or club requirements of the Zanesville City School District. Students with incomplete forms and/or physicals will be ineligible to participate in any practice or event until requirements are met.

STUDENT RIGHTS UPON VIOLATION

A student-athlete will be verbally informed of a violation and pending consequences by his/her coach or the Athletic Director, and club members will be verbally informed by his/her club advisor. The student-athlete will be given the opportunity to respond to the violation.

If the consequences rise to the level of a game/contest suspension, or removal from a club/activity, a letter outlining the violation and subsequent consequences will be sent to the parent and/or legal guardian from either the Athletic Director or club advisor. The parent and/or legal guardian will be given an opportunity to appeal that decision to the Building Principal. Such appeal must be requested within five (5) days of receiving the written notification. The student may be accompanied by a parent and/or legal guardian at a meeting held upon appeal. The decision of the Building Principal will be final.

ATHLETIC DEPARTMENT

Athletic Eligibility

In order to be eligible for the first grading period upon entrance into grade 9, a student must have received passing grades in a minimum of four (4) classes for which they received grades in the immediately preceding grading period. In order to maintain eligibility for grades 9-12, a student must have received passing grades in a minimum of five (5) one credit courses, or the equivalent, in the immediately preceding grading period. In addition:

- Summer school, College Credit Plus and other educational options (e.g. work permitted after the conclusion of the grading period) may not be used to bring a student into compliance with scholarship bylaws, nor can they be used to compensate for lack of courses taken in the preceding grading period.
- OHSAA eligibility is dependent upon grades received in the immediately preceding grading period, which is not necessarily the semester or end-of-year grades.
- Those taking postsecondary school courses, including College Credit Plus, must comply with OHSAA scholarship regulations.

- The eligibility or ineligibility of a student continues until the start of the fifth school day of the next grading period, at which time the grades from the immediately preceding grading period become effective. Check with the principal or Athletic Director for the exact date that eligibility will be determined. To maintain eligibility for competition in sports through the OHSAA, students must be passing the equivalent of 5 full credit courses for High School or 4 classes for Middle School.

In addition to the above minimum OHSAA eligibility requirements, please note the additional board of education policy requirements below.

Quarterly Grade Point Average Requirement

The Ohio High School Athletic Association (OHSAA) student/athlete eligibility requirements will be implemented in full compliance as per our membership agreement with the OHSAA. As the OHSAA does not currently have a GPA requirement for student/athlete eligibility, and school districts may have student/athlete eligibility requirements beyond the minimum standard set by the OHSAA, the following policy section sets the GPA requirement for Zanesville Middle School (ZMS) and Zanesville High School (ZHS) students:

Zanesville Middle School

- All incoming 7th grade students are eligible for athletic participation for the first quarter of the school year.
- All middle school students must maintain a 1.75 GPA each quarter, in addition to the OHSAA eligibility requirements, to maintain athletic eligibility.
- Should a student fail to maintain the OHSAA eligibility requirements, that student will be ineligible to participate immediately in athletics until such time that the student meets the OHSAA eligibility requirements.
- Should a student fail to maintain the Zanesville City Schools GPA requirement, that student will be placed on Academic Probation and immediately placed into a school-provided study table for the probationary period. The student may continue full participation during the probationary period. The duration of the probationary period will be from the time the student's GPA is identified to be below the requirement through the 5th Monday of the grading period. At the conclusion of the probationary period, the student's GPA will be calculated for the current grading period. Should the student achieve the required GPA stated above, the student will regain his/her athletic eligibility standing. Should the student fail to achieve the required GPA stated above, the student/athlete will lose his/her opportunity for participation for the remainder of the grading period.

Zanesville High School

- All fall athletes must meet the minimum GPA requirement based on the 4th quarter of the previous school year. Those below the required GPA, but meeting the OHSAA guidelines for eligibility, will be considered on Academic Probation.
- All 9th grade students must maintain a 1.85 GPA each quarter, in addition to the OHSAA eligibility requirements, to maintain athletic eligibility.
- All 10th, 11th, and 12th grade students must maintain a 2.00 GPA each quarter, in addition to the OHSAA eligibility requirements, to maintain athletic eligibility.

- Should a student fail to maintain the OHSAA eligibility requirements, that student will be ineligible to participate immediately in athletics until such time that the student meets the OHSAA eligibility requirements.
- Should a student fail to maintain the Zanesville City Schools GPA requirement, that student will be placed on Academic Probation and immediately placed into a school-provided study table for the probationary period. The student may continue full participation during the probationary period. The duration of the probationary period will be from the time the student's GPA is identified to be below the requirement through the 5th Monday of the grading period. At the conclusion of the probationary period, the student's GPA will be calculated for the current grading period. Should the student achieve the required GPA stated above, the student will regain his/her athletic eligibility standing. Should the student fail to achieve the required GPA stated above, the student/athlete will lose his/her opportunity for participation for the remainder of the grading period.

Transfer Students

- All OHSAA athletic eligibility requirements apply.
- The ZCS's GPA athletic eligibility requirement would begin for transfer students with the first full quarter that the student/athlete is enrolled in Zanesville City Schools.

Restoration of an "Incomplete" Grade

If a student's failure to meet the academic eligibility requirements is due to an "incomplete" grade given in one (1) or more courses the student was taking during the grading period in question, the student may have his/her eligibility restored once the "incomplete" has been changed to a passing letter grade provided:

- The failure to complete the required coursework during the grading period was due to calamity day(s), family tragedy, or illness or accident as verified by a physician; and
- The "incomplete" was given in accordance with Board of Education grading policies and procedures and is applicable to all students in the school; and
- The previously scheduled work and/or exams is/are completed within the time period provided in Board policy for completing work required to convert an "incomplete" into a letter grade; and
- There is no evidence that the "incomplete" was given in order to afford the student extended time in order to provide the student tutoring or other educational services simply to avoid a failing grade.

Specific documentation of criteria listed above must be submitted to the Ohio High School Athletic Association in order to be considered by the Executive Director for such a ruling.

Student identified as disabled under R.C. 3323 and the IDEA are subject to the eligibility standards established by this policy unless specifically exempted by the express terms of their individualized education program (IEP). An IEP can specify the criteria by which a grade will be determined for (a) course(s), given the student's individualized disability.

Since the primary purpose of the athletic program is to enhance the education of participating students as indicated in this policy, the Board places top priority on maximum student participation and the value of good sportsmanship and fair play.

The Board further adopts those eligibility standards set by the Constitution of the OHSAA that are consistent with State and Federal law, and shall review such standards annually to ascertain that they continue to be in conformity with the objectives of this Board.

No student shall be excused from a class or supervised study for an extended period of time to participate in interscholastic athletics.

The Board further directs that only those students may participate in the program of interscholastic athletics who have:

- Maintained a satisfactory academic record;
- Attended school regularly;
- Demonstrated good citizenship and responsibility;
- Returned all school and athletic equipment.

In order to minimize health and safety risks to student-athletes and maintain ethical standards, school personnel, coaches, athletic trainers, and lay coaches shall not dispense, supply, recommend, or permit the use of any drug, medication, or food supplement solely for performance-enhancing purposes. The Superintendent shall cause to be posted in all locker rooms in building that include students in any grade higher than the sixth grade, the following:

> "Warning: Improper use of anabolic steroids may cause serious or fatal health problems, such as heart disease, stroke, cancer, growth deformities, infertility, personality changes, severe acne, and baldness. Possession, sale, or use of anabolic steroids without a valid prescription is a crime punishable by a fine and imprisonment."

The Superintendent shall develop appropriate administrative guidelines for the operation of the Athletic Program and a Code of Conduct for those who participate. Such guidelines should provide for the following safeguards:

- Prior to enrolling in the sport, 1. Each participant shall submit to a thorough physical examination by a District-approved physician; 2. Parents shall report any past or current health problems along with a physician's statement that any such problems have or are being treated and pose no threat to the student's participation.
- Any student who is found to have a health condition that may be life-threatening to self or others shall not be allowed to participate until the situation has been analyzed by a medical review panel that has determined the conditions under which the student may participate. The District shall assume no liability for any student with a health condition who has been authorized to play by the parents and their physician but not by the District.
- Any student practicing for or competing in an interscholastic event who exhibits signs, symptoms, or behaviors consistent with having sustained a concussion or head injury shall be removed from the practice or competition by the student's coach (and/or referee during the practice or competition).

Any student who has been removed from practice or competition by a coach or referee because she/he has exhibited signs, symptoms, or behaviors consistent with having sustained a concussion or head injury shall not be permitted to return to any practice or competition for which the coach or referee is responsible until both the following occur:

- The student's condition is assessed by a physician or other health care provider authorized by the Board, in accordance with requirements set forth in R.C. 3313.539(E), to assess such a student.
- The student receives written clearance that it is safe to return to practice or competition from a physician or other health care provider authorized by the Board, in accordance with requirements set forth in R.C. 3313.539(E)(2), to grant such a clearance.

The Superintendent is also to develop guidelines for ensuring that sportsmanship, ethics, and integrity characterize the manner in which the athletic program is conducted and the action of students who participate.

Students will be further informed that participation in interscholastic sports is a privilege and not a right, and that they 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 order to support the Ohio High School Athletic Association's program to strengthen sportsmanship, ethics, and integrity, the Board commits itself to:

- Adopt policies (upon recommendation of the administration) that reflect the District's educational objectives and promote the ideals of good sportsmanship, ethics, and integrity;
- Establish standards for athletic participation that reinforce the concept that athletic activities are a privilege, not a right;
- Attend and enjoy school athletic activities, serving as a positive role model and expecting the same from parents, fans, participants, coaches, and other school personnel;
- Support and reward participants, coaches, school administrators, and fans who display good sportsmanship;
- Recognize the value of school athletic activities as a vital part of education.

No student will be denied the opportunity to participate in interscholastic athletics offered by a school in the District because the student has or is participating in college credit plus program as long as the student fulfills all academic, nonacademic and financial requirements.

Essential Considerations for the Student Athlete:

- Schedule properly. Be sure to schedule at least five credits per semester. More than the minimum five should be scheduled; then if there is difficulty and failure of a subject, it will not necessarily mean being ineligible.
- Coaches will conduct a pre-season meeting for parents and athletes where attendance is required. This meeting is designed to educate students and parents on eligibility issues as well as other pertinent policies and procedures.
- Students enrolled in the post-secondary option program (PSEO) are required to obtain, from their university instructor, written documentation of their grade(s) at the end of each Zanesville High School grading period (university or colleges may have different yearly times for changes in quarters, semesters, etc.).

ATTENDANCE

Zanesville City Schools sponsor athletic and extracurricular activities throughout their schools. To be eligible to participate, a student must:

- Be in attendance a minimum of four (4) class periods, or a time period that is greater than or equal to half of the academic day; or
- Students who are not in attendance at least 4 class periods, must be considered excused for the time missed. The list of acceptable excused absences is below:

EXCUSED ABSENCE

The only acceptable excuses for absence from school or class will be:

- Personal Illness – A doctor's confirmation will be required
- Appointment with a Health Care Provider
- Illness in the Family Necessitating the Presence of the Child – A doctor's confirmation and an explanation as to why the child's absence was necessary will be required
- Quarantine of the Home – limited to the length of the quarantine as fixed by the proper health officials
- Death in the Family – limited to a period of three (3) days unless a reasonable cause may be shown for a longer absence, documentation will be required
- Necessary Work at Home Due to Absence or Incapacity of Parent(s)/Guardian(s) – applies to students over 14 years of age only
- Observation or Celebration of a Bona Fide Religious Holiday
- Absence During the School Day for Professional Appointments
- Emergency or Other Set of Circumstances
- Medically Necessary Leave
- Service as Precinct Officer at a Primary, Special or General Election
- College Visitation – verification of the date and time of the visitation by the college, university, or technical college will be required.

Tardy to School and Partial Day Absences

All tardies and partial day absences will be tracked unless the reason for the absence is listed above.

- 3rd tardy/partial day absent will result in a conversation with the Athletic Director. Parent will also be notified.
- 4th and 5th tardy/partial day absent will result in a lunch detention.
- 6th and 7th tardy/partial day absent will result in a 2-hour Friday School
- 8th and subsequent tardy/partial day absences will result in a 2-hour Friday School and will not be able to participate in the next scheduled game.

    - Friday Schools are from 2:15PM – 4:15PM
    - Students must serve their Friday School on the day it is assigned
    - Students may participate in practice or games once they have served their lunch detention or Friday School
    - A student who skips their lunch detention or Friday School will not be permitted to participate in practice or contest/activity on the day the detention was assigned.

In-School Assignment (formerly ISR):

- If a student is assigned an In-School Assignment, they are not permitted to participate in practice or a contest on the day the In-School Assignment was served.
- The principal may consider other sets of circumstances in which the judgment of the principal constitutes a good and sufficient cause for allowing the student to participate in the practice or participation of the activities.

GENERAL INFORMATION

Accidents

Students who have accidents, no matter how trivial, are to report them to the supervising teacher. Seemingly trivial accidents sometimes have serious after effects. Your insurance protection, if you carry any, may be seriously affected if you fail to report accidents.

Automobile Use

Students who drive to school must obey all laws governing the operation of motor vehicles in the State of Ohio as well as the regulations of the high school.

Students and their parents or guardians are liable for property damage or personal injury which may result from the operation of a motor vehicle. It is the responsibility of the owner of the vehicle to have adequate insurance. If a vehicle is not insured, it may not be driven on ZHS property.

1. Student parking is restricted to the parking areas north upper lot, and all lower lots. No student parking is allowed in the upper staff lot, and the lot directly in front of the glass hallway.
2. Students are not to loiter in the parking lot areas, inside or out of automobiles.
3. No student is to park his/her car in the church lots east of the school.
4. Students are <u>required</u> to register their car with the high school Principal's office. Each student will receive a "parking tag" to be displayed hanging from their rearview mirror when the automobile is parked. All vehicles driven to school will require proof of insurance at the time of registration. If there is no proof of insurance, the vehicle will not be registered.
5. Reckless operation of a car on school property may result in disciplinary action up to and including loss of driving privileges to school.

The teachers have assigned spaces and those spaces are not to be used by students even if found vacant after school starts.

Bus Permits

If a student is going to ride a bus they normally do not ride, a note must be submitted to the main office. A bus pass will be given to the student by a secretary prior to the student boarding the bus.

Care of Books

The Board of Education believes that the schools should help students learn to respect property and develop feelings of pride in community institutions. Therefore, the proper care of school property, school supplies and equipment provided for use or made available for use (textbooks, library books, computers, etc.) is the responsibility of the student.

Students will place their names and year of issue on the inside front cover of textbooks.

Teachers will assess a repair fee for any textbook that is badly damaged or has been improperly cared for during the school year. Lost books must be paid for before the end of the school year.

Clinic

The clinic is located on the first floor and is open 7:00 a.m. to 2:30 p.m. Students becoming ill should get written permission from their teacher to go to the clinic. Students will only be sent home following phone contact with a parent, guardian or other person listed on the Emergency Medical Form filed in that office. If no form is on file, the student will not be sent home.

Students who become ill and need to go to a restroom will ask someone to go to the main office and advise of the need for assistance for that student. Claims such as, "I missed class because I was in the restroom," will not be accepted for missing classes or not reporting to the clinic.

Closed Lunch

We have a closed lunch at Zanesville High School. Students are not permitted to leave the building to eat lunch and return to classes. If lunch is being delivered to the building by an adult, it is expected to be physically brought into the main office and eaten in the office. Students may not order lunch from local businesses and have it delivered to ZHS.

Elevator

The elevator is used by faculty and custodians. However, a student may use the elevator in case of illness or injury. Students needing to use the elevator must obtain permission from the Principal's Office. Permission will be given after the student provides documentation from a physician or at the discretion of the administration.

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., Washington, D.C. 20202•4605.

Hall Passes

Students must remember there are classes in session during all periods of the school day. Students must have a pass when in the hallways. Students who abuse hall pass privileges are subject to discipline and will make up class time.

Lockers

- Lockers are provided for the convenience of the students in the school and are assigned to assure security for student's property. Students should not give their locker combination to anyone. Once a locker has been assigned to a student, it will not be changed.

- Lockers are the property of the Board of Education and are on loan to students. They are subject to inspection by school employees under the direction of the Principal and Dean of Students or their designee at all times.

Lost and found

Lost and found objects can be turned in at the office**.**

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.

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.

Parents' Bill of Rights

The Board of Education recognizes that parents have a fundamental right to make decisions concerning the upbringing, education, and care of their children and promotes parental involvement in the District's public school system. In addition, parents have certain rights in the school system to know about their student's educational experience. Specific rights are listed in topic areas of these policies.

Sexuality Content and Parental Notification

The Board will ensure that any sexuality content is age-appropriate and developmentally appropriate for the age of the student receiving the instruction, regardless of the age or grade level of the student. The Board will not permit instruction that includes sexuality content in grades kindergarten through grade three (3).

Prior to providing instruction that includes sexuality content or permitting a third party to provide such instruction on behalf of the District, the Board will provide parents the opportunity to review any instructional material that includes sexuality content. Upon request of the student's parent, a student shall be excused from instruction that includes sexuality content and shall be permitted to participate in an alternative assignment.

Student Services/Mental, Emotional, Physical Health or Well-Being/Safe and Supportive Learning Environment and Parental Notification

The Board will promptly notify a student's parent of any substantial change in the student's services, including counseling services or monitoring related to the student's mental, emotional, or physical health or well-being or the school's ability to provide a safe and supportive learning environment for the student. Such notification will be provided by the student's building administration through email and/or telephone conference. The Board will not inhibit parental access to the student's education and health records maintained by the school.

School District personnel will not directly or indirectly encourage a student to withhold from a parent information concerning the student's mental, emotional, or physical health or well-being, or a change in related services or monitoring.

School District personnel will not discourage or prohibit parental notification of and involvement in decisions affecting a student's mental, emotional, or physical health or well-being.

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.

- All school activities are moved indoors.
- Dependent upon the type of lockdown, exterior and/or interior doors at the school are locked.
- With the exception of officially authorized personnel, no one is allowed to enter or exit the building.
- During a lockdown, the school is considered a secure area. School officials and law enforcement are working together to keep everyone safe.
- Parents/Guardians/Visitors may not come to the school during a lockdown. All school entrances and exits, driveways, and parking lots are to remain clear of traffic in the event that first responders are needed at the school and/or if school buses are needed to be brought in to evacuate students to a secondary location.
- Parents/Guardians are discouraged from calling the school directly as this hinders the ability of the staff to respond to the primary task of keeping everyone safe.
- Parents/Guardians may "pick-up" students from school once the "all-clear" signal is given and the lockdown is lifted.

There are three types of lockdowns utilized by the schools:

- Level 1 – used when there is a minor emergency or situation when there is no danger to students or staff.
- Level 2 – used when there is a danger or situation in the community.
- Level 3 – used when there is a direct emergency situation to the school.

Communication of a lockdown: 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, a letter detailing the lockdown will be sent home with the students of the school which was placed on lockdown and a "one call" phone call will be issued to the parents/guardians of all students in the school district. Please make sure that your contact information is up-to-date so that you receive these types of important messages—school staff will use the most recent contact information on file to make notifications.

In larger emergencies that may result in students being relocated to a secondary site, parents/guardians will receive a "one call" with the location of the secondary site and the procedures for picking up students from this secondary site. This information will also be posted on the school district's website. The school district works directly with local media outlets as another source to provide the community with information.

Note: 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.

Prescription Drug Procedure

Students are not permitted to carry any medication during school. All prescribed medication is to be taken to the clinic and proper documentation is required. Those students with asthma may carry their personal inhaler with them if a doctor's order is given and is on file in the clinic.

School Cancellation Procedure

Closing schools is not an easy decision. Information is gathered in the early morning hours. Every attempt is made to inform you as soon as possible. Listen to WHIZ•AM & FM, WHIZ•TV, WCVZ•93•FM, WWJM•FM•106, WYBZ•FM•107.3, WSYX, WNKO, WCLT, and/or going to the WHIZ, whiznews.com or Zanesville City Schools, **zanesville.k12.oh.us.com** for school announcements. 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.

Sportsmanship

The students should share equal responsibility with the faculty, alumni, and community for establishing and maintaining good school practices and traditions at athletic contests. The following suggestions will serve as a guide.

Each individual spectator should:

1. Consider athletic opponents and officials as guests and treat them as such.
2. Assure the rights of students and adults who represent the opposing school.
3. Respect the rights of all spectators.
4. Recognize the authority and judgment of the coach.
5. Support the authority of school officials.
6. Applaud both teams as they come on the field of play.
7. Commend good plays by either team.
8. Cheer an injured player when he is removed from the game.
9. Support the cheerleaders.
10. Accept the officials' decisions.
11. Show self-control at all times during and after the game.
12. Cooperate in the care of school property.
13. Be modest in victory and gracious in defeat.
14. Live up to the spirit of the rules of fair play and sportsmanship.

Work Permits

To be employed, students under 18 years of age are required to have work permits issued under the direction of the Department of Industrial Relations, State of Ohio.

1. Part time or vacation permits are issued to any student, 14 years of age or over who has a job. These are issued at the school which the student attends.
2. Regular permits are issued to any student who is 16 years of age or over. This permit is necessary for permanent withdrawal from school to work (age and schooling certificate) and is issued by the Director of Student Services.
3. Work permits involving school hours are issued by the Director of Student Services.
4. Work permits may be revoked if a student is identified as an attendance problem.
5. Work permits must be renewed each year.

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