Parent/Guardian Signature Page for 2026-2027 School Year

Student Name: _____

Teacher: _____ Grade: _____

Parent/Guardian Name_____

(Please check all that apply)

Hand Book Policy:

☐ I have read and understand the expectations and responsibilities outlined in the Morgan Local School District Student/Parent Handbook 2026-2027.

Student Computer Network/Internet Acceptable Use Policy:

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

School/Parent Compact:

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

Photo Release Authorization:

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

Share Information Waiver:

☐ Information obtained from the Direct Certification process from ODJFS or from Morgan Local Schools' Household Information Survey may be used for other things such as, but not limited to, determining the waiving of classroom fees.

Medication Policy:

☐ I have read the and understand the responsibilities outlined regarding Administering Medicines to Students outlined in the MLSD Student Handbook.

_____ _____

Student Signature *Date*

_____ _____

Parent Signature *Date*

***Please remove this page and the following two, and return to the main office along with your Emergency Medical* Authorization Form *by* September 1, 2026.**

Internet Accessibility Survey

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

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

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

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

Student's Parent Military Status (ORC3301.60)

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

Please sign and return to school *return to the main office along with your Emergency Medical* Authorization Form *by* September 1, 2026.

SCHOOL-PARENT COMPACT

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

School Responsibilities The **school staff will**:

1. Share responsibility for excellence in education.
2. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the student to meet the state standards.

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

Parent Responsibilities The **parent will:**

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

Student Responsibilities The **student will:**

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

Message from the Principal & Title I Coordinator:

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

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

Parental Involvement In Education

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

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

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

Parental Involvement in Title I

The Title I program is based on an annual assessment of educational needs. This assessment includes identification of educationally deprived children in the public and private schools in this district. Title I services are provided to all eligible students.

The Morgan Local Board of Education believes parental involvement is a vital part of the Title I program. Parental involvement includes parental contribution to the design and implementation of programs under this title, participation by parents in school activities and programs, and training and materials that build parents' capacity to improve their children's learning in both the home and the school. To build a partnership between home and school, the District:

1. Informs the parents of the program, the reasons for their children's participation and the specific instructional objectives;
2. Trains parents to work with their children to attain instructional objectives;
3. Trains teachers and other staff involved in programs under this title to work effectively with the parents of participating students;
4. Develops partnerships by consulting with parents regularly;
5. Provides opportunities for parents to be involved in the design, operation and evaluation of the program and provides opportunities for the full participation of parents who lack literacy skills or whose native language is not English.

Right to Know - Teacher Qualifications

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

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

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

"This handbook replaces all prior handbooks and other written material on the same subjects. This handbook does not create a contract between the school and the student and/or parent, but only reflects the current status of the Board's policies and the School's rules. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. While every effort is made to ensure the accuracy of the information provided, the School reserves the right to make changes at any time without prior notice. Copies of current Board policies and administrative guidelines are available on the District's website."

MORGAN MIDDLE SCHOOL

Grades 6-8
Student and Parent
Handbook
2026-2027 School Year

Trevor Tom, Principal
Theresa Gause, Dean of Students

Our mission at Morgan Middle School is to offer a caring, child-centered professional learning community. We as a team of parents, students, and staff are committed to providing a challenging educational experience for all. No student will be left behind without our rigorous intervention.

Morgan Local School District
Central Office
65 West Union Avenue
P.O. Box 509
McConnelsville, OH 43756
Phone: 740-962-2377
Fax: 740-962-4931

Morgan Middle School
820 Junior Raider Drive
McConnelsville, OH 43756
Phone: 740-962-2833
Fax: 740-962-3389

Morgan Middle School Handbook
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2026-2027 SCHOOL CALENDAR

August	19	First Day of School
September	7	Labor Day – NO SCHOOL
	8-11	Morgan County Fair – NO SCHOOL
	25	Special Reports to Parents
October	23	End of First Grading Period
November	10	Parent Teacher Conferences
	11	Veterans' Day -- NO SCHOOL
	25-30	Thanksgiving Break – NO SCHOOL
December	4	Special Reports to Parents
	21-31	Christmas Break
January	1	New Year's Break
	4	ALL STAFF PD – NO SCHOOL
	15	End of Second Grading Period
	18	Martin Luther King Day NO SCHOOL
February	4	Parent Teacher Conferences
	15	President's Day NO SCHOOL
	19	Special Reports to Parents
March	11	ALL STAFF PD – NO SCHOOL
	19	End of Third Grading Period
	26 -29	Easter and Spring Break
April	23	Special Reports To Parents
May	27	Last Day for Students

Welcome to Morgan Middle School! Whether you are a newcomer to our school or an "old hand," we hope you will find this school year to be a memorable and exciting one. The purpose of this handbook is to inform you of the policies and procedures of our schools.The ultimate purpose of education is to help each student become a productive member of society. Let us always have a cooperative spirit between home and school to ensure this goal is met.

Concerns/Complaints/Board Policy

The Morgan Local Board of Education believes that each day we need to continue to improve. Therefore, if you feel a problem exists, it is important to get it resolved. Constructive criticism is welcomed when motivated by a sincere desire to improve the quality of the educational programs or to equip the schools to do their tasks more effectively.

The MLSD Board of Education believes that complaints are best handled and resolved as close to their origin as possible. Therefore, the proper channeling of complaints involving instruction, discipline, or learning materials will be as follows:

Concern	Contact	Phone
Teacher	Teacher	740-962-2833
Morgan Middle School	Trevor Tom	740-962-2833
Transportation	Director	740-962-3685

Transportation, custodial, and cafeteria problems should be called to the attention of the building principal. Unresolved problems in these areas should be referred to the Superintendent of Morgan Local Schools, at 740-962-2377.

Complaints about school personnel will be investigated fully and fairly. However, before any such complaint is investigated, it must be submitted in writing and signed. Written complaints should be directed toward the building principal. Official complaint forms are available in the school office.

All complaint procedures will comply with board policy and negotiated agreements.

Morgan Local Board of Education

Bryon Griffin, President

Emily Bellville, Vice President

Lynn Copeland

Beth Kutscherenko

Jeff Shaner

Support Groups

Parent-teacher support groups are vital to the total operation of our schools as their support helps to bridge the gap between the school and the community. We urge you to join our support groups whose members are parents, teachers, and community members. Newsletters or notices are sent home periodically. The primary support group operating at the junior high level is the Morgan Junior High School Activity Board. Meetings are held quarterly in the office conference room at Morgan Junior High School.

EMERGENCY CLOSING

When the weather or any unforeseen calamity forces us to either start school late, close school all day, or dismiss the students early, please be advised that the following procedures will be implemented:

1. The decision to begin on a delay or close school for the day will be made as early as possible. Our target time is 5:30 A.M. **Check the district website, Facebook page, or your email for the earliest notifications of closing or delays. Notification will also be made through our School Messenger system.**

DAILY SCHEDULE

7:20 - 2:20 Morgan Middle School School

ATTENDANCE
Board Policy JE

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor school work; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours.

Reasons for which the students may be excused include, but are not limited to:

1. personal illness of the student;
2. illness in the student's family;
3. required court attendance;
4. death in the family;
5. quarantine for contagious disease;
6. religious reasons or
7. as determined by the Superintendent

Each student who is absent must immediately , upon return to school, make arrangements with his/her teachers(s) to make up work missed.

The Morgan Local Board of Education does not believe that students should be excused from school for non-emergency trips out of the district. Students who are taken out of school for trips or vacations are not given permission to do so by the school. The responsibility for such absence resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the students to do while he/she is absent. **Students will be given as many school days to make up the work as the number of days they were absent from school.**
All absences set forth in the policy are meant to be used for personal illness, serious personal problems and professional appointments which cannot be scheduled after school. If a student must be absent, the student's parent/guardian is to telephone the school the day his/her child is absent stipulating the reason for the absence, and, also, send a note on the child's return to school. The note should contain the following: the date the note is sent to school, the child's name, the date(s) the child was absent, the reason for the absence, and the parent/guardian signature. Preferably, the telephone call would be made before 8:30 a.m. If no telephone is available, the note with parent/guardian signature upon the child's return to school is sufficient.

After three days of absences labeled as *parent contacts* for the school year, the administration will require a doctor's excuse before any additional illness-related absences will be excused. A parent contact is when a parent keeps a child at home because of illness, but the illness does not require a doctor visit. The accumulation of unexcused absences will result in action taken by the district according to the policy directed at excessive absences and/or truancy as described below.

Excessive Absences: Under HB 410, a child is designated as "habitually truant" if they are absent for 30 or more consectutive hours, 42 or more hours in a school month, or 72 or more in a school year, without a legitimate excuse. Once the student has been designated a "habitual truant" the school shall assign the student to an absence intervention team.
Failing grades may be given for excessive absences. The principal may make exceptions for extenuating circumstances, such as students who are suffering from a serious illness or

condition**.** The following attendance guidelines will apply:

1. The student makes up all assignments and other work missed during all absences to the satisfaction of the teachers.

2. For the absence to be considered excused, the reason for the absence must be considered a legitimate reason according to the policy. A note signed by a parent or guardian, in addition to a doctor's excuse or other verifiable excuse must be presented by the student upon return to school.

3. School work missed during excused periods of absence, if not made up, will result in a failing grade for the period of absence. Students will be given as many school days to make up the work as the number of days they were absent from school. It is the student's responsibility to take the initiative for completing make-up work.

The primary responsibility for school attendance is placed with the parent/guardian. Likewise, the parent/guardian is responsible for permitting only those absences that can be excused under the recommendations of the State Department of Education and regulations of Morgan Local School District.

Responsibility for attendance: Parent/Guardian and student.

Unexcused Absence: Any excuse not meeting one of the six reasons for excused absence acceptable by the State of Ohio and Morgan Local District listed above.

School Functions – Students who were absent the entire school day may not attend any special school functions that evening.

District Automated Notification Service

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

We believe your child's attendance is an important factor contributing to the academic success of students. To keep you informed of your child's class attendance in a timely manner, we will be using the district automated notification system to notify you by phone and e-mail whenever your child id marked absent from class. The phone calls are usually made to your home phone in the evening. If you have a personal mobile phone, you have the choice of having the district automated notification system call your mobile phone to ensure you personally get the messages.

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

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

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

TRUANCY

The Board endeavors to reduce truancy through cooperation with parents, diligence in investigating the causes, and use of strict guidelines in regards to tardiness and unexcused absence. The school will send a letter after three unexcused absences, and the attendance officer will investigate after four unexcused absences. ORC 3313.205 requires parents to provide an address and telephone number where they can receive notice of a child's absence from school.

When a student is determined to be truant and the parent, guardian or other person having care of a child has failed to ensure the child's attendance, the attendance officer must investigate. If found truant, the child's parent must be notified in writing of the legal consequences of being a "habitual" or a "chronic" truant.

OTHER GUIDELINES CONCERNING ATTENDANCE

Parents must come to the office to sign in their child when absent or tardy. Students leaving during school hours **must** be picked up at the office. Parents should send a note the morning when students will be leaving early so teachers can prepare homework assignments. Children will be released **only** to the custodial parent or EMA contact. The school office staff must make positive identification of the adult checking the student out. The adult checking the child out must sign for the child's release.

It is necessary that a student be in attendance throughout the school day to benefit fully from the educational program of the District.

TARDIES OR LEAVING EARLY – Students need to secure an admit slip from the office to enter the first class of the day when late to school. Students are considered tardy between 7:30 and 8:00 a.m. Any student ariving after 8:00 a.m. will be counted as absent for the time they are not here.

LATE START – Bus routes run and students report to school two hours later than on regular school days. A modified school schedule will be used on late start days.

HEAD LICE- Pediculosis (head lice) infestation is common in the United States especially among pre-school and elementary children; approximately 6 to 12 million have infestations each year. Head lice are a nuisance but have not been shown to spread disease.
Head Lice do not jump, fly or swim and can only crawl short distances. The usual mode of transmission is through direct head to head contact. Transmission via clothing, hats, furniture and other objects can occur but the likelihood is low. By the time head lice are detectable they have been living on the host for approximately 2 or more weeks.
Morgan Local School District is committed to maximizing students' academic performance and physical wellbeing in a healthy and safe environment. Should a case of head lice be brought to the school's attention, the school nurse/health aide or other trained designee will maintain the student's confidentiality, verify presence of an active lice infestation, and bring student cases to the attention of the parent or guardian. Students found to have live head lice may be sent home from school for treatment. Students will be expected to return to class the next day after being appropriately treated.The principal, school nurse/health aide or trained designee will work cooperatively to address head lice in the school setting, follow current accepted practices, as well as, educate the school community about head lice and Morgan Local School District's Pediculosis (lice) Policy.

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

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

The source of bed bugs often cannot be determined. Bed bugs may be found in many places, including hotels, planes, and movie theaters. They can be found anywhere, not only in "dirty" locations. It is unlikely for bed bugs to be spread in schools, however, the Morgan Local School District Board of Education will conduct appropriate inspections as needed and, if indicated, treatment of the area where the bug was found will be conducted by licensed pest control specialists.
If you have any questions regarding bed bugs in your home, refer to the Central Ohio Bed Bug Task Force website at www.centralohiobedbugs.org.

TRANSFER STUDENTS

INTER-DISTRICT TRANSFER: A student wishing to attend a school outside of the Morgan Local School District must apply to that school. If accepted, a withdrawal from the Morgan Local School District must occur. A student from an adjoining district desiring to transfer to Morgan Local Schools must apply to Morgan Local. Applications can be picked up at the MLSD office on Union Street. The superintendent will make the final decision. Students must reapply each school year.

EMERGENCY MEDICAL AUTHORIZATION

The district will distribute annually to parents or guardians of all students the Emergency Medical Authorization Form. In the event emergency medical treatment for a student is necessary, the district will adhere to the instructions on the authorization form. Parents and guardians are encouraged to thoroughly complete the Emergency Medical Authorization Forms. Students will not be released to friends or relatives who are not specifically listed on these forms.

Students who do not turn in fully completed Emergency Medical Authorization Forms by the **tenth** day of school will serve lunch detentions until they submit the required forms with all of the requested information. We must have these forms on file in case there is a medical emergency.

IMMUNIZATIONS

Students are required to be immunized against poliomyelitis, measles, diphtheria, rubella (German measles), pertussis, tetanus, mumps, meningitis, and other diseases/illnesses legally designated in accordance with State Statutes, unless specifically exempt for medical or other reasons. The MMR Booster and meningococcal vaccine are required before entering sixth grade.

DRESS AND GROOMING

Acceptable student dress and appearance are necessary to ensure an atmosphere that is conducive to learning. Appropriate clothing is expected. A student will not dress in an inappropriate manner which interferes with a student's health and welfare (or that of other students) or causes disruption or directly interferes with the educational process. If a student wears inappropriate clothing to school, he/she must change to appropriate clothing. If appropriate clothing is not available at the school, the parent/guardian will be asked to bring a change of clothing. (Board Policy JFCA) The following are examples of inappropriate clothing:

- Clothing that advertises alcohol, tobacco, drugs.
- Halter tops, tube tops, tight tank tops, or any see through apparel.
- Top garments that do not overlap the lower garment.
- Hats, visors, scarves/bandanas for males and females. (exception designated hat days)
- Hoodies worn with the hood up.
- Sunglasses (unless prescibed by a physician for indoor wear)
- Clothing that has inappropriate slogans or designs.
- Clothing that suggests a message or interpretation of violence.
- Tops/pants that do not cover under gaments and/or are too revealing.
- Pants, shorts, skirts, and dresses which are not modest in length.
- No Blankets should be brought to school.

RELEASE OF DIRECTORY INFORMATION

Notification of Rights under FERPA for Elementary and Secondary Schools

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

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The rights to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

   Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or the student of the records request unless it states in its annual notification that it intends to forward records on request.)

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Morgan Local School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202-4605

   (Note: Names of students', addresses, and telephone listings-may be designated and disclosed as "directory information" under the Family Educational Rights and Privacy Act (FERPA). The parents can opt out of "directory information at the start of each school year).

Notification of Rights Under the Protection of Pupil Rights Amendment (PRA)

PRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams: These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-
    1. Political affiliations or beliefs of the student or student's parent;
    2. Mental or psychological problems of the student or student's family;
    3. Sex behavior or attitudes;
    4. Illegal, anti-social, self-incriminating, or demeaning behavior;
    5. Critical appraisals of others with whom respondents have close family relationships;
    6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
    7. Religious practices, affiliations, or beliefs of the student or parents; or
    8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of-*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- *Inspect*, upon request and before administration or use-
    1. Protected information surveys of students;
    2. Information obtained from students for marketing or to sell or otherwise distribute the information to others.
    2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
    3. Instructional material used as part of the educational curriculum.

Morgan Local School District will develop and adopt polices, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Morgan Local School District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Morgan Local School District will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in: Collection, disclosure, or use of personal information for marketing, sales or other distribution.

- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

No Child Left Behind Act
Notification to Parents of Teacher Qualifications

The No Child Left Behind Act of 2001 requires each school building and district to maintain records regarding teacher qualifications and credentials. Information regarding teacher qualifications and credentials will be available at each building and at the Central Office and is made available to parents. Requests for this information must follow board policies for records requests and the negotiated contract with the local teacher's union. The district's compliance with the "highly qualified" teacher clause of the No Child Left Behind Act will be reported to the State Department of Education, and will be included in information reported on the State Report Card.

FOOD AND DRINKS

Students are not allowed to bring food or drinks to school except as a part of their lunch. These items must be consumed in the cafeteria and are NOT permitted in the hallways or classrooms. Examples of such items are: packaged snacks, cans or bottles of juices, soda

pop. No gum is permitted in school. Any food or candy given as a reward must be consumed in the classroom received or during lunch.
Students may bring a water bottle to class. The container must be clear to ensure the water content is visible.

Energy Drink Restriction

To promote a safe and healthy learning environment, energy drinks are not permitted on school grounds during the school day or at school-sponsored activities.

Energy drinks often contain high levels of caffeine, stimulants, and other additives that can negatively impact student's health, behavior, and ability to focus in class. For these reasons, students may not bring, possess, or consume energy drinks at school. Any drink found must be disposed of immediately.

Examples of prohibited energy drinks include, but are not limited to:

- Monster Energy
- Red Bull
- Bang Energy
- Rockstar
- 5-hour Energy
- Celsius
- Alani Nu
- Reign
- NOS
- Prime Energy (energy version)

This policy applies to all sizes and varieties, including sugar-free and "zero" versions.

Students are encouraged to bring water bottles to class to ensure proper hydration.

Students found in violation of this policy may be subject to disciplinary action consistent with the school's code of conduct.

AHERA

The Morgan Local School District, in accordance with the U.S. Environmental Protection Agency Regulation 40CFR763, subpart E, has completed the required inspection, prepared their Asbestos Management Plan, and have, to the best of their knowledge, met the general requirements of this regulation.

For specific information of types and locations of asbestos containing materials within the district, please consult the complete AHERA Management Plan.

The Morgan Local School District AHERA Management Plan is available for public view at the Administration Office during normal working hours.

EVACUATION PROCEDURES

Evacuation procedures have been established. Teachers will discuss and may practice these procedures with the students. Students are expected to follow these procedures and obey all directions given by the teacher. Fire and tornado signs are posted and periodical drills are exercised, as required by law.

MEDICATION TO BE ADMINISTERED AT SCHOOL
Board Policy JHCD

The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or if the child is disabled and requires medication to benefit from his/her educational program. For purposes of this policy, "medication" shall include all medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies, **including cough drops.**

Before any prescribed medication or treatment may be administered to any student during school hours, a written prescription is required from the child's physician accompanied by the written authorization of the parent. Before any nonprescription medication or treatment may be administered, the Board shall require the prior written consent of the parent/legal guardian. The necessary forms for this can be obtained from the school office. Parents must complete and submit the proper medication forms, as parent notes are not accepted.

Only medication in its original container, labeled with the date (if a prescription), the student's name and the exact dosage, will be administered. Students may administer their own medication in the presence of school personnel if authorized in writing by a physician and parents. (Please contact the school secretary/school nurse, or locate it online, to obtain the appropriate form for this procedure.)

Students who may require administration of an emergency medication may have such medication, identified as stated above, stored in the nurse's office and administered in accordance with this policy.
*All medications must be brought into the school and must be signed in by parents/legal guardian.

ANNUAL HEALTH SCREENINGS
In accordance with Ohio Department of Health requirements and guidelines, school health staff conducts periodic health screenings to detect abnormalities in hearing, vision and scoliosis (curvature of spine). Health screenings may also be conducted when a concern arises. A permission slip will not be sent home for parent permission in advance of the screening. Parents may opt out by notifying the school nurse in writing.

Hearing/Vision Screening Information
Ohio State law requires vision and hearing screenings at certain grade levels:

- Grades K, 1, 3, 5, 7, 9, and 11
- All students with an IEP or 504 Plan are required to have screening, regardless of grade.
- All new or transfer students to MLSD are required to have a hearing and vision screening regardless of grade.

Scoliosis screenings These are conducted during a student's 6th grade year.
A written notice will be sent home to parents/guardian if a student **does not** pass a screening. No correspondence will be sent for normal results; a parent/guardian may call the school to get the results of a screening.

SUDDEN CARDIAC ARREST FORMS: LINDSEY'S LAW

No student may participate in an athletic activity until the student has submitted to a designated school official a form signed by the student and the parent, guardian, other person having care or charge of the student stating that the student and the parent, guardian or person having charge of the stident have received, and reviewed a copy of the information developed by the department of health and education and posted on their respecticve internet web sites as required by section 3707.59 of the Revised Code. A completed form may be submitted each year, as defined in section 3313.62 of the Revised Code, in which the student participates in an athletic activity. Please verify that you have read and agree to the guidelines by marking the appropriate place on the parent/guardian signature page on page 1.

STUDENT DESKS/LOCKERS

Each student will be assigned a locker for storage of books and other related items. Any valuables brought to school are the student's responsibility. The administration reserves the right to inspect any desk/locker at any time if there is a reasonable suspicion of the possibility that the rights and safety of others have been violated or that the desk/locker is being used in violation of the student code of conduct.

Students are required to use the combination locks built into student lockers. Students are not permitted to place additional locks on school lockers. Students participating in a school sport who use a gymnasium locker room locker are encouraged to bring a combination or key lock to secure valuables placed in these lockers. Availability of locker room lockers is at the discretion of the physical education teacher and coaches. Students may only use these lockers with the consent of the physical education teacher or his/her coach. Locker room lockers are not to be used as long-term storage of student property. These lockers are available for after-school practices in an effort to supply temporary storage of a change of clothes and other necessary team materials. Sharing of lockers is not permissible.

TEXTBOOKS

The Morgan Local Board of Education provides all basic textbooks at no cost to students of our school. The condition of the books will be recorded at the time the books are issued to the student. Students are responsible for providing book covers for all textbooks. If books are lost or damaged, students will be responsible to pay according to the fee schedule.

LOST AND/OR DAMAGED BOOK FEE PROCEDURE

Lost Book:	One year old books	90% of new cost value
	Two year old books	80% of new cost value
	Three year old books	70% of new cost value
	Four year old books	60% of new cost value
	Five year old books	50% of new cost value
	Six year old books & beyond	20% of new cost value

Damaged Book: Discipline may result in addition to the following:

1. Minor or very little damage
   Examples: Writing in books (in pencil) torn pages, etc. $1.00
2. Moderate damage (not extreme)
   Examples: Bent but not broken cover,excessive writing in ink, etc. $2.00
3. Severe damage
   Examples: Cut pages, broken binding and/or back, etc.
   (See Lost Book Fee %)

Telephone: The school telephones are for school business. Students may use the phones only when deemed necessary by school staff. When possible, student phone calls should be made during their lunch time.

Parent-Teacher Conferences: There is evidence to support the belief that the more parents are involved in their child's education, the more successful the student's school experience will likely be. The Morgan Local School District encourages all parents to be actively involved with the educational process. Two Parent-Teacher Conference days are built into the school calendar. Parents are encouraged to contact their child's teacher whenever they have a question or concern.

STUDENT PROGRESS

REPORT CARDS – Each Student in grades 6-8 will receive a report card four times during the school year so that parents/guardians might know what progress the student is making.

INCOMPLETE – Students who do not meet the expectations to pass one or more courses in a nine-week grading period shall complete necessary work assigned by the designated course teacher to achieve a level of proficiency. Achieving a level of proficiency after the end of a nine week grading period will earn the student a 60%/D- as the course grade as opposed to failing.

District Schedule of Progress Reports:

Special Reports:	according to the District Calendar
Report Cards:	one week following the end of each nine weeks grading period

Possible Failure Letters: on or before March 31

District Grading Scale:

A	***93-100***
A-	***90-92***
B+	***87-89***
B	***82-86***
B-	***80-81***
C+	***77-79***
C	***72-76***
C-	***70-71***
D+	***67-69***
D	***62-66***
D-	***60-61***
F	***Below 60***

ACADEMIC AWARDS

Student achievement should be recognized in the academic area by honoring a student for academic excellence. The highest mark of academic achievement is the All A's List. The student must receive all A's (4.0) and not even one A-. Students are recognized for academic achievement for a grade equivalent of 3.5-3.999 for placement on the Principal's List. Students are recognized for academic achievement for a grade equivalent of 3.0-3.499 for placement on the Honor Roll.

PROMOTION - RETENTION

There are three dispositions at the end of the school year concerning students. They are:

1. PROMOTED - student has successfully completed the work. A student cannot be promoted if the student's yearly average has more than one (1) failing grade in the following subjects: Language Arts, Math, Science, or Social Studies.

2. PLACED - student is assigned to next grade even if grades are not satisfactory. This disposition is used if the student has been previously retained or it is felt that it would not be beneficial to retain the student in a grade. A PARENT CONFERENCE IS REQUESTED.

3. RETAINED - it is felt that the student could benefit by repeating the grade and/or did not successfully complete 75% of the course work in the above listed subject areas. A PARENT CONFERENCE IS REQUESTED.

A retained student can be tutored over the summer in one or two subjects, at the parent's expense. Upon successful completion of the test for each subject, if the student meets the 75% requirement as stated above, the student may be promoted to the next grade level. Please see the Principal for information.

SUGGESTIONS FOR PARENTS REGARDING HOMEWORK

- Help set up a consistent organized place for homework to be done.
- Help your child establish a consistent schedule for completing homework or help them create a schedule each Sunday night that reflects that particular week's activities.
- Encourage, motivate, and prompt your child, but do not sit with them and do the homework with the child. The purpose of the homework is for your child to practice and use what she has learned. If your child is consistently not able to do the homework by herself, please contact the teacher.
- If your child is practicing a skill, ask him to tell you which steps are easy for him, which are difficult, or how he is going to improve. If your child is doing a project, ask him what knowledge he is applying in the project. If your child is consistently unable to talk about the knowledge he is practicing and using, please call the teacher.

STUDENT USE OF COMPUTERS/INTERNET/E-MAIL

While the goal of Morgan Local Schools is to provide comprehensive and varied experiences in technology, it must be understood that there are expectations and responsibilities in connection with the use of technology.

Each student will be expected to follow the direction of the teacher or other responsible adult as to the proper use of equipment and software. Only the technology coordinator or teacher, or those directed by them, may install or modify software. This includes the installation of all files from personal disks.

Vandalism will not be tolerated. Vandalism is defined as a malicious attempt to harm or destroy data of another user or the modification of control settings or access software resulting in the delay of use by another user. This also includes the setting of passwords.

Before using the Internet or E-Mail through the Morgan Local Schools network, each student must read and sign a Student Computer Network/Internet Acceptable Use Policy Form. This must also be signed by the parent or guardian. These signed forms will be kept

on file by the staff member designated to establish E-Mail/Internet accounts.

The principal may revoke the student's privileges for Internet/E-Mail/Computer use for a period of time appropriate to the offense, and other consequences within the Student Code of Conduct may apply.

PROHIBITED ARTICLES

Policy JFCK-Use of Cellphones and Electronic Communications Equipment Devices by Students

Approved-Board Agenda 10-10-2025

Recognizing the impact of student cellphone use on student mental health and achievement and the distractions cellphones present within the classroom, the Board prohibits student use of cellphones during the instructional day except:

1. if permitted under the building's comprehensive emergency management plan;

2. for student learning or to monitor or address a health concern if included in a student's individualized education program or plan, a 504 plan or other reason deemed appropriate by the Superintendent/designee to monitor a student health concern or

3. to monitor or address a health concern if the Board receives a written statement from the student's physician requiring such use.

The Board directs the Superintendent/designee to develop procedures governing student use of cellphones that align with this policy.

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

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

STUDENT FILES

All parents/guardians have the right to inspect the contents of their child's cumulative file, and we encourage parents to do so. Parents must sign the appropriate form to review the file. If you wish the files to be released to a third party, you must sign an Authorization for Request/Release of Information Form, granting your permission.

BUILDING SAFETY

An environment conductive to learning and secure from interruptions and dangers will be maintained at all times. Therefore, State law requires all visitors to report to the office upon entering the building.

Movement Through Halls and On Stairs:

- Walk on the right side.
- Keep hands and feet to self.

Classroom:

- No talking during group instruction time - raise hand to talk.
- Use self-control.
- Bring needed materials to class.
- Respect property of others.
- Use time wisely.

VISITATIONS

Parent or Community Visitors:

The District encourages the community to visit the school buildings. **When visiting, be sure to report to the office to sign in.**

Morgan Local Schools is an *Ohio Reads* District and encourages parents and community citizens to be trained as school volunteers. Please contact your school principal if you are interested in serving as a volunteer. Volunteers are appreciated and welcome in our schools.

Please sign out when your visit has concluded.

Student Visitors:

Any student visiting from another school, within or from outside the Morgan Local School District, must get prior approval from the building Principal.

Classroom Visitations:

Any parent or community member wishing to make a classroom visitation must notify the principal prior to the visit.

Parties:

All parties must be approved by the building Principal prior to the event.

Pictures:

Individual student pictures are taken each year. The dates pictures will be taken are announced. The pictures are available for parents to purchase, if they desire.

VOLUNTEERS

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

LUNCHROOM OPERATIONS AND PROCEDURES

Breakfast is served each morning from the time students enter the building until classes begin. Lunch periods vary per class. Students may receive a school lunch or bring a sack lunch. Students bringing sack lunches are not permitted to use refrigerators in the kitchen. Glass bottles or containers are not permitted in the cafeteria. All food consumed during breakfast and lunch time must be eaten in the cafeteria. All students must wait their turn in line. They should be courteous, use quiet voices, and ask permission to use the restroom. All condiments and utensils should be properly used.

Students are to eat only from their own tray or lunch box, deposit all litter in wastebaskets, return all trays to the appropriate area, and leave the table and floor around them in a clean manner for others to follow. No drinks or food is to be carried from the lunch area.

The school lunch prices are as follows:

Breakfast	No Charge	
Lunch:	No Charge	
Adult Lunch:	$5.00	
Extra Milk	$0.50	Ala carte Menu Items: Prices Vary

TRANSPORTATION
School Bus Behavior

Going home with another student:

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

The safety and well-being of all students is our utmost concern. Therefore, safety regulations regarding school bus transportation are necessary.

To ensure safe operation of buses, it is necessary for student passengers' behavior to be orderly and cooperative. Drivers will require orderliness on the buses.

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

Special Note: Intradistrict and interdistrict transfer students must provide a written statement indicating their chosen mode of transportation to and from school.

Driver Responsibilities:

1. Drivers will remind students of their responsibilities and establish procedures for seating, loading, and behavior.
2. A driver shall have the authority to take such means as may be necessary to control the disorderly conduct of students.
3. Drivers will report discipline problems or bus damage to the principal for action.
4. A driver may request the principal to deny transportation for a time to a disorderly student. The principal may do so by notifying the parents and

Superintendent of his/her action.

5. Possession of tobacco products or alternative nicotine products will not be permitted.
6. Drivers are not permitted to make stops (other than for emergencies) at any place except pick-up points for students, as shown on the bus time schedule. Other stops can be made only when authorized by the principal or transportation supervisor.
7. Students will not be left on a bus unattended.
8. Drivers are to treat students and parents with dignity and courtesy in expectation that such treatment will bring the same behavior toward them.

Pupil and Parent Responsibilities:

1. Parents and pupils must assume that school bus transportation is a privilege to the student, not a right.
2. Pupils will ride on assigned buses. Parents must request in writing any deviation from this rule. Requests shall be made to the building administrator. In case of an emergency situation, the parent should contact the building administration to make other arrangements.
3. Pupils will ride their assigned buses to school and back home **an aternate stop form is filled out and on file with the transportation office.** Parents will assume the responsibility of the child when such a request is made and granted.
4. Parents are responsible for the safety and conduct of pupils while going to and from pick-up points and for their meeting the bus on schedule.
5. Buses operate on a time schedule as outlined by the transportation supervisor and approved by the Superintendent and District Board of Education.
6. Parents shall be held responsible for any damage to a bus caused by their children.
7. No radios, stereos, headphones or tape recorders are allowed, unless permission has been granted by the bus driver.
8. Eating and littering are not permitted on buses.
9. Drugs of any type, including alcohol, shall not be permitted on buses at any time.
10. Possession or the use of tobacco in any form is not allowed on the bus at any time.
11. Noise on the bus shall be kept to a minimum at all times to assure safety of operation.
12. Absolute quiet must be maintained at railroad crossings and other dangerous areas.
13. Nothing shall be thrown out of the bus nor anything held so it extends out of the window.
14. All parts of students' bodies shall be kept inside the school bus at all times.
15. While students are riding on the bus, animals, balloons, firearms, ammunition, explosives, or other dangerous materials or objects which may interfere with the safe operation of the vehicle shall not be transported.
16. Students may transport musical instruments, class projects, or articles if they can be held in the student's lap and do not block the driver's view.
17. No student shall stand up or be out of his/her seat in any fashion while the bus is in motion.
18. Students shall be required to perform rear door emergency evacuation drills. These will be supervised by the driver.
19. Students shall be waiting in an orderly manner at the assigned loading area (point of safety), to board the bus in the morning at least five minutes before the bus is scheduled to stop. No pushing or shoving is allowed when boarding the bus.
20. Students will sit two or three to a seat. Seats are to be assigned by the driver.

The number of passengers shall not exceed the manufactured rated capacity. No one is allowed to stand.

21. Electronic Devices are the responsibility of the student.Lost, stolen, or damaged items are not the responsibility of the school district.

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

Bus Discipline

Bus Conduct Reports

Drivers are to report student misbehaviors to the building principal and document by usage of the "BUS CONDUCT REPORT".

Student Bus Suspension Guidelines
Maximum: Up to Ten (10) School Days

1. Use of tobacco in any form
2. Fighting on the bus
3. Profanity
4. Striking the bus driver
5. Throwing objects on, at, or off the bus
6. Possession or consumption of alcohol, drugs or other intoxicating compounds
7. Departure from emergency exit
8. Destruction of bus property (5 days and payment of part damaged)
9. Failure to remain seated
10. Refusing to obey driver
11. Lighting matches
12. Hanging out of window
13. Spitting
14. Disobeying bus monitor
15. Bothering others
16. Vandalism
17. Sexual misconduct

PROCEDURES FOR ROUTINE STUDENT SUSPENSIONS FROM BUS

Suspensions will be determined at the time of the conference with the building principal and student. The principal shall use his/her discretion about whether or not to suspend and the length of suspension. Depending on the infraction, students may be subject to both school and bus discipline.

Special Note:
Principals may use an alternative method for suspension in special situations.

Verbal Warnings from the Bus Driver:
No bus conduct report issued.

First Rule Infraction:
Formal Warning. Parent/Guardian contacted by the driver or principal. A "Bus Conduct Report" marked first offense is issued. Conference with principal may be held.

Second Rule Infraction:

Student advised a "Bus Conduct Report" marked second offense will be issued. Depending upon the severity of the rule infraction, the student is suspended from riding the bus for one or more days. A letter to the parents/guardian stating the dates and reason of suspension is mailed.

Third Rule Infraction:
Length of suspension to be determined at the time of the meeting with principal, driver, and/or transportation supervisor. A "Bus Conduct Report" marked "third offense" mailed along with the letter to student's parent/guardian stating the dates of and reason for suspension is mailed.

Fourth Rule Infraction:
Possible five day bus suspension. Procedure for third rule infraction will be followed.

Fifth and any further rule infraction:
Possible ten day bus suspension. Procedure for third rule infraction will be followed.

Students will ~~not~~ **never** be **removed or** suspended from a bus until proper procedures have been followed and parents or guardians have been notified. Students suspended from one bus/vehicle are suspended from riding all district transportation.
SPECIAL NOTE: Under the Ohio Administrative Code #3301-82-20 titled General Rules we wish to emphasize the following two rules:

1. Animals, firearms, ammunition, weapons, explosives, or other dangerous materials or objects are prohibited on school buses.

2. Equipment such as music instruments, athletic uniforms, etc., which cannot be held by passengers in their seats, shall be stored in the rear of the bus. When it is necessary to transport such equipment concurrently with pupils, space shall be provided to comply with this rule without having standees in the bus. Equipment required in the assistance of children with disabilities shall be used and stored as required by local policies. A clear aisle to the exit doors must be maintained at all times.

RIDING HOME IN A VEHICLE OTHER THAN A BUS

All students being picked up by parents, siblings or others must be picked up at **the drop off point behind** the junior high. Students are not permitted to walk to the MHS parking lot from MJHS. Students must ride the bus to MHS and then walk to the student parking lot. This is a safety issue and the only way we can properly and safely manage student transportation.

SEARCH OF STUDENT'S PERSON OR PERSONAL PROPERTY BY SCHOOL PERSONNEL
Board Policy JFG-R

Building administrators/designees are permitted to search the person and personal property (purse, backpack, gym bag, etc.) of a student where there is reason to believe that evidence will be obtained indicating the student's violation of either the law or school rules. The following rules apply in such cases.

1. There should be reasonable suspicion to believe that the search will result in obtaining evidence that indicates the student's violation of the law or school rules.

2. Searches of a student's person are conducted by a member of the same sex as the student.
   Searches are conducted in the presence of another administrator or staff

member.

3. Parents of a minor student who is the subject of a search are notified of the search and are given the reason(s) for the search as soon as feasible after completion of the search.

4. When evidence is uncovered indicating that a student may have violated the law, law enforcement officials shall be notified.

5. Strip searches should be discouraged. A substantially higher degree of certainty (more than a reasonable belief) is required prior to conducting such a search. In cases in which school officials believe a strip search is necessary, law enforcement officials should be called to conduct the search.

PARENT DROP-OFF/PICK-UP PROCEDURES

In order to maintain a safe flow for cars and buses, parents/guardians are asked to follow the route around the building and drop off and pick up students behind or beside the school at the times specified below. Please refer to the map below for directions.

A. Morning arrival: Students can enter the building no earlier than 7:10 a.m. at the back cafeteria entrance, labeled as door # 4.
B. Afternoon dismissal: Students are dismissed at 1:50 p.m. and will exit through the north set of doors, identified as door # 2.

(insert picture)

STUDENT RIGHTS AND RESPONSIBILITIES
Board Policy JF

Students, like all citizens, have rights guaranteed by the Constitution of the United States. Most often, the First Amendment, which ensures the freedom of religion, speech, press, assembly, and petition, and the Fourteenth Amendment, which guarantees due process and equal protection, apply in the school environment.

The rights of an individual are preserved only by the protection and preservation of the rights of others. A student is responsible for the way his/her rights are exercised and must accept the consequences of his/her actions and recognize the boundaries of rights. Each exercise of an individual's rights must demonstrate respect for the rights of others.
These statements set forth the rights of students in the public school of the District and the responsibilities which are inseparable from these rights:

1. Civil rights, including the rights to equal educational opportunity and freedom from discrimination and the responsibility not to discriminate against others.

2. The right to attend free public schools; the responsibility to attend school regularly and to observe the school rules is essential for permitting others to learn at school.

3. The right to due process of law with respect to suspension and expulsion.

4. The right to free inquiry and expression and the responsibility to observe reasonable rules regarding these rights.

5. The right to privacy, which includes privacy in respect to the student's school records.

As part of the educational process, students should be made aware of their legal rights and of the legal authority of the Board to make rules and delegate authority to its staff to make rules necessary for the orderly operation of the schools.

ZERO TOLERANCE POLICY

Morgan Local School District has adopted a zero tolerance student conduct policy. This may be viewed at your school in the Principal's office.

HAZING AND BULLYING
Board Policy JFCF

Morgan Middle School is committed to eliminating and preventing all forms of harassment. Hazing, bullying behavior and/or dating violence by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Hazing, bullying and/or dating violence means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through

the use of any District-owned or operated communication tools, including by not limited to District e-mail accounts and/or computers; on school-provided transportation or at any official school bus stop.

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

1. Physical violence and/or attacks;
2. Threats, taunts and intimidation through words and/or gestures;
3. Extortion, damage or stealing of money and/or possessions;
4. Exclusion from the peer group or spreading rumors
5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as "cyber bullying"), such as the following:

a. Posting slurs on web sites, social networking sites, blogs or personal online journals;

b. Sending abusive or threatening e-mails, web site postings or comments and instant messages;

c. Using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and

d. Using web sites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate gossip and rumors to other students.

6. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

Formal Complaints

Students and/or their parents or guardians may file reports regarding suspected hazing, harassment, intimidation, bullying and/or dating violence. The reports should be written. Such written reports must be reasonably specific including person(s) involved; number of times and places of the alleged conduct; the target of suspected harassment, intimidation and/or bullying and the name of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator.

Informal Complaints

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

Anonymous Complaints

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

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

Any student found guilty of bullying, harassment or hazing could be assigned to AEP, OSS, or recommended for expulsion. The student's parent(s) will be notified.

All incidents will be reported to the Superintendent of Morgan Local Schools and law enforcement may be notified.

STUDENT HARASSMENT
Board Policy AC

Harassment of a student(s) by other students or any member of the staff is a violation of Federal law and is contrary to the Board of Education's commitment to provide a physically and psychologically safe environment in which to learn.

In addition to sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, harassment shall also include any speech or action that creates a hostile, intimidating, or offensive learning environment.
Furthermore, please be advised that Morgan Local School District prohibits retaliation against any individual who has filed a complaint, such as a racial or a sexual harassment complaint, or assisted with an investigaition under Title VI.

SEXUAL HARASSMENT

Students who engage in sexual harassment on school premises or off school premises at a school-sponsored activity will be subject to appropriate discipline, including suspension or expulsion. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to, the making of written or spoken sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, unwanted touching, patting, pinching, pushing the body, or pressure to engage in sexual activity.

RACE/GENDER/ETHNIC/RELIGIOUS/DISABILITY/HEIGHT/WEIGHT HARASSMENT

This includes written or oral innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national or racial origin, religious beliefs, etc., conducting a "campaign of silence" toward a a fellow student, placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures, or any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student.

REPORTING HARASSMENT

Any student who believes that he/she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District should promptly contact his/her principal. The student may make contact either by a written report or by telephone or personal visit, providing the name of the person(s) whom he/she believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly and forwarded to the principal. Each report received by the principal or Superintendent as provided above, shall be investigated in a timely and confidential manner. Information is not to be released to anyone who is not involved with the investigation, except as may be required by law. Some forms of sexual harassment of a student by another student may be considered a form of child abuse which would require that the student-abuser be reported to proper authorities in compliance with State law. All students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against fellow students, a staff member, or others associated with the District.

Non-Discrimination

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

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

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

STUDENT CODE OF CONDUCT

"For the benefit of the child, the Board believes that parents have a responsibility to encourage their child's career in school by: (1) supporting the schools in requiring that their child observe all rules and regulations, and by accepting responsibility for their child's willful in-school behavior; and (2) sending their children to school with proper attention to his/her health, personal cleanliness, and dress." (MLSD Policy Manual, Section IGBL).

In accordance with the philosophy of the Morgan Local Board of Education, the schools have developed a procedure to discipline students. Discipline is a necessary part of the educational process. The following code sets forth limits which prohibit certain types of conduct by students and are applied as follows:

- On school grounds or immediately before or immediately after school hours when in the jurisdiction of the school; or
- On school grounds at any other time when the school or school property is being used by a school group, or for school sponsored supervised activities; or
- Off the school grounds at a school sponsored activity, function, or event; or
- While riding the school bus on regularly scheduled runs and to or from extra-curricular activities and field trips including athletic transportation.

Student Discipline Infractions

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

1. **Disruption of School**

   Students should respect the school, the staff, and students. A student shall not by use of violence, force, noise, coercion, threat, false alarm, intimidation, fear, active or passive resistance, or any other conduct, intentionally cause the disruption or obstruction of any process or function of the school or urge other students to engage in such conduct.

   The following acts are prohibited:

A. Occupying any school building, school grounds, or part thereof, with intent to deprive others of its use.

B. Blocking the entrance or exit of any school building, corridor, or room therein, with intent to deprive others of lawful access to or from or use of such stated areas.

C. Tampering with the fire alarm system, fire fighting equipment, or emergency alarm. Setting fires or damaging any school building or property.

D. Preventing students from attending a class or school activity.

E. Blocking normal pedestrian or vehicular traffic.

F. Continuously and intentionally creating noise or acting in any manner so as to interfere with any process or function of the school.

G. Bring objects or materials to school which could distract or disrupt the educational process. These items include, but are not limited to: electronic games, radios, cassettes, cards, toys, games, or other items not necessary to the educational process.

H. A student shall not display or possess symbols, objects, colors, or illustrations which could be considered street gang related. This prohibition includes, but is not limited to, all hand gestures, drawings, and written correspondence that may be deemed real or imitation.

I. Dressing in a manner so as to interrupt the normal operation of the school day. See dress code.

2. **Disruption of Class**

A student shall not continuously or intentionally create noise or behave in any manner which interferes with a teacher's ability to conduct his/her classroom.

3. **Failure to Follow Cafeteria Procedures**

A student shall not intentionally fail to follow cafeteria procedures, comply with the request of the cafeteria supervisor, or behave in any manner which could interfere with the smooth operation of the cafeteria.

4. **Forgery**

A student shall not illegally possess, use, transmit, or conceal authorized school forms. A student shall not falsely use the name of any person, nor falsify times, dates, grades, addresses, nor any other data on school forms, nor any correspondence to or from the school.

5. **Disrespect**

A student shall not display any type of disrespect toward teachers or other school staff, including but not limited to threatening, name calling, severe back-talk, use of inappropriate language or harassment.

6. **Excessive Tardiness**

A student shall not arrive at school after the bell signaling the start of the school day.

7. **Insubordination**

A student shall not fail to comply with the reasonable instruction or request of teachers, substitute teachers, administrators, or other authorized personnel during any period of time when he/she is under the authority of school personnel. This includes school rules, either written or verbal, and class rules given to the students in writing or as displayed in the room by each classroom teacher or any reasonable verbal request of a school employee exercising his/her assigned duties.

8. **Damage or Destruction of School or Private Property**

A. A student shall not cause or attempt to cause any damage or defacing of school property.

B. A student shall not cause or attempt to cause damage to private property, including that of other students, teachers, administrators, or other school employees.

NOTE: Students and/or their parents or guardians will be held financially responsible for any vandalism, damage, or destruction the student commits against school or private property. Remuneration for the complete restoration of the damage will be required. Legal action may also be taken if vandalism is of a criminal nature.

9. **Theft of School or Private Property**

A student shall not steal or attempt to steal school or private property including that of other students, teachers, administrators, or other school employees.

10. **Possession of Lost or Stolen Property**

A student shall not be in possession of any property belonging to anyone other than themselves without the specific permission of the owner.

11. **Possession of Obscene Materials**

A student shall not display or possess words, objects, pictures, photographs, videos or illustrations that could be considered immodest, lustful, indecent, obscene or lewd while under the jurisdiction of the school. Nor shall a student share such materials with another student.

12. **Use of Profanity**

A student shall not use profanity or obscene language, either written or verbal, in communicating with faculty, students, or any other person while under the jurisdiction of the school. This prohibition includes the use of obscene gestures, signs, pictures, or publications.

13. **Indecent/Lewd Behavior**

A student shall not by any means, including verbal, written, gesture, or dress/appearance, behave in a manner which could be considered immodest, lustful, indecent, or lewd while under the jurisdiction of the school.

14. **Sexual Harassment**

A student shall not by any means (including but not limited to comments, gestures, illustrations or physical contact) suggest, invite, or encourage any type of sexual activity. Nor shall a student make reference to sexual activity, attitudes, physical attributes, or characteristics which could be considered offensive, lustful, indecent, or lewd.

15. **Race/Gender/Ethnic/Religious/Disability/Height/Weight Harassment**

A student shall not by any means make written or oral innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, sexual orientation, national or racial origin, religious beliefs, anti-Jewish or Nazi symbols, etc., nor conduct a "campaign of silence" toward a fellow student, or place objects, pictures, or graphic commentaries in the school environment or make insulting or threatening gestures, or any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student.

16. **Intimidation/Aggressive Behavior or Threats**

A student shall not by means of physical contact (touching or pushing), invasion of personal space, loud voice, or aggressive language attempt to influence the behavior or attitude of a fellow student, school employee, or any other person.

17. **Fighting (Shared Responsibility)**

A student shall not attempt to resolve a conflict through active physical means.

A. 1st Offense- 3-10 days AEP and/or Out-of-School Suspension, or recommended for expulsion.
B. 2nd Offense- 5-10 days AEP, and/or Out-of-School suspension, or recommended for expulsion
C. 3rd Offense- 10 days AEP, or Out-of-School Suspension, or recommended for expulsion.

18. **Physical Assault (Sole Responsibility)**

A student shall not cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably be anticipated to cause physical injury to a fellow student, school employee, or any other person.

19. **Dangerous Weapons or Instruments**

A student shall not possess, handle, transmit, or conceal any object which is considered a dangerous weapon or an instrument of violence. Examples of such instruments include, but are not limited to firearms, ammunition, fireworks, knives, chemicals, explosives, or any other dangerous object of no use to the pupil in school. This ban extends to all "look alikes" and counterfeits of dangerous weapons or instruments and includes all toys and replicas of such devices.

20. **Physical Contact/Harassment/Horseplay/Potential Harmful Activity**

A student may not, by means of physical contact, harassment, or horseplay, engage in activity that is potentially harmful to others. Furthermore, physical

contact of any kind is prohibited.

21. <u>Electronic Devices/Cell Phones</u>

1. ***Cell Phone Use is Prohibited During School Hours***

- Students may not use cell phones from the time they arrive on campus until the end of the school day (including lunch and recess).

- Phones must be **turned off** and **stored in backpacks or lockers**—not in pockets or on desks.

2. **Emergency Contact**

- If a parent needs to reach a student, they should contact the school office.

- Students may use the office phone if they need to contact a parent or guardian.

3. **Consequences for Violating the Policy**

- **First Offense:** Verbal warning and phone confiscated for the day; student picks it up after school.

- **Second Offense:** Phone confiscated and held in the office; parent/guardian must pick it up.

- **Third Offense:** Phone confiscated; meeting with parent/guardian that further phone violations will result in not being permitted to bring phone to school at all.

4. **Exceptions**

- Students with documented medical needs requiring phone use must inform the school administration.

5. **Smartwatches, Earbuds, Air Pods, and Other Devices**

- Devices with texting, calling, or listening capability are considered under the same rules as phones.

<u>Electronic Devices/Cell Phones</u> (regarding use during extra-curricular activities)

Students are prohibited from from using electronic devices to capture, record, or transmit audio or images (i.e. picture/video), of any student, staff member, or any other person on school property or while attending a school-related activity, without an expressed prior notice and explicit consent for the capture, recording or transmission of such audio or images. Using an electronic device to capture, record, or transmit audio or images of an individual or group without his or her consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use of an electronic device to violate the privacy rights of another person may have their device confiscated. Other consequences such as suspension may apply at the

discretion of the administration.

22. Tobacco Products

The Morgan Local Board of Education *prohibits the smoking, use or possession of tobacco in any form including, but not limited to, cigarettes, cigars, clove cigarettes, chewing tobacco, snuff, alternative nicotine products, electronic cigarettes vape pens, vape oil and any other forms of tobacco by any student in any area or vehicle under the control of the District or any activity supervised by any school within the District. JFCG of the Bylaws and Policies of Morgan Local School District.*

1st Offense – Three days in AEP. Completion of tobacco intervention program**. Referral to the Morgan County Sheriff for a citation.**

2nd Offense – The student will be assigned to five days of AEP with a referral to the Morgan County Sheriff for a citation.

3rd Offense – The student will be assigned to seven days of AEP or OSS with a referral to the Morgan County Sheriff for a citation.

4th and Subsequent Offenses – The student will receive ten days of OSS with a recommendation for expulsion to the superintendent and a referral to the Morgan County Sheriff for a citation.

Any student attempting to sell or selling a tobacco product will receive five days of AEP for the first offense, five days of OSS for the second, and ten days of OSS with a recommendation for expulsion for the third offense.

23. **Alcoholic Beverages, Inhalants, Narcotics, Drug Instruments and Counterfeit or Look-alike Drugs**

A. A student shall not possess or conceal any alcoholic beverage, inhalant, narcotic, drug, drug instrument, counterfeit drug, or look-alike drug.

A student should not use or show evidence of consumption of any alcoholic beverage, inhalant, narcotic, drug, or look-alike.

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

B. A student shall not sell or transmit any alcoholic beverage, inhalant, narcotic, drug, drug instrument, counterfeit drug, or look-alike. The prohibitions above include prescribed and non-prescribed medicines, chemical preparations, inhalants, plants, seeds, or derivatives thereof, as well as hallucinogens, barbituates, or

amphetamines. These prohibitions also include any substance which could be considered a substitute or counterfeit or look-alike for the aforementioned substances.

24. Class Cuts/Leaving Class Without Permission

A student shall not be absent from any class or properly assigned area without proper school authorization. After arriving on school property, a student shall not leave without proper school authorization.

25. Gambling

A student shall not gamble for money or valuables, buy, sell, or trade items, or exchange money with other students while under the jurisdiction of authorized school personnel. No student, while involved in any portion of the school day and/or school activity, shall possess or use any gambling devices.

26. Displays of Affection

A student shall not participate in displays of affection (kissing, embracing, holding hands) on school grounds before, during, or after normal school hours.

27. Cheating/Plagiarism/Academic Misconduct

1. Cheating at Morgan Middle School is a severe offense that will not be tolerated, as it is contrary to the mission statement of MMS. Cheating is defined as copying any tests, quizzes, assignments (and parts therein) that may include, but are not limited to, work sheets, papers, projects, etc., from other students, or using any other mode to cheat, such as answers written on hands, photos taken of the test, etc. Cheating also includes plagiarism.

We, however, will not punish students by assigning an "F" or a lower grade. Students will be able to take a different test or complete a similar assignment for full credit within a reasonable amount of time to be determined by the teacher. Students who help other students cheat will also face disciplinary action.

2. Plagiarism – *In an instructional setting, plagiarism occurs when a writer deliberately uses someone else's language, ideas, or other original (not common-knowledge) material without acknowledging its source.*

Council of Writing Program Administrators
http://www.wpacouncil.org

Students who plagiarize will be required to redo their work to the satisfaction of their teacher. Furthermore, students who plagiarize will be punished based on the severity and frequency of the offense.

28. Pornography

A student shall not possess, share, or disseminate pornography in any form or medium.

29. Name Calling

A student shall not call another student derogatory and/or offensive names.

30. Failure to Serve Discipline

A student must serve his/her assigned discipline/punishment.

31. Failure to Complete Assigned Work

A student must complete all assignments to the satisfaction of his/her teacher.

32. Loitering or Being Out of an Assigned Area

A student shall not loiter in the hallways or other area of the building. A student must remain in his/her assigned area unless he/she has written permission from a school employee.

Administration of Student Code of Conduct

Disciplinary procedures for violations of the Code of Conduct will be determined by the administrative staff. Depending upon the severity and frequency of violations, the following will be used to resolve the issue. In all situations due process will be followed:

- Conference(s) between teacher and student.
- Referral to administration for a conference which could include teachers, school counselor and/or parents.
- Lunch Detention
- After School Detention (ASD)
- Alternative Educational Placement (AEP)
- Saturday School (SS)
- Out-of-School Suspension (OSS)
- Referral to Student Assistance Services
- Expulsion from School
- Referral to an appropriate agency or juvenile court.
- Court-Ordered Educational Facility
- Deny Out-of-Class Privileges

LUNCH DETENTION

Lunch detentions may be assigned by the administration **or teacher** for a violation of the Student Code of Conduct. These are served during the student's regular lunch time. Failure to report to detention will result in either additional detentions or other disciplinary action under the Student Code of Conduct.

AFTER-SCHOOL DETENTION

An after school detention may be assigned by the building administration. This would be held in an assigned room at the school. Parents receive written notification of a detention and attendance is required for any student who is assigned. Failure to attend will result in disciplinary action under the student Code of Conduct. Transportation is the responsibility of the parent/guardian.

ALTERNATIVE EDUCATIONAL PLACEMENT (AEP)

Students who are in violation of the Student Code of Conduct may be assigned to Alternative Educational Placement (AEP) at MHS at the discretion of the administration. AEP will be held under the following guidelines.

1. **AEP** will be held at Morgan High School and students are to report to the office immediately after exiting the bus or other means of transportation**.** Parents/guardians will be notified by mail of this disciplinary measure

2. Students will be met by the **AEP** supervisor, who will take them to breakfast on to the **AEP** room. Students will need all textbooks, supplies, and materials necessary to complete all assignments provided by their teachers or the **AEP** supervisor. Assignments completed during **AEP** will be graded by the teacher who provides the assignment, and students will receive credit for all work completed.

3. Students assigned to **AEP** will be given the opportunity to use the restroom one time in the morning and one time in the afternoon.

4. All lunches will be eaten in the **AEP** room.

5. Attendance is required for any student who is assigned. Failure to attend will result in disciplinary action under the Student Code of Conduct.

6. Students who fail to cooperate in AEP may be assigned additional days by a MMS administrator.

OUT-OF-SCHOOL SUSPENSION (OSS)

Students may be suspended from school for violations of the Student Code of Conduct after proper due process hearings. Suspensions will take effect the following day, but parents/guardians have seventy-two hours to appeal the suspension. Students are not allowed to attend any school function or be on school property until the day following the last day of the suspension.

Students will be given an opportunity to complete all assignments missed during an Out-of-School Suspension. The number of days of suspension will equal the number of days allowed to complete all work. All work not completed may be recorded as a zero (0).

TOLERANCE AND RESPECT

Tolerance and respect for differences in others shall be shown toward all students and adults at all times in Morgan Local Schools.

Unacceptable behavior is any comment or action that embarrasses, ridicules, or demeans others under any circumstance including, but not limited to, race, religion, gender, national origin, physical stature, and mental/emotional capacity.

Students unable to accept these parameters will be subject to the building discipline code (i.e., detention, suspension, AEP/OSS, recommended expulsion) at the discretion of the building principal. The student/students will be required to participate in an intervention activity such as group and/or individual learning, conflict resolution, peer mediation, tolerance and respect issues as provided by the appropriate school personnel.

STUDENT ASSISTANCE PROGRAMS
Board Policy JHB

The Superintendent is authorized to establish one (1) or more assistance programs for students which provide for effective intervention in areas such as substance abuse, crisis situations, and other situations which have impact on students' emotional mental, and/or social well-being and affect their ability to benefit from educational experiences.

THE OHIO PARENT INFORMATION AND RESOURCE CENTER

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

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

Parents and community members may contact any of the agencies listed above by calling 1-866-253-1829 (toll free) or by logging on the Ohio Department of Education's website at www.ode.state.oh.us/students-families-communities. Your child's school also has a variety of resources available for parents. Please contact your building's principal with any request for information about student services, or contact the Central Office at 740-962-2377.

SCHOOL DANCES

The only students permitted to attend ALL MMS dances are middle school students who are enrolled at MMS or are home-schooled in Morgan County. High school and elementary students are not allowed to attend MMS dances with the exception of MHS students who have been asked to help. Furthermore, the school dress code and code of conduct apply to all dances.

ANNUAL NOTICE REGARDING ASBESTOS

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retarding capabilities. Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems, since as cancer and asbestosis.

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA), which requires schools to be inspected to identify any asbestos containing building materials. Suspected asbestos-containing building materials were located, sampled (or assumed) and rated according to condition and potential hazard. Every three years, Morgan Local Schools has conducted a re-inspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM.

The law further requires an asbestos management plan to be in place by July 1989. Morgan Local Schools developed a plan, as required, which has been periodically updated. The plan has several ongoing requirements: publish a notification on management plan availability and the status of asbestos activities; educate and train its employees about asbestos and how to deal with it; notify short-term or temporary workers on the locations of the asbestos containing building materials; post warning labels in routine maintenance areas where asbestos was previously identified or assumed; follow set plans and procedures designed to minimize the disturbance of asbestos containing building materials; and survey the condition of these materials every six months to assure that they remain in good condition.

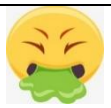
The following buildings contain no asbestos-containing building materials; therefore, no operations and maintenance programs or future inspections are required: East Elementary, South Elementary, West Elementary, Morgan Junior High, and Morgan High School.

It is the intention of Morgan Local Schools to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan in school district administrative office. The Maintenance Supervisor, Greg Moore, is our designed asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to him.

Students with Food Allergies and/or Special Dietary Needs

The Morgan Local School District is happy to accommodate students with special dietary needs. Students must provide written medical documentation from the treating physician in order to provide for this accommodation. Students with food allergies also must provide written documentation from their doctor. This documentation includes, but is not limited to, a statement of what the allergy is, what dietary changes from the traditional school meal are necessary, and what specific foods must be omitted or substituted. This documentation should be given to your child's cafeteria manager, classroom teacher, principal, and school nurse. At the beginning of each school year or at the time of enrollment, parents are responsible for communicating any special dietary needs of their child, including food allergies, to the district. Food allergies can be life threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work with students, parents/guardians, and physicians to minimize risks and provide a safe educational environment for food-allergic students.

GUIDELINES FOR KEEPING SICK CHILDREN HOME FROM SCHOOL

Please keep student home from school if he/she has:		**May return to school if he/she:**
A **fever**- temperature of 100°F		Has been without a fever for 24 hours without the assistance of medication (Tylenol, Motrin, Advil)
Vomiting— two or more times in 24 hours.		Free from vomiting for 24 hours
Diarrhea— three or more loose watery stools in 24 hours.		Free from diarrhea for 24 hours.
Body rash with severe itching and fever.		Free from rash, itching or fever, and have been evaluated by my healthcare provider with a note permitting return to school.
An Eye infection- eye/eyes are red itching and/or painful with pus draining from the eye (green,		Eyes are clear without drainage. Has completed 24 hours of antibiotic treatment and a note from the doctor.

yellow, white discharge).		
Sore throat with a fever or swollen glands.		Fever free without assistance of medication (Tylenol, Motrin, Advil). Completed 24 hours of antibiotics if strep or scarlet fever. A note from doctor permitting return to school.
Hospital stay or ER visit		When released by medical provider with note indicating return to school date noting any limitations.

SOME "HEALTHFUL" TIPS FROM THE NURSE'S OFFICE:

- **Medication forms (prescription and non-prescription) are located on the district's website.**
- It is an Ohio state law that all medications must be brought in by a parent or guardian with signed orders in their original containers.
- A change of clothes is a good idea if you work during the day or are far from home. Spills/accidents happen!
- If you have a phone number change please contact the school. It is important to have current numbers in case of emergencies.
- If your child has a fever above 100 please have them stay home and rest for 24 hours before returning to school.
- Please inform the school if your child has food allergies and has an Epi-Pen.

HANDWASHING IS THE BEST WAY TO PREVENT THE SPREAD OF GERMS!