

Meigs High 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.** If you have any questions, please call the high school office @ 740-992-2158 so that we may work together to address any concerns.*

Mr. Steve Ohlinger, Principal & Mr. Rick Blaettner Asst. Principal

Section A.1. Purpose	1	Vandalism	
Board Members/Belief Statements	2	BOARD POLICY STATEMENT	14
Section B.1. Attendance	3	Section C.5 Discipline Philosophy	15
Excusable Reasons for Absence		Section D.1. Additional Handbook Guidelines	15-22
Notification of Absence		Accidents/Illness	
Vacations		Advertising Outside Organizations	
Truancy	A	Alternative Pathway to Graduation	
Tardiness		Arrival @ School	
Make-up Work		Attendance Committee	
Section B.2 Academics	4-5	Bus Departure	
Grading		Bus Discipline/Violations	
Grade Level Advancement		Cafeteria-Breakfast/Lunch	
Graduation Requirements		Contacts @ School	
Course Offerings/Programs of Study		Dance Rules	
Credit Flexibility		Displays of Affection	
Section B.3 Co-Curriculars/Extra-Curriculars	5	Driver's License Suspension	
Section B.4 Athletics	5	Drug Testing	
Section C.1 Student Code of Conduct	5-6	Elevator	
Expectations for Behavior		Emergency Closings	
Section C.2 Types of Disciplinary Consequences	6-7	Emergency Medical Authorization	
Parent Notification		Expulsion	
After-school Detention		Failure to Make Progress	
In-School Suspension		Field House Access/Usage	
Alternative School		Field Trips	
Emergency Removal		Fire/Tornado/Lockdown Drills	
Social Probation		Food & Drink	
Suspension		Graduation Ceremony/Honorees	
Expulsions		Graduation w/ Honors	
Section C.3 Disciplinary Consequences	7-10	Hall Passes	
Quick Reference Guide		Handbooks/Planners	
Section C.4 MLSB Student Rules of Conduct	10-14	Homework	
Assault and Fighting		Homework Requests for Absence	
Bullying, Harassment, Aggressive Behaviors		Immunizations	
Counterfeit Controlled Substances		Lab Safety	
Damage/Theft of Property		Lockers	
Dangerous Weapons/Instruments		Lost and Found	
Defiance		Medication	
Disruption of School		National Honor Society	
Dress and Grooming		Office	
Drug/Alcohol Abuse/Narcotics		Parent-Teacher Conferences	
Electronics/cell phones		Personal Property	
Emergency Procedures		Prom	
False Alarms		Search & Seizure	
Fraudulent Behavior/Forgery/Cheating		Skateboards/Bicycles/Scooters	
Gambling		Student Sales	
Gum		Student Drivers	
Harassment		Student of the Month	
Hazing		Student Section/Student Fans	
Insubordination/Disrespect		Suspension	
Littering		Technology Responsibility/Rules	
Non-School Time		Textbooks/Library Books	
Profanity		Vending Machines	
Repeated Use of Inappropriate Dress		Visitors	
Repeated Violations		Section D.2 Meigs High School Directory	23
Safety		MHS Alma Mater & Fight Song	24
Student Activities		Bell Schedules	25
Tobacco		Internet Acceptable Use Policy & Form	26-27

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 High School Mission

It is the mission of Meigs High School to implement a curriculum that advances the physical, academic and emotional development of all students with the commitment of parents and community.

Meigs High School Beliefs

Meigs High School will provide an environment conducive to learning.

All students can achieve a higher level of learning.

Parents and community members are essential stakeholders in the student's education process.

All students should obtain necessary technology, knowledge and skills to be productive in a global environment.

Meigs High School Vision

All students attending Meigs High School will graduate and become productive members of society.

Meigs High School Career-Technical Education Vision

Provide entry-level employment.

Develop manipulative skills in related technical knowledge to perform efficiently and safely.

Develop personal traits conducive to quality employee-employer relationships.

Develop leadership potential and awareness for the need of community involvement.

Provide equal opportunity to access and to benefit from teaching and learning to all students.

Meigs High School Student Mission

All students attending Meigs High School should be here for the purpose of receiving an overall quality education. Student's behavior, attitude, student interaction, manner of dress, and responsibilities all should be reflective of attaining a successful curricular and extra-curricular experience.

Our basic school mission includes the fostering and development of social skills, respect for all people, and understanding and respecting diverse viewpoints, all with the goal of providing a safe, friendly and productive learning environment for all students.

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 parents 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 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 s/he 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.

Any students **missing more than five (5) days per semester, ten (10) days for the year, or greater than three (3) consecutive days**, will be required to provide a note from the doctor in order to have their absences excused. When a student returns to school from being absent, they will have three (3) days in which to provide proper documentation. Failure to provide that documentation in a timely fashion will result in the absence being counted as unexcused. Accumulation of four (4) unexcused absences will result in a referral to the appropriate legal authority. **Absences in excess of 6 days per semester, or 12 days per school year, whether excused or unexcused**, may result in a student losing their credits. NOTE: Missing any class for one period counts as an absence for that class for credit purposes.

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

The start of the school is indicated by the sound of the tardy bell which rings promptly at 7:45 am. Students who arrive in their 1st period class (or otherwise assigned area) after the 7:45 tardy bell will be considered late (even if the clock still reads 7:45am because the bell serves as the indicator that school has begun). Students reporting late to school must report to the office to sign in with one of the following:

- 1) A parent or guardian to sign them in
- 2) An appropriate written excuse, or
- 3) A note from the parent/guardian.

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. Teachers will allow a reasonable amount of time for students who have had an excused absence to make up work.

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 administration. Schedules are provided at the beginning of the school year. Changes in schedule should be handled by the guidance offices. 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 High 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 (within the time constraints set by the teacher assigning the incomplete). 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.
- **9 weeks/Semester Exam Grades:** Each course at Meigs High School will give a comprehensive exam at the conclusion of each 9 weeks. Each 9 weeks exam counts as fifty percent of a semester exam grade. Semester exam grades make up a total of ten percent of a student's final grade each semester.
- **Minimum Grade:** The minimum grade that a student can receive on their report card for the first and third nine weeks is a 50%. **This is only applicable for the first and third nine weeks.** Second and fourth nine weeks' grades will reflect the actual grade earned in the class.
- **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.

Grade Level Advancement

Grade level advancement at Meigs High School is based on the number of credits earned. The number of credits required for each grade level are as follows:

9th: 0-3 credits 10th: 4-8 credits 11th: 9-12 credits 12th: 12+

Graduation Requirements

21 credits are required for graduation from Meigs High School. In addition, students must pass all five parts of the Ohio Graduation Test (OGT) or be exempt from one or all of the tests. **To participate in the graduation ceremony, students must have all graduation requirements completed prior to the date of commencement.** The 21 credits for graduation **must** include the following:

1. English	4 credits	5. Health	½ credit
2. *Math	3 credits / 4 credits	6. Physical Education	½ credit
3. **Social Studies	3 credits	7. ***Electives	7 credits / 6 credits
4. Science	3 credits		

*Students in the class of 2014 & later fall under the new Ohio Core requirements and are required to take 4 credits of math, one of which must be algebra II or its equivalent.

**1 Social Studies credit must be American History. ½ Social Studies credit must be American Government, ½ Social Studies credit must be Economics.

***Electives must include one credit or 2 half credits of Business/Technology, Fine Arts or Foreign Language.

Members of the class of 2014 & 2015 will need 6 credits of electives.

Course Offerings/Programs of Study

Meigs High School offers many different programs of study, both academic and career/technical. For any questions regarding course offerings and how to achieve student/parent goals towards graduation and post-secondary plans, please consult with a guidance counselor.

Credit Flexibility

Senate Bill 311, known as the Ohio Core Legislation, raised the graduation requirements for high school students. In addition, it also required districts to adopt a credit flexibility plan that allows students to earn high school credits based on a demonstration of subject area competency, instead of or in combination with completing the hours of classroom instruction. In accordance with this policy, students at Meigs High School may earn credits by:

- Completing coursework.
- Testing out of or demonstrating mastery of course content.
- Pursuing one or more “education options (e.g., distance learning, educational travel, independent study, an internship, etc.)

All credit flexibility proposals must be reviewed and approved by a committee of at least three Meigs High School Faculty members (i.e. one administrator, one guidance counselor, and at least one teacher from the subject area). In addition, students and their families are responsible for any additional costs that may be associated with pursuing these options. For any questions concerning credit flexibility, please consult with a guidance counselor.

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

Organizations/clubs are formed early in the year. Activities include athletics, band (concert & marching), choir, clubs (All clubs must be sponsored by a faculty member), DECA, Educational Talent Search, Fellowship of Christian Students, FCCLA, FFA, mentorship, newspaper, National Honor Society, quiz team, Skills USA, student council, web page, & yearbook staff. 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

Any student who wishes to participate in athletics must earn a minimum of 5 credits and maintain at least a 1.0 G.P.A. Eligibility is determined on a 9 weeks basis. 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

Students wishing to participate in an activity must be in attendance at school all day to be eligible for that day’s activity. Advanced permission from the administration must be obtained for doctor’s appointments, etc. (excused absences). All students participating in any extra-curricular activity are subject to the social probation policy of Meigs High School (sec. C.2 social probation). Students will be placed on social probation when either of the following occurs:

- 1. Accumulation of tardies in excess of 10 per semester.**
- 2. Accumulation of absences in excess of 9 per semester or 18 per year.**

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 high school include:

Fall	Football, Volleyball, Cheerleading, Cross Country, & Archery (not OHSAA program), Golf
Winter	Boys’ and Girls’ Basketball, Cheerleading, Wrestling
Spring	Boys’ Track, Girls’ Track, Boys’ Baseball, Girls’ Softball

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 High 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 en route 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 High School, which is to prepare them to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. **MHS and MLSD rules/policies apply to all students including those that are eighteen or older.**

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 sent with the student, 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-** The administration may assign a student lunch detention for violations of school or classroom rules. Lunch detention will be held during the students lunch period in the designated area. Students are expected to arrive to the lunch detention area first, and then will be taken to receive their lunch. Students who do not serve assigned lunch detention, or are in non-compliance with the detention teacher will be assigned additional lunch detentions, alternative school or suspended.
- **After-school detention-** The administration may assign a student an after school detention for violations of school or classroom rules. Afterschool detention is held from 2:30-3:00 pm Monday-Thursday at the High School. The student will be told where detention will be held when the detentions are assigned. Students are expected to arrive promptly in detention afterschool is dismissed. Students who do not serve assigned detentions, or are non-compliant with the detention teacher will be placed in alternative school or suspended.
- **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. Non-compliance with alternative school staff will result in suspension.
- **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 MHS 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 giving an explanation for their absenteeism/tardiness. 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 High 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 High 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 standardized tests during out of school suspensions.
 - a. 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.4 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.
1st offense: 5 to 10 day suspension; possible recommendation for expulsion.
2nd 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.
1st offense: alternative school placement; possible suspension.
2nd 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 2nd 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, 16, 17)

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 in to consideration the level and context of the defiant action in determining how they will address the situation. Students who repeatedly engage in defiant behavior will be recommended for expulsion and/or Meigs County Juvenile Court.

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.

Driving/Parking Violations

Any student driver that operates their vehicle in an unsafe manner while on school grounds, as well as while coming to or from school, will have their driving privileges suspended. They may also face additional disciplinary consequences up to and including a recommendation for expulsion and a complaint filed with law enforcement.

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 Alarms (Fire, Bomb, etc.) & Interference w/ Building Security

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.

2nd offense: Student will be withdrawn from the class and will receive a “No Credit” (NC)

Forgery, Lying, Falsification, etc.

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

1st offense: Alternative school or suspension and possible recommendation for expulsion.

2nd offense+: Suspension from school and possible recommendation for expulsion.

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

1st offense: 1-3 days alternative school

2nd offense: 4-9 days alternative school

3rd 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/alternative school. Students who accumulate more than 10 tardies in a semester will be placed on social probation. Students who drive and are excessively tardy will lose their privilege to drive to school.

Tardiness to Class

Students who are not in their seat when the bell rings to begin class will be considered tardy. Each tardy will be reported to administration by the teacher via a tardy notice.

1st 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.

Class tardies are cleared at the end of each semester.

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.).

1st offense: 10 days of Alternative School and possible complaint filed with juvenile court.

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

3rd 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. If the student possesses a driver's license, the Superintendent may notify to BMV to suspend the student's license. Please refer to sec B.1 concerning attendance and potential loss of credit.

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 en route to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business. This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

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 cooperate 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.

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. MHS 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 sleeves 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, haircuts, 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, Wi-Fi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information.

Prohibited Uses of WCD: Students may not use 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.

It is strongly recommended that students leave cell phones and other electric devices in their locker, vehicle, or at home.

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 high school dress code. See Dress and Grooming.
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. In the implementation of policy, the following pattern of procedures shall be followed:
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

Meigs High School exists in order to provide the best possible education for students grades 9-12 of the Meigs Local School District. Students and teachers at MHS 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 MHS:

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 High 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 MHS 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 by a parent/guardian before being released from the school. If a parent wishes another person to be able to sign out a student, that person must be indicated on the emergency medical form.

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

ALTERNATIVE PATHWAY TO GRADUATION- For questions concerning an alternative way to meet Ohio testing requirements for graduation, refer to the Ohio Department of Education website (<http://www.ode.state.oh.us/>) section on testing or consult with a guidance counselor.

ARRIVAL AT SCHOOL- Students will enter the school building through the front doors only. Students will report to the main lobby or cafeteria. Students going to the cafeteria will use the main lobby stairway only. Students are not allowed in any other part of the building without written permission from the office. **Students must be in homeroom prior to the tardy bell at 7:45 am, or they will be counted as tardy.**

ATTENDANCE COMMITTEE-The school attendance committee will be made up of five faculty members: principal, assistant principal, a guidance counselor, and two teachers. The purpose of the committee is to review student appeals related to attendance/tardiness issues with regards to social probation.

BUS DEPARTURE-Buses will begin loading every afternoon immediately after school is dismissed (2:30pm). 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. Any student that is riding a *different* bus than their usual one must present the office with a note from a parent/guardian allowing them to do so. This note should include a contact number for the parent/guardian in case they need to be reached. Students will not be allowed to ride a different bus without administrative approval. **Parents may pick their student(s) up from school after the dismissal time of 2:30p. If you come to pick up your student, please park in the main (student) parking lot so they can meet you there. Because of traffic concerns and safety, no student can be picked up directly in front of the high school until all bus traffic has departed. All drivers (both adult and student) are to follow the instruction of school personnel who are directing traffic. Failure to do so may result in law enforcement being contacted.**

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 following 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...MHS IS A CLOSED CAMPUS-

Breakfast is free and will be served in the cafeteria beginning daily @ 7:20. ALL students arriving prior to 7:40 a.m. who wish to eat breakfast are to go to the cafeteria. Those arriving after 7:40 who desire to eat breakfast should choose a Grab-n-Go breakfast to take to their homeroom.

Hot lunch- All students who are in a given lunch period 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. Students are not permitted to bring book bags through the lunch line. Students who bring book bags with them to lunch must leave in the lunchroom area, or alongside the wall in the hallway that connects the cafeteria with the main corridor. Book bags are not to be left in the middle of the floor, or in stairwells. It is recommended that book bags be left in lockers. Permission from the 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. Students who create problems with their lunchroom behavior may be assigned seats in the cafeteria or be required to eat in the office.

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, lunch applications, 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; MHS 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. Students may bring a guest, but the guest must be approved by administration and registered with the office prior to the dance. Unregistered guests will not be permitted to enter the dance. Guests must be between the ages of 15-21 and at least a freshman in high school. Guests must provide either photo identification (i.e. driver's license) or a signed approval from their home school's principal.
2. After a dance has been in session for thirty minutes, students will no longer be permitted to enter.
3. Once a student leaves the dance, there is no readmission into the building.
4. Students are encouraged to remain in the dance area. There is to be NO loitering in the hallways or in the restrooms.
5. **Dress code is the same for dances as for school.** Modest and appropriate dress is required.
6. Obey the chaperones. All guidelines/rules set forth in the MHS and MLSD Code of Conduct/handbook are applicable. If a student is asked to leave a dance due to violation of a school rule they may be placed on social probation, and an additional discipline penalty may be imposed.
7. Any student, who is not in the area designated for the dance, may be asked to leave school property.
8. Transportation arrangements must be made in advance. MHS staff appreciates parent awareness and promptness in picking up students no later than fifteen minutes following the dance.
9. 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.

DISPLAYS OF AFFECTION- Students demonstrating affection with each other is personal and not meant for public display. These rules apply during all aspect of school; before, during, and after school, including after school parties, dances etc. This includes any contact that may be considered inappropriate acts or gestures for school. When at a ball game, or an evening dance, know that you are representing Meigs High School, and will follow the rules as such. Inappropriate dancing and displays will not be tolerated.

DRIVER'S LICENSE SUSPENSION- In accordance with Ohio Revised Code, students can lose their driver's license for a violation of the alcohol and/or drug policy or violation of the MHS Attendance Policy (missing at least 15 total school days). The Superintendent may notify the registrar of motor vehicles of the situation that the student is involved in. After receiving such notification the registrar of motor vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the registrar is prohibited from issuing a temporary permit or license. Driving privileges may be restored once the Superintendent notifies the registrar that the student has satisfied any conditions established by the Superintendent.

DRUG TESTING- Students who participate in athletics, drive to school, and/or participate in career/technical programs will be subject to random drug screenings. Generally, these screenings will be performed by a third party organization contracted by the MLSD for this purpose. If a student is called to perform a drug screen and refuses to do so, it will be treated as a positive test. Any student who tests positive will automatically be tested at the next round of screenings. Athletes should refer to the athletic handbook with regards to penalties for positive drug screens. Students who drive to school will have their driving privileges revoked and the Superintendent may make a referral to the Ohio BMV for suspension of their driver's license. Students who are in career/technical programs will be placed on light/restricted duty (no lab work) until the next screening, which must be a negative. Failure to pass the second drug screen will result in that student being removed from the program. Any student at Meigs High School who gives reasonable suspicion that they are under the influence of drugs or alcohol can be required by Administration to submit to a drug test.

ELEVATOR-The elevator is not approved for student use except when a medical condition prevents them from using the stairs (permission must be obtained from administration). Misuse of the elevator will be treated as a safety violation.

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:

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 MHS 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. Administration will make the recommendation for a student to be expelled when the situation warrants that action.

FAILURE TO MAKE PROGRESS: Students who are 18 years of age (or older) who fail to make adequate academic progress towards graduation can be withdrawn from Meigs High School.

FIELD HOUSE ACCESS/USAGE- The field house is reserved for the use of student athletes who are participating in sports at Meigs High School. Student athletes will have access to the field house during the season in which they are participating in a sport (i.e. fall, winter, spring) and are only allowed to use the facilities under the supervision of their MLSB approved coaches. The only exception to this is when a particular sport (such as football, etc.) has an off-season weight-training program. Students participating in off-season workouts are still required to be under the supervision of their coach(s) when utilizing the field house facilities.

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
2. No horseplay
3. No talking/whispering-LISTEN!
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.

FOOD & DRINK- Students are not permitted to have food or drink in the hallways or classrooms (with the exception of the school-sponsored grab n' go breakfast program). No outside food or drink is permitted in the school without prior approval by administration.

GRADUATION CEREMONY/HONOREES- In recognition of their academic achievements, the **top ten students** of the graduating senior class will be seated on the stage during the graduation.

GRADUATION WITH HONORS – Students who wish to receive an honors diploma when graduating from Meigs High School must meet the criteria set forth by the Ohio Department of Education (ODE). Questions concerning these criteria can be referred to the guidance office or the ODE website.

HALL PASSES- **The Student Planner will be the designated school wide pass.** 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 high school student, receives FREE of charge a Meigs High 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. Students who habitually fail to complete their assignments may be placed in alternative school until those assignments are completed. 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 REQUESTS FOR ABSENCE - Homework may be requested **after 3 days of illness** by calling the office (prior to 3 days of absence, it is advised that the best route would be to phone a friend who is in the same class with you). A request with the information for the teacher stating the approximate date of return will be supplied to the teachers and will be ready for pickup by arrangement. Students are responsible for obtaining and completing all work assignments during the period of excused absence from school.

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
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.

LAB SAFETY-Any student enrolled in a class at Meigs High School that has a lab area with dangerous equipment/materials who creates a situation that results in an unsafe environment will be removed from that class. Students in a vocational setting, including but not limited to, Auto, Welding, Nursing, CBI, marketing, Cosmetology, Electronics, etc., will be subject to random drug screening (See Drug Testing).

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 lockers have combination locks that are pre-installed. 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. Lockers are property of the district and should be kept in good condition. Students that deface or otherwise damage a school locker will be responsible for the repair/replacement costs. If a student forgets or loses their locker combination, they should see the guidance office.

LOST AND FOUND-Please check with the office. Items not claimed after 30 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.

NATIONAL HONOR SOCIETY (NHS) - As stated in the National Chapter of National Honor Society Bylaws: National Honor Society is more than just an honor roll. The Honor Society chapter establishes rules for membership that are based upon a student's outstanding performance in the areas of **scholarship, service, leadership, and character** (plus citizenship for NJHS). These criteria for selection form the foundation upon which the organization and its activities are built:

1. **Scholarship:** Students who have a cumulative grade point average of 3.5 (on a 4.0 scale). These students are then eligible for consideration on the basis of service, leadership, and character.
2. **Service:** This quality is defined through the voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous, and enthusiastic spirit.
3. **Leadership:** Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable, and persons who exemplify positive attitudes about life. Leadership experiences can be drawn from school or community activities while working with or for others.
4. **Character:** The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, shows courtesy, concern, and respect for others, and generally maintains a good and clean lifestyle.

Students will be rated by a faculty council consisting of five (5) teachers. All students that have met the 3.5 GPA will be given a packet of information to complete by an assigned date. The faculty council will then convene to rate each student's resume of stated activities as based upon the main facets of NHS: Service, Leadership, and Character. There are no guarantees of automatic induction just by meeting the scholarship requirement. Removal/probation will be reviewed by the faculty council for behavior unbecoming of a National Honor Society member as warranted. The student will be invited to sit before the council to present his/her side of the incident in question. Once initiated into the MHS National Honor Society, a student must maintain the minimum standard to continue membership. Students slipping below the GPA standard will be given one semester to bring his/her GPA back to 3.5 or risk being removed from the chapter.

OFFICE- MHS office hours are 7:30 a.m.-3:00 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 7:45 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. **Students are not to loiter in the office for any reason.**

OHIO GRADUATION TEST (OGT) – All Meigs High School sophomore students will take the OGT **March 11 -15**. It is very important for students to be in attendance for these tests to avoid having to retake them at a future date. 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. In addition to the aforementioned dates, the OGT will also be available for students who have taken the test previously yet have not passed one or more sections, or who have moved to the district from out of state. These additional testing dates are as follows: Fall 2012 - October 22-26; Summer 2013 - June 17-21 (in order to take the OGT during the summer window, students must have failed one or more sections of the test and participate in a minimum of 10 hours of OGT intervention). Students who have passed all but one section of the OGT and wish to have the possibility of qualifying for an alternative pathway to graduation must participate in the summer administration of the test.

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 important items in lockers and do not share the combinations with other persons. **The school is NOT responsible for personal items brought to school.** Personal property should be clearly marked with your name.

PROM- All rules applying to regular school sponsored dances apply (see **DANCES**). In addition, Prom has the following additional rules.

1. Prom is only open to members of the Senior & Junior classes and their guests.

2. Prom is a formal event and as such requires formal attire.

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. MHS 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.

STUDENT DRIVERS- Driving to school is a privilege. **Students are only permitted to park in the student parking lot** (the lot between the high school and the field house). Students who wish to drive to school need to fill out a parking pass registration form and obtain a parking permit from school administration in order to park at school. The cost of a parking permit is \$5.00 and is good for one school year. **Vehicles that are not displaying a proper permit, or are parked in an unauthorized area, are subject to being towed at the owner's expense.** It is expected that all students who drive to school will arrive on time and will operate their vehicles in a safe manner to and from school. When students are leaving school, they are to obey the instructions of any staff member that is directing/monitoring traffic. Student drivers are to exit from the lower parking lot exit only *unless* they are going to the middle school to pick up a sibling, in which case they may exit from the upper end of the parking lot near the field house. Any student who fails to follow instructions & procedures, and/or operates their vehicle in an unsafe manner, can have their driving privileges revoked as well as face other disciplinary consequences. Vehicles that are driven to school are not permitted to display any decals, stickers, ornaments, etc. that are deemed inappropriate according to the student code of conduct. Music should be kept at low volumes while on school grounds. Administration reserves the right to assign a parking location for any student.

STUDENT OF THE MONTH AWARDS- Student of the Month Awards are designed to recognize students who display outstanding character, attendance, respect, work ethic, dedication to studies, and a desire to improve. Students are nominated by, and voted upon, by teachers. One student per grade level and one award for a career/technical student will be selected by the faculty. Award recipients will receive a certificate of recognition and be recognized in the local paper. In addition, those that drive will have reserved parking spots in the small parking lot near the band room. At the end of the year, all award recipients will also take part in an activity as recognition of their efforts.

STUDENT SECTION/STUDENT FANS- Meigs High School has a rich athletic tradition and it is strongly encouraged for students to come out and cheer on our teams. It is expected that students will be "loud and proud" in voicing their support for our MHS student athletes. It is also expected that students will be respectful and classy in representing Meigs High School at athletic contests. This applies regardless of whether or not the event is at Meigs High or another school. Student fans are there to cheer on their team, not yell at the opposing team, their fans, the officials, or any other person in attendance at the event. If you are in attendance at an extra-curricular event, it will be assumed by MHS administration that you are there to support the student athletes that are competing, and your behavior should be consistent with that purpose.

SUSPENSION-Students may be suspended from MHS, even on the first offense for some violations.

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.

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 High 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.

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 @ 740-992-2158. 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.

Sec. D.2 Meigs High School Staff

Phone -740-992-2158

Fax -740-992-5839

Steve Ohlinger	Principal	Pierrette Morales	Spanish
Rick Blaettnar	Asst. Principal	Scott Needs	Art
Lelia Haggy	Secretary	Jim Oliphant	Social Studies
Amy Young	Secretary	Jackie Ortman	English
Cliff Kennedy	Guidance Counselor	Amy Perrin	English; Drama
TBA	Guidance Counselor	Joni Powers	Science
Ron Hill	Athletic Director	Denise Russo	Cosmetology
		Kathy Sargent	Math
Carrie Abbott	Special Education	Jasmine Schaeffer	Special Education
Travis Abbott	Social Studies	Kevin Sheppard	Special Education
Denise Arnold	Librarian; Yearbook Advisor	Lindsay Smith	Special Education
Rick Ash	Math & Science	Gloria VanReeth	Family & Consumer Science
Stephanie Ash	Math	Ronald Vlasak	Horticulture; Ag Science
Suzanne Bentz	Interactive Media, English	Teresa Williams	Social Studies
Brent Bissell	Alternative School	Donna Wolf	Math
Jeff Bissell	Automotive Technology	Carl Wolfe	Phys. Ed; CBI
Amber Baker	Special Education		
Scott Brinker	Networking, A+, Prog.		
Cara Bullington	Science		
Samantha Carroll	English		
Lori Carter	Wood Technology		
Mike Chancey	Special Education		
Tom Cremeans	Health Technology; Nursing		
Tony Dingess	Instrumental & Vocal Music		
Tim Dunn	Physical Education		
Richard Fetty	Welding		
Jeremy Grimm	Social Studies		
Jennifer Henson	Special Education		
Sandra Holcomb	Medical Office Management		
Kathy Hudson	Science		
Courtney Irvin	Science		
Jason Jackson	Drafting; Engineering		
David Kight	Special Education		
Tim Lawson	Math		
Bruce Martin	Science		
Judy McCarthy	Math		
Susan Metts	English		

Maroon & Gold
(Alma Mater of Meigs High School)

O'Meigs to thee our song we raise
Thy beloved name we praise
And while our hearts with friendship sing
Let our Alma Mater ring
As the years come and go
As the old Ohio flows
Our High School Memories we will hold
And our love for Maroon and Gold

Meigs High School Fight Song

Sing loud and strong our battle song,
Let them know Meigs High is here,
We're the Marauders brave and bold,
Standing beneath Maroon and Gold,
Shout till your voices wake the angels host on high,
Oh the Maroon and Gold are marching,
With flags unfurled against the sky,
All for one our spirit; and victory be our cry, Rah! Rah!
We're going to fight, fight, fight for glory,
For our banners so bright and so bold,
Stand up and shout, let victory ring out,
For Meigs Maroon and Gold!

MEIGS HIGH SCHOOL - BELL SCHEDULES

Regular Schedule # 1

Activity Schedule #2

Regular Schedule

1	7:45 AM	-	8:30 AM	
2	8:33 AM	-	9:15 AM	
3	9:18 AM	-	10:00 AM	
4	10:03 AM	-	10:45 AM	
5	10:48 AM	-	11:30 AM	Lunch
6	11:33 AM	-	12:15 PM	
7	12:18 PM	-	1:00 PM	Lunch
8	1:03 PM	-	1:45 PM	
9	1:48 PM	-	2:30 PM	

Reverse Activity Schedule #3

The information on this page (along with other information featured in this handbook) will assist parents/students in understanding and completing the Acceptable Use Policy on page 27.

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.

Parents/Students: Please complete all sections on this page and return this to the school by Sept. 1, 2011.

Student's Last Name _____ First Name _____ ID # _____ Grade _____
Meigs High School

We, _____ and _____ have received and
Parent/Guardian Student
read the 2012-2013 Student Handbook.

The following form is the Meigs Local School District Technology Permission Form for World Wide Web, Internet, and Image Publications.

Dear Parent or Guardian:
Your permission is requested for the following technology uses:

World Wide Web page

Your child's work, first name with picture, full name, and/or full name with picture may be used on our school's World Wide Web page. (See pg. 22 for details) Please check one...

- Yes, the school **has my permission** to use my child's information on the web.
- No, the school **does not have my permission** to use my child's information on the web.

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. (See pg. 22 for details) Please check one...

- Yes, the school **has my permission** to use my child's likeness for publication.
- No, the school **does not have my permission** to use my child's likeness for publication.

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. (See policy on pg. 21-22 for details.)

Student Name: _____

Student Signature: _____ Date: _____

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. (See policy on pg. 22 for details.) Please complete **OR** check the box.

Parent/Guardian Name _____

Parent/Guardian Signature _____ Date: _____

OR

- No, my child or ward does **not** have permission to access the School District's network and Internet. **By checking this box, my child will not be able to use any school computers or computer networks.** ...Please read, complete the information, and remove this page from handbook. Promptness in returning the form will allow your child early access to computers and technology resources within the school.

*Matt Simpson, Technology Coordinator
Steve Ohlinger, Principal*