

## Meigs Middle School Student/Parent Handbook

### Sec. A.1. Purpose

*This handbook will help students and their families understand the purpose and goals of the school. In order to help provide a safe and productive learning environment for students, staff, parents and visitors, the Meigs Local Board of education publishes this updated Student/Parent Handbook annually to explain students' rights, responsibilities and consequences for misbehavior.*

*Parents are encouraged to take time to review and discuss the information and guidelines in this handbook with their school-age children. Teachers will also review this handbook with the students at the beginning of the school year.*

*We thank you in advance for your time in reading and becoming familiar with the important information in this handbook. **Complete by-laws and policies of the district can be accessed on the district's website @ [www.meigslocal.org](http://www.meigslocal.org).** If you have any questions, please call the middle school office @ 740-992-3058 so that we may work together to address any concerns.*

*Ms. Vickie Jones, Principal & Mr. Dave Deem Asst. Principal*

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**MEIGS LOCAL SCHOOL BOARD 2013-2014**

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District Office - 740-992-2153

**MEIGS LOCAL DISTRICT VISION STATEMENT**

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

**DISTRICT MISSION STATEMENT**

The Meigs Local School District, a rural school district comprised of students with various abilities and backgrounds, makes the commitment to empower students with capabilities to become life-long learners and productive citizens in a global society.

**DISTRICT BELIEFS**

1. Our schools will provide a varied and diverse curriculum based on and not limited to identified standards, using best instructional practice to ensure lifelong learning.
2. Our schools will consistently adhere to high moral principles, valuing individual self-worth, dignity and rights that will be respected by all in a safe, secure, nurturing environment.
3. We believe the students, families, schools and community share the responsibility for education.
4. We will strive for the highest level of achievement recognizing that each student is unique, with individual talents, needs and learning styles.

**MEIGS MIDDLE SCHOOL VISION STATEMENT**

We envision an educational environment that encourages explorations, creativity, innovation, and change with sufficient resources necessary to meet the needs of all students in order to enhance a successful learning environment.

**MMS MISSION STATEMENT**

The mission of Meigs Middle School is to ensure equal educational opportunities for all students to acquire knowledge, understanding, skills, attitudes, and responsibilities for life-long success in the twenty-first century.

**MMS BELIEF STATEMENTS**

Individuals in the Meigs Middle School will reflect these core values:

**Integrity**

We will consistently adhere to high moral principles, valuing individual self-worth, dignity and rights that should be respected by all.

**Respect**

We will honor others and ourselves while valuing individual rights, beliefs, property and belongings.

**Cooperation**

We will work in collaboration with students, parents, staff and community to focus on the growth and development of each individual.

**Work Ethic**

We will demonstrate diligence and perseverance to achieve our best.

**Educational Environment**

We will ensure an environment which fosters honesty, respect, acceptance, equal opportunity and open communication in a safe, orderly and enjoyable atmosphere.

**Responsibility**

We believe the community, families, and schools share the responsibility for education.

**Accountability**

We believe students should be held accountable for their own behavior and should share the responsibility for their own learning

**Excellence**

We will strive for the highest level of achievement recognizing that each student is unique, with individual talents, needs and learning styles.

## **Sec. B. 1. ATTENDANCE**

The educational program offered by the District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned. Board policy requires a written statement of the cause for absence in accordance with the above statute. Absence excuses must be presented to the school secretary upon the student's return.

**Excusable reasons for absence** which must be explained in writing and signed by the student's parent include:

- A) **Personal illness**-the principal may require a doctor's confirmation if deemed advisable (see below)
- B) **Illness in the Family Necessitating the Presence of the Child**-the principal may require a doctor's confirmation and an explanation as to why the child's absence was necessary
- C) **Quarantine of the Home**-this is limited to the length of the quarantine per health officials
- D) **Death in the family**-this is limited to three days unless a reasonable cause may be shown for a longer absence
- E) **Necessary Work at Home Due to Absence or Incapacity of Parent(s)/Guardian(s)**- this applies only to children over age fourteen and for no longer than five days
- F) **Observation or Celebration of Bona Fide Religious Holiday**- consistent with personal belief/creed
- G) **Absence During the School Day for Professional Appointments**-Parents are encouraged to schedule dentist, doctor, legal, and other necessary appointments at times other than during the school day. If absent for one of these reasons, upon return the student shall:
  - 1. have a statement to that effect from his/her parents
  - 2. bring a signed statement from the doctor, dentist, lawyer, counselor, or court official to the effect that he/she reported promptly for the appointment
  - 3. report back to school immediately after the appointment if school is in session
- H) **Emergency or Other Set of Circumstances**-Superintendent shall determine

### **Notification of Absence**

**When a student misses school, s/he is considered absent-unexcused until an acceptable written excuse is received.** We recommend calling the school between 7:30 and 9:00 a.m. to report your child will be absent; however, a written excuse is still required upon their return to school. On the day of absence, an auto-dial system may call the student's home to verify the absence.

Letters will be mailed home to notify parents when students reach a total of **five or more** days absent after the first quarter. The school will continue to notify parents as absences increase. After the **fifth** absence per semester or **tenth** absence per year, the student must have a **doctor's excuse** or it is an unexcused absence. Accumulation of four (4) unexcused absences will result in a referral to the appropriate legal authority regarding the responsible person for the student's attendance. **Absences in excess of 18 days, whether excused or unexcused,** may cause the student to be retained at the present grade level or placed in the next grade level.

### **Student Vacations during the School Year**

The District will only approve a student's absence for a vacation when s/he will be in the company of his/her own parent but not other students' parents, unless there are circumstances deemed appropriate by the principal. The student may be given approximate assignments and materials/pages to be completed. If a student is absent for any other type of vacation, s/he will be considered unexcused and subject to truancy regulations. **Vacation forms must be completed and signed by parents with approval from the administration two weeks prior to scheduled vacation.**

### **Truancy (Policy 5200)**

A student shall be considered truant each day s/he is absent without an acceptable excuse from his/her assigned location. The disciplining of truant students shall be in accord with Board policies and due process (as defined in Policy 5611) and the Student Code of Conduct.

### **Tardiness**

**Students not in homeroom by 7:50 a.m. are considered tardy.**

Students reporting late to school must report to the office to sign in with one of the following:

- \*\* A parent or guardian to sign them in or an appropriate written excuse from the parent/guardian.
- |  |   |
|--|---|
| Arrivals before 10:45 = 1 tardy          | Arrivals after 10:45 = ½ day A.M. absence |
| Departures before 10:45 = ½ P.M. absence | Departures after 10:45 = P.M. tardy       |

## **Make-up Work**

It is the student's responsibility to see every teacher upon returning to school to obtain missed work and return the work to the teacher. This should be done the day the student returns to school. The time allowed to complete the work will be the number of days missed plus one.

## **Sec. B. 2. ACADEMICS**

The principal, assistant principal and guidance counselor are responsible to schedule appropriate classes for all students. Any questions regarding class assignments should be discussed with the principal. Schedules are provided at the beginning of the school year. Schedule changes will only be made with administrative approval. All schedule changes will be handled by the assistant principal or guidance office.

Gifted Education and Identification is established in a TAG program. Please refer to Ohio Revised Code Sections 3324.03-3324.07 as well as board policy information on the district's website. A copy of the Gifted Education program is also available by contacting the school.

### **Grading:**

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

Band students will receive a grade. Meigs Middle school uses the following grading system:

100-90 = A = Excellent achievement	59 and below = F = Below passing
89-80 = B = Good Achievement	I = Incomplete
79-70 = C = Satisfactory achievement	
69-60 = D = Minimum acceptable achievement	

- **Incomplete policy**- An incomplete in any nine-week grading period must be made up during the next grading period. If the incomplete is carried through an entire following quarter without any arrangements being made with the teacher or guidance counselor, then the nine-week's grade of 50%/F will be reported on the student's report card and permanent folder.
- **Grade cards** will be distributed at the end of every nine-week period. Students who owe fees or books may have grade cards/records held until the fees are paid or books returned.
- **Promoted, Retained or Placed** will be indicated on final grade cards. Verbal conversations with MMS staff will not be used as a basis for grade level status. A copy of the promotion/retention policy is available from the office or may be accessed from the district's website.

### **Regarding Grades:**

Students with all 'As' will be recognized as "All 'A' MMS Honor Roll"

Students earning 'As' and 'Bs' will be recognized on the "MMS Honor Roll"

Recognition ceremonies will be held throughout the school year and Honor Rolls are printed in the local newspaper. An academic reception is held each spring to honor students who have excelled in these and other areas throughout the school year. Honors will include All "A" Honor Roll or "A/B" Honor Roll for the first three quarters of the school year as well as other areas of recognition.

### **Promotion:**

A student will be promoted to the succeeding grade level when s/he has:

- A. completed the course and State-mandated requirements at the presently assigned grade level;
- B. in the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- C. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade.

### **Retention:**

A student may be retained at his/her current grade level when s/he has:

- A. in the opinion of the professional staff, failed to achieve the instructional objectives set forth at the current grade level that are requisite for success at the succeeding grade level;
- B. scored below proficient level on any State-mandated test.
- C. been absent from school in excess of eighteen days for the school year

**Placement** at the next grade level may occur when retention would no longer benefit the student. Placement may come as a result of excessive absences and/or failure to satisfactorily meet course and state-mandated requirements at the presently assigned grade level. In some cases, placement at the next grade level may

occur following successful completion of a summer school course(s) recommended by the school's administration. Payment for any summer courses will be the responsibility of the student's family.

### **Sec. B. 3 CO-CURRICULAR/EXTRA CURRICULAR ACTIVITIES**

Organizations/clubs are formed early in the year. Activities include yearbook, newspaper, Teen Institute, Talent Search, and Fellowship of Christian Students. Students are encouraged to join and take part in the school's activities. New organizations may be formed with the permission of the principal and sponsorship of a faculty member.

### **Sec. B. 4 ATHLETICS**

Students wishing to participate in athletics **must maintain passing grades in a minimum of five courses** of all subjects taken in the preceding grading period. Also, the following must be on file:

- 1) Athletic registration
- 2) Medical history and physical card
- 3) Insurance verification
- 4) Consent to random drug screening

An athlete must be counted present at school **all day** in order to participate in an athletic contest or to practice. An athlete must be present the entire day after an athletic contest in order to be eligible to participate/play in the next scheduled practice/contest. In order to be counted present all day, student-athletes must report to homeroom by **7:50 a.m.** and remain in school until dismissal. Student tardies will follow the guidelines listed on page 9 for accumulation of school tardies as well as possible social probation outlined on page 7. Students who do not dress/participate in physical education will not be allowed to practice or play in a game on that day. If there is an evening game/activity, students are expected to go home and then return for the activity. Permission is required from the coach and the administration to do otherwise. Transportation to athletic contests is provided for the team. Team members are expected to ride the bus both to and from the games. Coaches may permit athletes to ride home with parents **IF** a written request is supplied to the coach and/or permission is confirmed on the coach's sign-out sheet.

Athletic programs at the middle school include:

- |        |  |
|--------|--|
| Fall   | Football, Volleyball, Cheerleading, Cross Country, & Archery (not OHSAA program) |
| Winter | Boys' and Girls' Basketball, Wrestling   |
| Spring | Boys' and Girls' Track, Boys' and Girls' Golf                                    |

Student athletes will receive an athletic handbook with written guidelines regarding participation. These guidelines are to be followed by each participant to allow for optimum effectiveness and operation of all athletic programs within the school. Check the district website for additional information on athletics.

### **Sec. C. 1. STUDENT CODE OF CONDUCT EXPECTATIONS FOR BEHAVIOR**

In order for students to receive the best academic experience at Meigs Middle School, the district expects them to maintain high standards of behavior. Students are expected to:

1. Attend school on a regular basis, consistent with the attendance policy of the district.
2. Be prompt, attentive and courteous to adults and fellow students in the classrooms.
3. Demonstrate respect for oneself, and for the rights, safety and property of others.
4. Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background.
5. Complete assigned tasks on time and as directed.
6. Refrain from public displays of affection, such as kissing, or physical disagreement-**HANDS OFF!**
7. Follow the directions of appropriate persons of authority.
8. Remain free from the influence of drugs, alcohol and tobacco.
9. Behave in a manner consistent with all safety rules and regulations.
10. Model the characteristics of good citizenship while enroute to, during and after school.
11. Cooperate with the staff to help maintain a safe, friendly, productive school environment that allows teachers to communicate effectively with all students in the class and, in return, all students the opportunity to learn.
12. Follow all rules of the school and board of education.

Students who reflect these *Expectations for Behavior* fulfill a major component of the educational program at Meigs Middle School which is to prepare them to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards.

## Sec. C.2 TYPES OF DISCIPLINARY CONSEQUENCES

Teachers will post a concise list of classroom rules and handle the initial discipline of infractions through consequences determined by the teacher. Classroom rules may include having all necessary supplies (pencils, paper, textbook) and assignments, being on time to class, appropriate language/behavior, etc. With repeated infractions of classroom rules, teachers are to notify parents to inform them of the student's behaviors and begin a cooperative effort for behavioral intervention.

Larger discipline infractions such as fighting, tobacco/alcohol/ drug possession, defiance or disruptive behavior will result in students being immediately sent to the office. A behavior referral may be submitted or the teacher may phone the assistant principal with information related to the student's behavior. In any event, information regarding the infraction must be received by the office in order to adequately deal with the situation and maintain appropriate documentation.

Current disciplinary options may include parent notification, lunch detention, after school detention, and alternative school. Options may include, but are not limited to suspension, emergency removal, notification of legal authorities, and/or expulsion from a curricular or extra-curricular activity or from school.

- **Parent notification-** Teachers are encouraged to call parents for both positive and negative student behaviors. In the event of class rule violations, the administration advises teachers to attempt contacting parents for assistance in student behavioral intervention prior to bringing those issues to the administration.
- **Lunch detention-** A student may be assigned a lunch detention for violations of school or classroom rules. An attempt will be made to contact parents regarding issued detentions. Lunch detention is intended to be served immediately and it will isolate the student from his/her peers for the thirty minute lunch period. There is no talking or verbal communication of any kind with other students during this detention. Any violation of lunch detention rules may result in additional disciplinary actions.
- **After-school detention-** (if available) The administration may assign a student an after school detention for violations of school or classroom rules. Students are to report to the office promptly @ \_\_\_\_\_ for after-school detention. After-school detention ends @ \_\_\_\_\_.
- **In-School Suspension-** (if available) The administration may assign an in-school suspension for violations of school or classroom rules. This measure is designed to isolate the student from his/her peers for a time of supervised study. This measure may be a scheduled discipline event following a violation OR it may be implemented immediately upon occurrence of a violation. An attempt will be made to notify the parent/guardian by phone and a letter will be sent home.
- **Alternative School-** The Alternative School Program is a progressive form of discipline which may be used as an alternative to regular schooling or as an alternative to out of school suspension. Attendance at the Alternative School is mandatory and the student does get credit for this attendance. The rules and regulations of Alternative School will be given to students assigned to this discipline. An attempt will be made to notify the parent/guardian by phone and a letter will be sent home.
- **Emergency Removal-** If a pupil's presence poses a continuing danger to persons or property or an ongoing threat of disruption of the academic process either within the classroom or elsewhere on the school premises, the superintendent, principal or assistant principal may remove the pupil from curricular or extra-curricular activities or from the school premises, and a teacher may remove a pupil from curricular or extra-curricular activities under his/her supervision without notice or hearing requirements. As soon as practical after making such removal, the teacher shall submit in writing to the principal the reasons for such removal. *Students may also be under an emergency removal for the purpose of allowing administration sufficient time to complete a thorough investigation of a particular incident.* In addition, a student may be removed for their own protection/safety during an investigation in which they may be at risk of reprisal from students under suspicion. Adm. Guide. 5610.03
- **Suspension-** Students can be suspended from MMS even on the first offense. Students who are suspended are subject to the Meigs Local Board of Education policy or mandatory alternative school attendance.
- **Social Probation-** Social Probation is a ban on students attending or participating in school sponsored extra-curricular activities (i.e. school dances, clubs, plays/performances, sporting

events, etc.). When a student is placed on social probation, they are not permitted to be on school grounds or at any school event outside of normal school hours for the duration of the probation (up to one semester of school). Students who are placed on social probation for attendance and/or tardiness reasons can appeal this decision by submitting a letter of appeal explaining the reason(s) for the excessive number of absences. The appeal will be reviewed by the school attendance committee and the student notified of their decision in a timely manner. Violating social probation will be considered trespassing.

- **Expulsion-** The district's Superintendent can expel students from Meigs Middle School, according to policy 5610 and 5611 on the district website.
- In addition to the Board of Education policy above, the following are rules and discipline procedures pertaining to Meigs Middle School:
  1. The discipline a student receives depends on several factors
    - a. The nature of the problem
    - b. Whether it is a repeated and/or chronic misbehavior
    - c. Extenuating circumstances
    - d. The intensity of the misbehavior
  2. School personnel will take all of the above into consideration. Every effort will be made to be consistent in following building guidelines and complying with Federal Law and the Ohio Revised Code.
  3. Arrangements may be made with the administration on an individual basis to take nine-week examinations and achievement tests during out of school suspensions.
  4. The Board of Education recognizes that students waive certain constitutional rights, regarding their education. Accordingly, the Board establishes procedures for **DUE PROCESS** rights that allow for written notice, an opportunity for students to explain his/her actions in an informal hearing and notification of parents for suspensions and expulsions as outlined in policy 5611 on the district's website.

### **Sec. C. 3 DISCIPLINARY CONSEQUENCES FOR STUDENT INFRACTIONS**

The following is a list of offenses and procedures/disciplinary consequences. The purpose of this section is to provide students and parents with a quick reference section regarding disciplinary actions that may be taken in response to particular student infractions. Administration reserves the right to address any situation not expressly covered in this section in a manner they deem fair and appropriate. Student behavior history beyond the current school year can be taken into consideration when dealing with a disciplinary situation. In any case where there has been found to be illegal activity, administration can file a criminal complaint with the appropriate authorities regardless of whether it is explicitly stated they will do so. Please refer to section C.5 for more complete definitions.

#### **Assault & Fighting (i.e. Violent acts).**

1. **Assault**– Assault is a violent physical or verbal incident in which only one student is an aggressor.
  - 1<sup>st</sup> offense: 5 to 10 day suspension; possible recommendation for expulsion.
  - 2<sup>nd</sup> offense+: 10 day suspension, recommendation for expulsion.
2. **Fighting**- Fighting is a violent physical or verbal confrontation in which two or more students are active participants.
  - 1<sup>st</sup> offense: alternative school placement; possible suspension.
  - 2<sup>nd</sup> offense+: suspension; possible recommendation for expulsion.

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

#### **Bullying & Harassment (sec C.4 #2)**

Alternative school or suspension at the discretion of administration – allegations will be investigated thoroughly as a violation of Meigs Local School Board Policy. In addition, the situation may be referred to law enforcement.

#### **Computer Misuse/Violations**

Computer usage suspended up to one full school year. If the misuse resulted in the violation of other rules, Students may incur additional consequences.

**Counterfeit Controlled Substances (sec C.4 #3)**

**1st violation:** 10 day suspension ; possible recommendation for expulsion & referral to the court

**2nd violation:** Expulsion for the maximum time allowed & referral to court.

**Damage and/or Defacing of School or Property (i.e. vandalism)**

Alternative school or suspension; possible recommendation for expulsion. Any act of vandalism or defacement of the school that happens outside of school hours (i.e. pranks, etc.) would also involve a criminal trespass and would result in an automatic 10 day suspension with a recommendation for expulsion. In addition, a criminal complaint will be filed against all who are involved.

**Dangerous Weapons and Instruments**

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

**Defiance (i.e. Disrespect, Insubordination, Disregard of Directions/Failure to accept discipline, etc).**

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

**Departing School w/o Permission or Following Proper Procedures.**

5-10 days alternative school; Students who drive may lose their driving privileges for the remainder of the school year.

**Disruption of School/Class/Assembly**

Detention, alternative school, or suspension. This includes any action which creates a disruptive situation or provokes another student into creating a disruption.

**Dress Code Violation (sec C.4 #8)**

**1st offense:** Student will be given the opportunity to adjust their dress in order to comply with the code or be removed from classes.

**2nd offense:** Detention or Alternative School

**3rd offense+:** Alternative School or Suspension.

**Drugs & Alcohol (Possession, Use, Selling, etc)**

10 day suspension and recommendation to Superintendent for expulsion. In addition, law enforcement will be contacted in order to file charges.

**Electronic Devices (Cell phones, Mp3 players, Wireless Communication Devices, etc) (sec C.4 #10).**

**1st offense:** Device confiscated. Device will only be returned to a parent/guardian

**2nd offense:** Device confiscated and student assigned 3 days alternative school. Device will only be returned to a parent/guardian.

**3rd offense+:** Device confiscated and student will receive greater consequences up to and including suspension. Device will only be returned to a parent/guardian.

**Fire Drills & Emergency Procedures**

Any student who interferes with any of the emergency drills or procedures of the school will be suspended. Misbehavior during a drill can result in alternative school or suspension.

**False Alarm (Fire, Bomb, etc.)**

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

**Fraudulent Behavior (i.e. Forgery, Lying, Cheating/Plagiarism, etc)**

*Cheating/Plagiarism*

**1st offense:** Student will receive a "0" for the assignment, and/or detention(s) may be assigned.

**2nd offense:** Alternative School or Suspension. If criminal activity was involved, the student may also be recommended for expulsion and criminal charges may be filed.

**Gambling**

Suspension from school and possible recommendation for expulsion.



### **Habitual Rules Violation**

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

### **Harassment of Staff Member**

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

### **Hazing**

Suspension from school; possible recommendation for expulsion.

### **Inappropriate Behavior at School Sponsored Event**

Students who misbehave at school sponsored events will be placed on social probation and barred from attending any future school activities for the duration of the probation. This includes all home and away sporting events, dances, plays, concerts, and other such school sponsored events. In addition, students may also receive additional disciplinary consequences in accordance with the inappropriate behavior.

### **Profanity & Inappropriate language**

Detention or Alternative School. If a student continues to use such language, they may be suspended from school. Profanity or inappropriate language used at or in response to a faculty or staff member will result in suspension.

### **Safety Violations**

**1<sup>st</sup> offense:** Alternative school or suspension and possible recommendation for expulsion.

**2<sup>nd</sup> offense (or greater):** Suspension from school and possible recommendation for expulsion.

### **Skipping Class (Not in Assigned Area, AWOL, etc)**

**1<sup>st</sup> offense:** 1-3 days alternative school

**2<sup>nd</sup> offense:** 4-9 days alternative school

**3<sup>rd</sup> offense:** 10 days alternative school or possible suspension.

### **Tardiness to School**

Students who accumulate more than 5 tardies to school in a semester are deemed to be excessively tardy. Students who are excessively tardy to school can be placed in detention. Students who accumulate more than 10 tardies in a semester will be placed in alternative school and placed on social probation.

### **Tardiness to Class**

Students are expected to report to class in a timely manner. Students deemed tardy will be reported to the office.

**1<sup>st</sup> tardy:** Students will be given a verbal warning.

**2-4 tardies:** one detention for each tardy.

**5+ tardies:** Alternative school placement at the discretion of administration.

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

Alternative school or suspension; Theft is a criminal act and may also result in expulsion and a criminal complaint being filed.

### **Threatening or Intimidating**

Alternative school or Suspension; Possible recommendation for expulsion. In some cases, it may also be necessary to refer the situation to law enforcement.

### **Tobacco (Possession, Use, Distribution, etc...this includes paraphernalia such as lighters, etc.).**

**1<sup>st</sup> offense:** 10 days of Alternative School and possible complaint filed with juvenile court.

**2<sup>nd</sup> offense:** 10 days of Alternative School *and* complaint filed with juvenile court.

**3<sup>rd</sup> offense:** 10 day suspension from school *and* complaint filed with juvenile court.

### **Trespassing**

Alternative School or suspension; in addition there may be a recommendation for expulsion and criminal charges filed.

### **Truancy (Excessive absenteeism)**

Students who miss more than 9 days in a semester or 18 days for the school year will be placed on social probation. In addition, any student that has attendance issues will be referred to the Meigs Co. Truancy officer and Meigs Co. Juvenile Court.

### **Any Minor or Major Problem Not Specifically Stated**

Administration will take an action appropriate to the offense.

## **Sec. C. 4 MEIGS LOCAL SCHOOL BOARD STUDENT RULES OF CONDUCT**

While a student is under the jurisdiction of the school, a violation on the part of that student of any one or more of the following rules of conduct shall result in disciplinary action.

### **Violations of the Student Rules of Conduct:**

1. **Assault, Fighting, Hitting or Threats-** A student under the jurisdiction of the school shall not cause, threaten, attempt nor behave in such a way as to cause physical injury to another person. This includes verbal threats of violent acts or inflicting harm on others. Any deliberate act that could result in serious injury to self or other will be considered a violation of this CODE of CONDUCT. Any statement or non-contact action that a student, staff member, or other person associated with the district feels to be a threat will be considered a verbal assault. This includes profanity directed toward students or staff members in a threatening tone. Students who verbalize career-threatening allegations toward staff members are subject to disciplinary action.
2. **Bullying, Harassment, and Intimidation-** Policy 5517.01 - The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse. The Board of Education will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business. This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

**DEFINITIONS-**Harassment, intimidation, or bullying means any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s). Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyber bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing. Harassment, intimidation, or bullying also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the

building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President. Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above. All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, act of harassment, intimidate, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

**Complaints:** Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

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

3. **Counterfeit Controlled Substances**-No student shall knowingly make, use, sell, offer to sell, or deliver any substance. No student shall make, possess, sell, offer to sell, or deliver any punch, die, plate, stone, or other device knowing or having reason to know that it will be used to print or reproduce a trademark, trade name, or other identifying mark upon a counterfeit controlled substance to any person. No student shall directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing its effects as the physical or psychological effects associated with the use of a controlled substance. No student shall directly or indirectly falsely represent a counterfeit controlled substance as a controlled substance. A student in violation of this policy shall receive:
4. **Damage and/or Theft of School or Private Property**- A student shall not cause or attempt to cause damage to school or private property, steal or attempt to steal school or private property. Respect for school property is considered vital to the function of the school. School property consists of, but is not limited to the actual building (floors, ceiling, and walls), textbooks, library materials, furniture, bathroom fixtures, materials in the building, lockers, locks, buses, seats, etc. MMS was built with the assistance of local tax monies and those found guilty of destruction or contributing in any way to property destruction, will be considered to have no regard for such monetary sacrifice and will have appropriate disciplinary action taken for the destruction of school property. This may include personally cleaning affected areas and /or responsibility to pay for repair of damages.
5. **Dangerous Weapons and Instruments**- While on school property, a student shall not, in any school vehicle, at any interscholastic competition, extracurricular event, or at any other program or activity sponsored by the school district or in which the district is a participant (regardless of location), make, store, bring, transport, possess, handle, transmit, conceal or use any firearm, knife, dangerous weapon, explosive, instrument or chemical. "Weapon" means any object which, in the manner in which it is used, is intended to be used or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. The Superintendent will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion. The Board of Education will not tolerate the possession of weapons or other devices designed to inflict serious bodily harm.
6. **Defiance**-A student shall not defy the valid authority of staff, teachers, administrators, or supervisors.
7. **Disruption of School**- A student shall not cause or attempt to cause a disruption or obstruction to the educational, curricular, or extra-curricular process by the use of violence, force, coercion, threat, harassment or insubordination.
8. **Dress and Grooming**- While fashion changes, the reasons for being in school do not. Students are in school to learn. Any fashion, manner of dress, accessory, hairstyle, etc. considered to be disruptive of the educational process, presents a safety risk, or violates any rule, regulation or policy contained within this handbook, will not be permitted. Parents and students maintain responsibility for appropriate student dress and personal appearance. When in question, final decisions on appropriateness will be determined by the administration.  
Personal expression is permitted within these guidelines:
  1. Acts of grooming should take place in the restrooms only;
  2. Clothing should be worn as designed; No pajamas or items that are too tight or of inappropriate fit.
  3. Hats, bandannas, head coverings of any kind, sunglasses etc. are not to be worn in or carried at school.
  4. No items, apparel or tattoos may be worn which display ads or promotions for alcoholic beverages, tobacco, any drug, gang, cult or group that advocates violence or use of force against any institution, individual, racial or ethnic or cultural group. This includes symbols and pictures communicating sexual messages-explicit or implied;
  5. Shirts must have a sleeve and be tight fitted to the underarm and not excessively low cut. No shirts or blouses that expose midriff or cleavage. No tank tops, muscle shirts, halters or spaghetti straps.
  6. No transparent garments, open mesh garments, garments with large open sides may be worn without an underliner.
  7. No shorts, skorts, dresses, or mini-skirts **that end above mid-thigh**. (half the distance between knee and the inseam of pants)

8. Lower garments are to be worn at waist level; if a belt is worn, it must be of proper length; undergarments are not to be exposed.
  9. Appropriate foot wear must be worn and provide for safe and sanitary conditions.
  10. All visible body piercing, with the exception of earrings, is prohibited at school and at school activities.
  11. Appropriate undergarments must be worn and fully covered.
  12. No chains are to be worn or carried at school. No “dog collar” or spiked bracelets that could be dangerous to persons or destructive to school property.
  13. All inappropriately torn, tattered, or shredded clothing either by design or intentional act is not to be worn. **No holes or tattered openings above mid-thigh.**
  14. Hair must be clean, worn out of the eyes, and groomed at all times; no extreme or distracting hair color, hair cuts, or makeup.
9. **Drug and Alcohol Abuse/Narcotics-** Any student who intentionally sells, gives, possesses, uses or is under the influence of illicit drugs, narcotics, alcohol or controlled substances in or on school property, including buses, shall be expelled from school for the maximum time permitted by law and reported to the appropriate law enforcement agencies for possible legal action. A student shall not possess, use, transmit, conceal or be under the influence of marijuana, narcotic drugs, hallucinogens, amphetamines, barbiturates, alcoholic beverages, counterfeit controlled substances or intoxicants of any kind. \*Use of a prescription drug authorized by a medical prescription from a licensed physician shall not be considered a violation of this rule so long as a parent’s statement and/or prescription label is available.
10. **Electronic Devices (ED)-** In order to avoid disruption of the educational environment and protect students’ right of privacy as well as theft, damage, or loss, students are prohibited from using/bringing electronic devices to school property, at school sponsored events, and on school buses or other vehicles provided by the District. Prohibited EDs include laser pointers and attachments, paging devices/beepers, game players including DS/PSP, cameras, mp3 players, iPods, radios, jam boxes, CD players, cassette players, or other such devices.

**Possession of Wireless Communication Devices (WCD)-Board Policy 5136-**

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

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

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

Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior.

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

transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.

No expectation of confidentiality will exist in the use of WCD/ED's on school premises/property. Students are personally and solely responsible for the care and security of their WCD/ED's. The Board assumes no responsibility for theft, loss, damage, or vandalism to WCD/ED's brought onto its property, or the unauthorized use of such devices.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/guardians during the school day with appropriate permission.

Any violation of this WCD/ED policy that involves illegal activity will involve confiscation of the WCD/ED with referral to law enforcement. The district is **NOT** responsible for loss, theft, damage or vandalism to WCD/ED as well as other student property.

11. **Emergency Procedures-** A student shall not interfere with any emergency procedure (fire, tornado, lockdown) by failing to appropriately comply with drill procedures.
12. **False Alarms-** A student shall not participate in any false alarm or threat related to emergency procedures.
13. **Fraudulent Behavior/Forgery/Cheating-** A student shall not cheat, lie, mislead, forge, misrepresent, plagiarize, or engage in any other deceitful act while under the jurisdiction of the school, while fulfilling responsibilities associated with being a student, or while representing the school in any capacity. This includes compliance with the district computer use policies and procedures.
14. **Gambling-** A student shall not participate in gambling for money or valuables.
15. **Gum-** Because of the problems created when gum is found in water fountains, on floors and school furniture, and in the cafeteria dishwasher, students are not to chew gum at any time. Students found with gum will receive appropriate disciplinary action which may include cleaning gum from areas on school property.
16. **Harassment-Racial Harassment-** Students while on school premises or at a school-sponsored activity shall not engage in any behavior that could be characterized as racial harassment. Racial harassment can include: threatening behavior, intimidation, degrading actions, racial slurs or epithets (whether pictured, spoken, written, or computer generated, unwanted physical contact, discrimination, or violence.) Any such harassment based on ethnic origin, gender, race, religion, or sex will likewise be considered a violation of the Code of Conduct. Any retaliation against any individual who has filed a complaint or participated in any manner in an investigation of racial or any other type of harassment is prohibited.
17. **Harassment-Sexual Harassment-** A student while on school premises or at a school-sponsored activity shall not engage in any behavior that could be characterized as sexual harassment. All types of sexual harassment are prohibited. Sexual harassment will include, but not be limited to, the following: verbal abuse, insults, suggestive comments, sexual comments, sexual demands, and leering, subtle forms of pressure for sexual activity, physical aggressiveness including any unwelcome physical contact, exposing another to sexually oriented pictures or text, telling sexually oriented jokes, attempted rape, or rape.  
*NOTE:* If you believe you are a victim of any type of harassment you are to contact the building principal immediately. If, after reporting an incident of harassment, the problem remains unresolved, you are to contact the district's superintendent @ 740-992-2153.
18. **Harassment of Staff Member-** A student shall not interfere with the life style of any staff

member. Interference may include disrespect, harassment, vandalism or any other disruptive actions.

19. **Hazing**- No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing. Hazing is defined as doing any act of coercing another, including the victim, to do any act of initiation into any student or other organization that cause or created a substantial risk of causing mental or physical harm to the person. Permission, consent or assumption or risk by any individual subjected to hazing does not lessen the prohibition contained herein.
20. **Insubordination/Disrespect**- A student shall obey all reasonable directions and instructions given by school personnel and act in a respectful manner toward school personnel during any period of time when the student is under the jurisdiction of the school.
21. **Littering**- A student shall not litter any interior or exterior areas owned by or under the control of the district.
22. **Non-School Time**- Students are subject to school discipline for any harassment, vandalism, physical abuse, or other disruptive behavior towards school personnel during non-school time, regardless of the location.
23. **Profanity**- A student shall not use profane language or obscene gestures.
24. **Repeated Use of Inappropriate Dress**- A student shall be in accordance with the approved middle school dress code. See Dress and Grooming on p. 12 & 13.
25. **Repeated Violations**-A student shall not repeatedly fail to comply with existing rules of the school. These rules include, but are not limited to truancy, tardiness, class cutting, loitering, profanity/obscenities, and violations of the Meigs Local bus rules.
26. **Safety**- A student shall not perform or participate in any act that could result in injury to self or another person, including engaging in rowdy behavior, running or rough play.
27. **Student Activities**- A student shall comply with the rules and regulations of the clubs, organizations, athletic teams and/or school which they are a member.
28. **Tobacco**- A student shall not possess, use, transmit, or conceal tobacco of any kind on school premises or on school buses.
29. **Vandalism**- A student shall not willfully destroy, damage, or deface public or private property. Students also shall not willfully observe such vandalism.

**BOARD POLICY STATEMENT**- ALL STUDENTS AT OUR SCHOOL ARE SUBJECT TO THE BYLAWS AND POLICIES ADOPTED BY THE MEIGS LOCAL BOARD OF EDUCATION, WHETHER OR NOT THEY ARE MENTIONED IN THIS STUDENT HANDBOOK. ALL BOARD POLICIES CAN BE VIEWED ON THE DISTRICT'S WEBSITE. THE BOARD'S POLICY MANUAL WILL SUPERCEDE THIS HANDBOOK WHEN CONFLICTS ARISE.

## **Sec. C.5 DISCIPLINE PHILOSOPHY**

The Meigs Middle School exists in order to provide the best possible education for the sixth, seventh, and eighth grade students of the Meigs Local School District. Students and teachers at MMS are entitled to a positive learning and teaching environment. These working environments shall not be disrupted by the words or actions of others.

### **Additional Information regarding discipline at MMS:**

1. The behavior of students at school is ultimately the responsibility of the parent. If a student's behavior disrupts the educational program, is a danger to other students or staff, or becomes uncontrollable, the school may legally suspend or expel the student. Discipline efforts are much more likely to succeed when parents cooperate with and support the actions taken by the school.
2. **Meigs Middle School staff members are acting "in loco parentis"**, which means they are allowed, by law, to direct a student as a parent would. This applies to all staff, not just the teachers assigned to a student. When a staff member gives a student a reasonable direction, the student is expected to comply. If the student does not comply, disciplinary action may be taken. Chronic disobedience may result in recommendation for expulsion.
3. Regarding disciplinary actions at MMS such as warnings, detentions, suspension, alternative school placement and/or expulsion, usually students will receive these discipline alternatives as part of a graduated disciplinary policy. However, this is not the only way. If a student behaves in a manner that is uncalled for, inappropriate, or behavior continues that is inappropriate for an educational setting, the student, at any time, may receive one or more of the previously mentioned alternatives.
4. This handbook cannot cover every situation. When a situation arises that is not covered in this handbook the administration and staff will make a consistent, logical, fair and objective decision.

## **Sec. D. 1 ADDITIONAL HANDBOOK GUIDELINES AND INFORMATION**

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

**ACHIEVEMENT TESTS (OAA)-** This year's Ohio Achievement Assessment will begin the week of April 21 through May 9. It is very important for students to be in attendance for these tests. Also, it is in the student's best interest to get a good night's sleep and eat a good breakfast every day during test week.

**ADVERTISING OUTSIDE ORGANIZATIONS/ACTIVITIES-**No announcements or postings of outside activities will be permitted without approval from the principal.

**ARRIVAL AT SCHOOL-**Students should **arrive and be in homeroom no later than 7:50 a.m.** each morning. They are considered tardy to homeroom after that time. During normal arrival times, all **students should report to the cafeteria** and, when released by the person on duty, they may go to homeroom. Students arriving at school after **7:30 a.m.** may choose to eat free breakfast **or** if they do not wish to have breakfast, they will report directly to homeroom.

**BUS DEPARTURE-**Buses will depart the loading zone every afternoon at approximately **2:40 p.m.** Students, who normally ride the bus but leave school property via other means without permission, are subject to losing bus privileges. If you normally ride a bus and do NOT have permission from a parent or guardian to do otherwise, you are expected to ride your regular bus home or face disciplinary action. *PARENTS MAY PICK UP THEIR CHILDREN IN FRONT OF THE SCHOOL AT 2:30 p.m. AT WHICH TIME ALL VEHICLES MUST CLEAR THE LOADING ZONE FOR AFTERNOON BUS DEPARTURE.*

**BUS DISCIPLINE GUIDE/VIOLATIONS-** Please refer to the bus rules printed on goldenrod paper that are sent home with students the first day of school. All violations will be reported to the building principal who will follow the administrative procedures of the district in enforcing these policies. Discipline of students violating bus rules may include verbal warnings from the bus driver, written warnings from the driver and conferences with the school administrator-that may include the bus driver and/or parents-suspension of bus privileges for all or part of the school year. The building administrator will notify the



student and an informal hearing will be held. If a student's bus riding privileges are suspended, written notice will be sent to the parents within one day of the suspension. If determined necessary, the school administration may also choose to refer the student to the superintendent for an expulsion hearing.

### **CAFETERIA-BREAKFAST/LUNCH...MMS IS A CLOSED CAMPUS-**

**Breakfast is free** and will be served in the cafeteria beginning daily @ **7:20 a.m.** ALL students arriving prior to **7:30 a.m.** are to go to the cafeteria. Those arriving after **7:30 a.m.** who desire to eat breakfast should go directly to the cafeteria or choose a Grab-n-Go breakfast to take to their homeroom. Until **7:30 a.m.**, only the restrooms in the 6<sup>th</sup> grade wing are to be used.

**Hot lunch-** Before going to lunch, students are encouraged to wash their hands, then visit their lockers and deposit books and other items. All students are to go to the cafeteria, even if they choose not to eat lunch. When the bell rings at the end of lunch, students will be dismissed by the teacher on duty at which time students are to return to their lockers and get the necessary books and other items needed for all afternoon classes. Permission from the principal must be obtained to leave school for lunch.

**Behavior-**Students are expected to display appropriate breakfast/lunch behavior. It is appreciated when students pick up after themselves in the cafeteria and in other areas of the school. Students are also to remain seated except when returning their trays. With permission, students may have access to the hallways, restrooms, office, etc. Cafeteria workers and others on duty will redirect and/or report students whose behavior is deemed inappropriate.

**Lunch prices / Free and Reduced lunches-**Applications for free and reduced lunches will be distributed to all students at the beginning of the school year. All applications should be returned to homeroom teachers. Approval will be based on Federal guidelines. Notification of an approved/disapproved form will take place as soon as possible. Students who ended the previous year on a free or reduced status will begin the new school year with the same status until the new application is processed. **Reduced price remains \$ .40. Regular lunch price is \$2.75 for middle and high school.**

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

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

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

### **DANCE RULES-**

1. General admission may be charged. Only MMS students are allowed to attend. **NO GUESTS!**
2. Students entering the dance **MUST** have a "dance permission form" fully completed by a parent.
3. After a dance has been in session for thirty minutes, students will no longer be permitted to enter.
4. Students must remain at the dance until it is over or until the parent/guardian picks them up.
5. Once a student leaves the dance, there is no readmission into the building.
6. Students are encouraged to remain in the dance area. There is to be **NO** loitering in the hallways or in the restrooms.
7. **Dress code is the same for dances as for school.** Informal, modest and appropriate dress is required.

8. Please obey chaperones. All guidelines/rules set forth in the MMS and MLSD Code of Conduct/handbook are applicable. If a student is asked to leave a dance due to violation of a school rule, that student will lose the opportunity to attend the next scheduled dance and an additional discipline penalty may be imposed.
9. Any student, who is not in the area designated for the dance, may be asked to leave school property.
10. Transportation arrangements must be made in advance. MMS staff appreciates parent awareness and promptness in picking up students no later than fifteen minutes following the dance.
11. If a student is on social probation, suspended, or expelled from school, they are not permitted to attend the dance. If a student is suspended on the Friday before a dance, they may not attend. However, students assigned to Alternative School are permitted to attend the dance unless otherwise directed by an administrator.
12. When the dance is over, 6<sup>th</sup> graders will be dismissed 30 minutes prior to the specified end time. 7<sup>th</sup> graders will be dismissed 15 minutes prior to end time and 8<sup>th</sup> graders will be dismissed at the regularly specified ending time of the dance. Promptness of parents in picking up students is greatly appreciated.

### **EMERGENCY CLOSINGS AND DELAY OF SCHOOL**

If the school must be closed or the opening delayed due to inclement weather or other conditions, the school will use the **automated call system** to call students' homes and will also notify the following radio and television stations of the change in schedule:

WMPO/WYVK    WATH    WJEH/WGTR    WXIL    WSAZ-TV

**EMERGENCY MEDICAL AUTHORIZATION-** All students, on their first day of school, will receive an Emergency Medical Form. **This form MUST be completed and returned by the end of the first week of school** or the student may not be allowed to attend until such time that the form IS completed and filed in the MMS office. This form is important in the event a student is injured and/or needs medical attention, and in order for a student to participate in activities off school grounds, including field trips. Also, **students may not leave school with anyone other than persons designated on this emergency medical form.**

**EXPULSION-**Only the district's Superintendent of Schools may expel students.

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

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

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

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

**HALL PASSES-** Each room location has a designated pass and sign-out sheet for restroom usage. In addition teachers may use student assignment book as a pass for other reasons to leave the room.

If a student must leave a classroom for whatever reason, before leaving the room s/he must:

1. Ask the teacher for permission
2. Receive permission, then appropriately complete the hall pass information in the hallway passport section of their student planner OR receive a school approved hall pass from the teacher. These hall passes must be visible with or on the student if s/he is outside the classroom during regular class times.
3. Obtain the teacher's signature next to the destination indicated in their planner.
4. Sign out on the class room sign out sheet

5. With permission to leave the classroom, the student is accepting the responsibility to not cause disruption or loiter in any location while absent from the classroom. The student should also go directly to the destination for which they have permission, and promptly return to the classroom, signing in upon entering before returning to his/her seat.

**HANDBOOKS/PLANNERS-**Every middle school student, receives FREE of charge a middle school handbook planner at the beginning of each school year. Replacement cost is \$5.00.

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

**HOMEWORK HOTLINE-** of daily assignments can be accessed by calling **992-3058** any school day after 3:00 p.m. Printed copies are available upon request.

**IMMUNIZATIONS-**Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with state law. Any questions regarding immunizations should be directed to the school nurse. Unless given a waiver, students must meet the following requirements:

Diphtheria	Four or more doses of DTP or DT vaccine or any combination thereof, is the minimum acceptable. Three Td (diphtheria-tetanus toxoids) adult types is the minimum for children ages seven and up.		
Tetanus	Three Td(see Diphtheria)		
Tdap	One (1) dose of Tdap vaccine must be administered prior to entering grades 7-9.		
Measles	Single dose of live measles virus vaccine or vaccine combination on or after first birthday, and, an additional dose of the MMR vaccine given at least 30 days from the first for all students entering the seventh grade.		
Rubella	Same as measles	Polio	Three oral or inactivated plus one oral vaccine booster
Mumps	Same as measles		
Hepatitis B	Three (3) doses of Hepatitis B vaccine must be administered to all K-12 students according to Health department guidelines.		
Varicella	One (1) dose of varicella vaccine must be administered on or after the first birthday for all students grades 3-6.		

In the event of a chicken-pox epidemic, the superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement.

**LOCKERS-** Each student will be assigned a locker. The locker assigned to students is the locker they are to use and they are not to share lockers with other students. The school will provide combination locks. Teachers and students will be given the locker combinations. In cases when school officials deem it necessary to open a student's locker, a master key from the school will be used to do so. Lockers are provided for student usage and may be searched by school officials at any time. Locks and lockers are property of the district and should be returned back to the school in good condition. Lost or damaged locks will cost \$ 6.00 for replacement. Locker visit schedules are determined by each grade level and are monitored by the homeroom teachers.

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

**MEDICATION-** When a student must take medication at school; the medication MUST be turned into the office along with a note from the doctor prescribing the medicine. The parents have the sole responsibility to instruct their child to take the medication at the scheduled time. If it is a non-prescription drug, the student must submit a note from the parent stating the usage of the medicine as well as waiving liability of the district for dispensing the medicine. The appropriate form must be filed with the principal before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Students will come to the office whenever it is time for them to take medicine. Students needing cough drops must bring in their own supply and leave it with the school nurse. Any student who

distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the Code of Conduct and will be disciplined in accordance with the drug-use provision of this code.

**OFFICE-** MMS office hours are 7:00 a.m.-3:30 p.m. Students may use the office phone only for emergency reasons with approval from a staff member. Forgetting PE clothes, homework, wanting to ride home with a friend, etc. are NOT emergency reasons. There is a sheet in the office on which students must sign in if arriving after **7:50 a.m.** or sign out if leaving before **2:30 p.m.** Students must check with office personnel before s/he signs out. Office telephones are to be used to call home in times of illness. If a parent or designee calls the school with a message for their child, that message will then be forwarded to her/him as soon as possible. If a designee calls the school, we must have some verification that the caller has the parent/guardians permission/authority to do so. Designee's should be listed on the emergency medical form and/or the parent needs to inform the office of the possibility of messages being left for their child by another person. If the office is unsure of the caller's identity/authority, office personnel answering the phone may ask for the student's ID number.

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

**PERSONAL PROPERTY-** Valuable property and large sums of money should not be brought to school. The school advises students to keep locks on their lockers and do not share the combinations with other persons. The school is NOT responsible for items misplaced or lost by students. Personal property should be clearly marked with your name.

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

**SKATEBOARDS, BICYCLES/SCOOTERS-** Skateboards, bicycles, and scooters are **NOT** permitted on school property during school hours or at extra curricular events after hours.

**STUDENT SALES-**Students will not be permitted to sell any item or service without prior approval from the principal. Violation of this may lead to disciplinary action.

**SUSPENSION-**Students may be suspended from MMS, even on the first offense for some violations. Students who are suspended are subject to the MLSB policy on mandatory alternative school attendance.

**TECHNOLOGY RESPONSIBILITY- General Guidelines:** The goal of Meigs Local Schools is to provide comprehensive and varied experiences with technology. Expectations and responsibilities are an integral part of such usage. Computer use at Meigs Local Schools is encouraged and made available to students for educational purposes. The school retains the ownership of all hardware and software. The school reserves the right to inspect, copy, and/or delete all files and records created or stored on school owned computers. Students will follow the directions of teachers or other responsible staff as to the proper use of

equipment and software. Students must observe the following guidelines. Failure to do so will result in penalties as determined by faculty or administration.

**Guidelines:**

1. Files stored on school computers are restricted to school related assignments only. Personal files may NOT be stored.
2. Network password security is the responsibility of the student and should be treated as secret.
3. Students shall not copy without authorization, damage, or alter any hardware or software. Students shall not delete files without authorization or knowingly introduce a computer virus to any school computer, network, or networks accessed via in Internet.
4. Students shall NOT use or alter another person's password, file, or directories. Students aiding teachers are restricted to using only the program selected by the teacher.
5. All non-school software, CDs and disks must be checked for viruses and approved for use by a faculty member before being used on any computer and are subject to inspection approval by the administration.
6. Use of all telecommunications is restricted to school related projects and must be supervised by a teacher or administrator. **Student internet users and parents/guardians must read the Internet Acceptable Use Policy and sign the agreement on the last two pages of this handbook before using the Internet.**
7. No students shall attempt to establish computer contact into school district restricted computer networks or any other unauthorized databases.
8. Only teachers or administrators or those directed by a teacher may install or modify software.
9. Vandalism will not be tolerated. Vandalism is defined as any malicious attempt to harm or destroy district computer hardware, software, or data of another user or the modification of control settings or access software resulting in the delay of use by another user.

**Penalties-** Penalties for minor infractions may be applied as determined by the teacher and/or network administrator. Notification to parents may be made at any penalty level. Building administrators will enforce the Student Discipline Code when applicable. Penalties for Discipline Code infractions may include suspension and expulsion if warranted.

**Specific Rules for Use of Internet-** While a goal of Meigs Local Schools is to create access to the Internet, this is a privilege for which there are corresponding responsibilities. The following guidelines apply for student access to the Internet at school.

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

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

These guidelines should be followed regarding textbooks/library books:

1. No textbooks are to be left in classrooms unless permission from the teacher is obtained to do so.
2. Textbooks are to stay with the student or be in the student's locker.
3. Any textbook found by a student should be turned into the office.

4. If a student loses a book and cannot find it, s/he must pay for the book before receiving a replacement. Grade reports may be withheld until payment for lost textbooks/library books is received.
5. Losing books is preventable- DO NOT LEAVE TEXTBOOKS UNATTENDED.
6. Taking good care of textbooks and library books is the responsibility of the student.

**VENDING MACHINES-**Vending machines are available in the cafeteria and are to be used at your own risk. These machines may be used for the first twenty (20) minutes of each lunch period and generally for use during lunch time only.

**VISITORS-** Visitors, particularly parents, are welcome at Meigs Middle School. **Visitors must report to the office upon entering the school to sign in and obtain a pass.** Any visitor found in the building without signing in and a pass shall be reported to the Principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to school in order to schedule a mutually convenient meeting time. Students may not bring visitors to school without prior written permission from the Principal.

### Meigs Middle School-Directory/Extensions

**MMS Phone- 740-992-3058**

**MMS FAX- 740-992-6952**

Vickie Jones, Principal	3580	Kayla McCarthy, Sixth Math	3125
David Deem, Asst. Principal	3510	Debbie Davis, Sixth English	3126
Janet Life, Secretary	3540	Lea Ann King, Sixth Social Studies	3129
Julie Zirkle, Secretary	3550	Pamela Trussell, Sixth English	3130
Margie Blake, School Nurse	3560	Jamie Deem, Sixth Math	3131
Stacie Roach, Guidance Counselor	3500	Julie Hubbard, Sixth Science	3132
		Justine Dowler, Intervention Specialist	3116
Cafeteria	3138	Steve Wood, Intervention Specialist	3117
Custodians	3181		
		Christine Miceli, MH Classroom	3128
Jennifer Dunn, ASA	3210	Krista Sinclair, ED Classroom	3127
, ASA	3210		
Metra Smith-Peterson, Music 6-7-8	3151	Melanie Quillen, Art 6-7-8	3203
Toney Dingess, Band 6-7-8	3151	Betty Ann Wolfe, Librarian	3206
Jo Dunn, Seventh Math	3160	Technology Lab 2 <sup>nd</sup> Floor	3211
Cheryl Halley, Seventh English	3161	Lena Yoacham, Eighth English	3224
Leslie Dunfee, Intervention Specialist	3062	Sara Pavkovich, Eighth English	3220
Jeff Wayland, Intervention Specialist	3162	Lisa Froehlich, Intervention Specialist	3021
Chris Saber, Seventh Social Studies	3164	Lisa Carey, Intervention Specialist	3221
Pam White, Seventh English	3165	John Sharp, Eighth Social Studies	3223
Lindsey Doudna, Seventh Math	3166	Mike Kennedy, Eighth Algebra/Math	3219
Carmen Manuel, Seventh Science	3167	Emily Schmaltz, Eighth, Algebra/Math	3225
Brent Bissell, Physical Education 6-7-8	3175	Danielle Dugan, Eighth Science	3226
Technology Lab 1 <sup>st</sup> Floor	3115		

#### EQUAL EDUCATION OPPORTUNITY

This District provides an equal educational opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the school's principal @ 740-992-3058. Complaints will be investigated in accordance with the policies and procedures of the District. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Superintendent can provide additional information concerning equal access to educational opportunity.

**MEIGS MIDDLE SCHOOL HANDBOOK-2013-2014**  
**BELL SCHEDULES/Subject to change due to New bus Routing.**

**REGULAR SCHEDULE (#1)**

<b>6<sup>TH</sup> GRADE</b>		<b>7<sup>TH</sup> GRADE</b>		<b>8<sup>TH</sup> GRADE</b>	
07:30-07:55	HOMEROOM	07:30-07:55	HOMEROOM	07:30-07:55	HOMEROOM
07:55-08:40	PERIOD 1	07:55-08:40	PERIOD 1	07:55-08:40	PERIOD 1
08:40-09:25	PERIOD 2	08:40-09:25	PERIOD 2	08:40-09:25	PERIOD 2
09:25-10:10	PERIOD 3	09:25-10:10	PERIOD 3	09:25-10:10	PERIOD 3
10:10-10:55	PERIOD 4	10:10-10:55	PERIOD 4	10:10-10:55	PERIOD 4
10:55-11:25	LUNCH	10:55-11:40	PERIOD 5	10:55-11:40	PERIOD 5
11:25-12:10	PERIOD 6	11:40-12:10	LUNCH	11:40-12:25	PERIOD 6
12:10-12:55	PERIOD 7	12:10-12:55	PERIOD 7	12:25-12:55	LUNCH
12:55-01:40	PERIOD 8	12:55-01:40	PERIOD 8	12:55-01:40	PERIOD 8
01:40-02:25	PERIOD 9	01:40-02:25	PERIOD 9	01:40-02:25	PERIOD 9
02:25-CALL	HOMEROOM	02:25-CALL	HOMEROOM	02:25-CALL	HOMEROOM
02:28	ANNOUNCEMENTS	02:28	ANNOUNCEMENTS	02:28	ANNOUNCEMENTS

**(30 MIN) PM ACTIVITY SCHEDULE (#2)**

<b>6<sup>TH</sup> GRADE</b>		<b>7<sup>TH</sup> GRADE</b>		<b>8<sup>TH</sup> GRADE</b>	
07:30-07:55	HOMEROOM	07:30-07:55	HOMEROOM	07:30-07:55	HOMEROOM
07:55-08:35	PERIOD 1	07:55-08:35	PERIOD 1	07:55-08:35	PERIOD 1
08:35-09:15	PERIOD 2	08:35-09:15	PERIOD 2	08:35-09:15	PERIOD 2
09:15-09:55	PERIOD 3	09:15-09:55	PERIOD 3	09:15-09:55	PERIOD 3
09:55-10:35	PERIOD 4	09:55-10:35	PERIOD 4	09:55-10:35	PERIOD 4
10:35-11:05	LUNCH (5)	10:35-11:15	PERIOD 5	10:35-11:15	PERIOD 5
11:05-11:45	PERIOD 6	11:15-11:45	LUNCH (6)	11:15-11:55	PERIOD 6
11:45-12:25	PERIOD 7	11:45-12:25	PERIOD 7	11:55-12:25	LUNCH (7)
12:25-01:15	PERIOD 8	12:25-01:15	PERIOD 8	12:25-01:15	PERIOD 8
01:15-01:55	PERIOD 9	01:15-01:55	PERIOD 9	01:15-01:55	PERIOD 9
01:55-2:25	ACTIVITY PERIOD	01:55-2:25	ACTIVITY PERIOD	01:55-2:25	ACTIVITY PERIOD
02:25-CALL	HOMEROOM	02:25-CALL	HOMEROOM	02:25-CALL	HOMEROOM
02:28	ANNOUNCEMENTS	02:28	ANNOUNCEMENTS	02:28	ANNOUNCEMENTS

**ONE HOUR DELAY (#3)**

08:30-08:55	HOMEROOM
08:55-09:30	PERIOD 1
09:30-10:05	PERIOD 2
10:05-10:40	PERIOD 3
10:40-11:15	PERIOD 4
11:15-11:50	PERIOD 5
11:50-12:25	PERIOD 6
12:25-01:00	PERIOD 7
01:00-01:35	PERIOD 8
01:35-02:10	PERIOD 9
02:10-CALL	HOMEROOM

**TWO HOUR DELAY (#4)**

09:30-10:00	HOMEROOM
10:00-10:30	PERIOD 1
10:30-11:00	PERIOD 2
11:00-11:30	PERIOD 3
11:30-12:00	PERIOD 4
12:00-12:30	PERIOD 5
12:30-01:00	PERIOD 6
01:00-01:30	PERIOD 7
01:30-02:00	PERIOD 8
02:00-02:25	PERIOD 9
02:25-CALL	HOMEROOM

**ONE HOUR PM ACTIVITY/DISMISSAL (#5)**

07:30-07:55	HOMEROOM
07:55-08:30	PERIOD 1
08:30-09:05	PERIOD 2
09:05-09:40	PERIOD 3
09:40 -10:15	PERIOD 4
10:15-10:50	PERIOD 5
10:50-11:25	PERIOD 6
11:25-12:00	PERIOD 7
12:00-12:35	PERIOD 8
12:35-01:10	PERIOD 9
01:10-02:25	ACTIVITY
02:25-CALL	HOMEROOM

**TWO HOUR PM ACTIVITY/DISMISSAL (#6)**

07:30-08:00	HOMEROOM
08:00-08:30	PERIOD 1
08:30-09:00	PERIOD 2
09:00-09:30	PERIOD 3
09:30-10:00	PERIOD 4
10:00-10:30	PERIOD 8
10:30-11:00	PERIOD 9
11:00-11:30	PERIOD 5
11:30-12:00	PERIOD 6
12:00-12:30	PERIOD 7
12:30-02:25	ACTIVITY/Dismissal @ 12:30 p.m.
02:25-CALL	HOMEROOM

**The information on this page as well as pages 20 & 21 of this handbook will assist parents/students in understanding and completing the Acceptable Use Policy on page 25.**

**Meigs Local Web Address -<http://www.meigslocal.org>**

### **World Wide Web**

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

### **Image Publication**

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

### **Acceptable Use Policy**

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

### **Internet Usage**

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

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



