

2250 State Route 66N  
St. Marys, OH 45885

High School Phone # (419) 394-4011  
High School Fax # (419) 394-1932

### DISTRICT MISSION STATEMENT

The mission of St. Marys City Schools, dedicated to meet the individual needs of all students, committed to be a superior educational provider.

#### ST. MARYS CITY SCHOOLS CALENDAR FOR 2021-2022 SCHOOL YEAR

Grading Periods	Days Present
Special Days	Present
<b>1<sup>st</sup> GRADING PERIOD – AUG. 18 – OCT. 15 (K-12)</b>	42
Aug. 13 Fri. New Teacher Training	
Aug. 16 Mon. Teacher Orientation or Record Day	
Aug. 17 Tues. Teacher In-Service Day, No School	
Aug. 18 Wed. First day of school	
Sept 6 Mon. Labor Day – No School	
<b>2<sup>nd</sup> GRADING PERIOD – OCT. 18 – DEC. 17 (K-12)</b>	42
Oct. 22 Fri. Grade Card Distribution (K-12)	
Nov. 4 Thurs. Middle - 4:20-8:00 p.m. 6-8 Parent-Teacher Conferences	
Nov. 11 Thurs. Middle - 4:20-8:00 p.m. 6-8 Parent-Teacher Conferences	
Nov. 11 Thurs. High- 4:20-8:00 p.m. 9-12 Parent-Teacher Conferences	
Nov. 15 Mon. Intermediate - 4:20-8:00 p.m. K-2 Parent-Teacher Conferences	
Nov. 16 Tues. Primary - 4:20-8:00 p.m. 3-5 Parent-Teacher Conferences	
Nov. 22 Mon. Primary - 4:20-8:00 p.m. 3-5 Parent-Teacher Conferences	
Nov. 23 Tues. Intermediate - 4:20-8:00 p.m. K-2 Parent-Teacher Conferences	
Nov. 24 Wed. 8:00 a.m-3:30 p.m. K-5 Parent-Teacher Conferences/ No-School K-5 pupils	
Nov. 25-26 Th./Fri. Thanksgiving Vacation - No School	
Nov. 29 Mon. No School - K-12 pupils and Staff	
<b>3<sup>rd</sup> GRADING PERIOD – JAN. 3 – MAR. 11 (K-12)</b>	47
Dec. 20-Dec. 31 Mon/Fri Christmas Vacation – No School	
Jan. 3 Mon. Return from Christmas Vacation	
Jan. 7 Fri. Grade Card Distribution (K-12)	
Jan. 17 Mon. Martin Luther King Day – No School	
Feb. 18-21 Fri./Mon Presidents Day – No School (Staff and Students)	
Feb. 22 Tues. High School Scheduling 4:30-7:30 p.m.	
<b>*February 18 and February 21 will be used as make-up days if needed</b>	

Mar. 18	Fri.	Grade Card Distribution (K-12).
Apr. 14-18	Thurs.-Mon.	Spring Break – No School
Apr. 19	Tues.	Return from Spring Break
May 20	Fri.	Last day for pupils
May 23	Mon.	Teacher Work Day
May 27	Fri.	Grade Cards Mailed (K-12)
May 29	Sun.	Combined Baccalaureate-Commencement
May 30	Mon.	Memorial Day

**\*April 14 and April 18, will be used as make-up days if needed.**

**\*May 23, 24, 25, & 26, 27, 2022 may be used as make-up days. (Policy 8210)**

**CONTACT INFORMATION**

The following list will help you contact the appropriate people district-wide with any questions that you may have. If what you are looking for is not listed, contact the Memorial High School office (419-394-4011) for assistance.

Assistant Principal	John Zerbe	(419) 394-4011	john.zerbe@smriders.net
Athletic Director	Jim Hollman	(419) 394-4011	jim.hollman@smriders.net
Cafeteria	Nicole Rasmussen	(419) 300-1417	nicole.rasmussen@smriders.net
College Credit +	Deb Hinckley	(419) 394-8058	deb.hinckley@smriders.net
Clubs & Org.	John Zerbe	(419) 394-4011	john.zerbe@smriders.net
Curriculum	Kim Overman	(419) 394-4011	kim.overman@smriders.net
Discipline	John Zerbe	(419) 394-4011	john.zerbe@smriders.net
Flex Credit	Sarah Paulus	(419) 394-8058	sarah.paulus@smriders.net
Free/Reduced Lunch	Nicole Rasmussen	(419) 300-1417	nicole.rasmussen@smriders.net
Counseling Office	Karrie Hughes	(419) 394-8058	karrie.hughes@smriders.net
Mental Health	Sara Dieringer	(419) 394-4011	sara.dieringer@smriders.net
Nurse	Deanna Halko	(419) 394-4011	deanna.halko@smriders.net
Parking Tags	Theresa Riesen	(419) 394-4011	theresa.riesen@smriders.net
Principal	Jon Burke	(419) 394-4011	jonathan.burke@smriders.net
Progress Book	Amy Felver	(419) 394-4011	amy.felver@smriders.net
Scheduling	Sarah Paulus	(419) 394-8058	sarah.paulus@smriders.net
Special Ed	Cary Roehm	(419) 394-7099	cary.roehm@smriders.net
Superintendent	Bill Ruane	(419) 394-4312	bill.ruane@smriders.net
Transcripts	Theresa Riesen	(419) 394-4011	theresa.riesen@smriders.net
Transfers	Jon Burke	(419) 394-4011	jonathan.burke@smriders.net
Transportation	Dan Grothouse	(419) 394-7278	dan.grothouse@smriders.net
Treasurer	Andy Wilker	(419) 394-4312	andy.wilker@smriders.net
Virtual Learning	Doug Frye	(419) 394-4011	doug.frye@smriders.net

**MHS Bell Schedule 2020-21**

Period	Time	Time
<b>1</b>	7:25 – 8:09	
<b>2</b>	8:13 – 8:57	
<b>3</b>	9:01 – 9:45	
<b>4</b>	9:49 – 10:33	
<b>Lunch / RT</b>	<b>10:33 – 11:03 (Lunch)</b>	<b>10:37 – 11:03 (Rider Time)</b>
<b>RT / Lunch</b>	<b>11:07 – 11:33 (Rider Time)</b>	<b>11:03 – 11:33 (Lunch)</b>

<b>Common Rider Time</b>	11:37 – 12:03 Common Rider Time	11:37-12:03 Common Rider Time
<b>5</b>	12:07 – 12:51	
<b>6</b>	12: 55 – 1:39	
<b>7</b>	1:43 – 2:30	

### MHS Bell Schedule 2hr Delay 2020-21

<b>Period</b>	<b>Time</b>	<b>Time</b>
<b>1</b>	9:25-9:57	
<b>2</b>	10:01-10:33	
<b>Lunch / RT</b>	<b>10:33 – 11:03 (Lunch)</b>	<b>10:37 – 11:03 (Rider Time)</b>
<b>RT / Lunch</b>	<b>11:07 – 11:33 (Rider Time)</b>	<b>11:03 – 11:33 (Lunch)</b>
<b>Common Rider Time</b>	11:37 – 12:03 Common Rider Time	11:37-12:03 Common Rider Time
<b>3</b>	12:07-12:32	
<b>4</b>	12:36-1:01	
<b>5</b>	1:05-1:30	
<b>6</b>	1:34-1:59	
<b>7</b>	2:03-2:30	

### General Semester Information

St. Marys Memorial High School is on a semester schedule. The school year is broken into four 9-week quarters. During each semester, students will take a total of seven (7) classes. Most traditional year-long classes will be split into two (2) semester courses worth 0.5 credits each semester with the exception of PE which is worth 0.25 credits per semester. Scheduling study halls will not be an option. Class periods will be 44 minutes each with an additional 30 minute lunch and a 56 minute Rider Time. Rider time will have 26 minutes of common time with an additional 30 minutes of Rider Time before or after their lunch. Rider time will be utilized for study time, seeking assistance from teachers, club meetings, assemblies, and announcements. The high school bell schedule is as follows:

### SCHOOL CLOSING AND DELAY

In case of severe weather (snow, ice, fog, etc.) the official announcement for school closing may be heard over local radio, TV stations, and our mass notification system.

An emergency notification system will inform students of weather related delays or cancellations. This system may also be used to notify families during a school related emergency. It is the responsibility of the student to inform the school of any primary phone number changes.

### GENERAL INFORMATION

#### CHANGE OF ADDRESS AND PHONE

Students are to report any change of address and/or phone number to the Memorial High School office.

#### CREDIT FLEXIBILITY

The credit flexibility initiative is part of a statewide effort to increase learning and engagement and help students' graduate ready for success in college and careers. In addition to earning credit by successfully completing traditional courses, the credit flexibility program provides new options for students. Students are required to demonstrate mastery of the essential content of a traditional course or complete an approved plan that is aligned to the academic curriculum. Additional details and materials related to credit flexibility are available at the high school's guidance office. Filing deadline for first [semester](#) is March 31, and the filing deadline for [second semester](#) is November 30.

## **COMPLAINT FILING PROCEDURE**

The following person is designated to handle inquiries regarding the nondiscrimination policies of the district or to address any complaints of discrimination:

Superintendent of Schools  
2250 St Rt. 66N  
St. Marys, Ohio 45885  
(419)-394-4312

## **DARK NIGHT ACTIVITIES**

Every Wednesday (after 6:30 PM) and Sunday (before 1 PM and after 6:30 PM) of the year is known as school dark night. It means there will be no functions sponsored by the school or its organizations which will begin after 6:30 PM and involve students.

## **ELEVATOR USAGE**

Only students who have permission from the principal may use the elevator.

## **EXTERIOR DOORS**

All exterior doors will be locked at 7:25 AM except for the main entrance. Students entering the building after 7:25 AM must use the main entrance unless directed otherwise. Exterior doors should not be propped open at any time.

## **FOOD AND BEVERAGES**

Food and beverages are only permitted in the Commons. Students may not have food or beverages in hallways, classrooms, gyms, the library, or the auditorium. Regular bottled water is allowed to be carried into class.

## **HALL PASSES**

The weekly pass in the student handbook will be used anytime a student is out of the classroom. Teachers requesting a student will use the teacher request pass in the back of the student handbook. Personalized passes will be used by each office when sending a student back to class or when requesting a student. Students will be marked as excused or unexcused.

## **LEAVING THE BUILDING AT THE END OF THE DAY**

All students must leave the building by 3:00 PM unless in some assigned activity under the supervision of a teacher, supervisor, or coach. Students in special activities under supervision must remain in that area of the building where the activity is in session.

## **LOCKERS**

Lockers will be assigned, and in most cases students will keep the same locker for their high school career. All students in Tri-Star, CC+, or Senior DECA may be assigned a locker off of the Commons. Lockers should be kept locked and must not be jammed. The school does not assume responsibility for stolen items. It is the responsibility of the student to take care of his/her locker. Tape and other adhesives are not permitted. Magnets must be used to hang personal items. Writing and other damage may result in disciplinary action and a charge for repairs may be assessed to the student's school fees. The school reserves the right to inspect the contents of each locker.

## **LOST AND FOUND**

Lost and found items will be located outside of the DECA Depot. Unclaimed items will be given to charity at the end of each grading period.

## **LUNCH**

Students must remain in the Commons for their entire lunch period. Food and beverages are not permitted outside of the Commons, except for regular bottled water. Breakfast will be served in the commons from 7:05 –7:45AM. All students will be given thirty minutes for lunch. Vending machines will not be available at this time. The serving line will be ala carte. All food is to be eaten in the commons, and all trash should be thrown away in the trash cans provided. Any food that is brought in for student consumption is to come from their home and not delivered to school from a local eatery.

## **MIDDLE SCHOOL**

High school students are not permitted in the middle school corridors at any time during the school day unless assigned to that area by school personnel or in a scheduled class.

## **MILITARY**

Students requesting to see the military recruiter may do so by making an appointment at the local recruiting office. If you would like to schedule an appointment to meet at school, do so in the Guidance Office. The recruiters are available during non-school hours

and are aware that we do not release students for this. Notify the MHS office in advance if you will be absent for testing or the physical. Excessive days for military appointments will result in unexcused absence and no credit will be earned on that day.

### **MORNING PROCEDURES**

All students must report to the Commons or north hallway until the 7:15 AM bell unless given permission by school personnel to be elsewhere in the building. At that time, students may go to their lockers, or to sign out to a teacher for Rider Time. Students must be in their first period class by the 7:25 AM bell.

### **RIDER TIME**

Rider Time is a common intervention and homework completion period that is scheduled each day. Students will use this time to receive extra help from their teachers and make up labs and tests due to absence or attend Lunch Intervention. This time may also be used for student club, assemblies, and organization meetings. Students are encouraged to see their teachers between 7:15 – 7:25 AM to request extra help during Rider Time.

### **SCHEDULING AND SCHEDULE CHANGE POLICY**

Students, with the careful input of parents, need to select courses based upon graduation requirements, future educational goals, academic aptitude, and individual interest. Once requests are received, every effort will be made to accommodate student requests.

**Courses selected during spring registration should be considered as final.** Only changes necessitated by course cancellation, misplacement, or administrative decision will be permitted. Staffing and textbook purchases are based upon student requests; therefore, schedule changes will only be **considered** if the student completes a course change request form and submits it with a parent signature. All schedule change requests must have administration approval. Schedule changes will not be made for the following reasons:

- Students may not drop or change a required course.
- Course changes will not be granted based on teacher preference.
- Seniors will not be permitted to drop classes to obtain delayed entry or early release.

#### **In addition the following guidelines will apply:**

- The class you are requesting to add must meet the same semester and period as the one you are dropping.
- Classes on the schedule will not be moved around to accommodate course change requests.
- Schedules will not be changed after the semester begins.
- Student fees are non-refundable once a class has been in session for one week.
- A course dropped after the start of a semester will be given a WD Failure on the student's transcript/course history.
- If a schedule change is denied the student will remain in the course.

#### **Counselors will accept course change requests according to the following schedule:**

**1<sup>st</sup> Semester:** Wed., Aug 18<sup>th</sup> – Wed., Aug 25<sup>th</sup> (all requests must be in by noon on August 25)

**2<sup>nd</sup> Semester:** Mon., Dec 13<sup>th</sup> – Mon., Dec 20 (all requests must be in by noon on December 20)

### **SCHOOL STORE**

The DECA Depot will operate as the school store, which is located in the Commons. The store can be open before and after school, as well as during lunch. The only items to be purchased during lunch are non-food items and gum/mints.

### **STUDENT FEES AND FINES**

Most courses will have approved School Board expenses involved. Be sure you are aware of what financial obligations are involved in the course. Collections will be made at the beginning of the year. All fees must be paid before graduation practice in order to participate in the graduation ceremony.

### **STUDENT RECORDS**

No student record in any form will be released except:

1. To local school officials including teachers within the school who have legitimate education interest
2. To officials of other school systems in which the student intends to enroll
3. In compliance with a judicial order or subpoena
4. If there is written parental or student consent (if a student is 18 years of age) specifying records be released, to whom they may be released and the reason for the release
5. Directory information may be released concerning students attending MHS. Directory information includes name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, date of graduation and awards received. A parent of the student or the eligible student may refuse to permit the designation of any or all of these categories of personally identifiable information

with respect to the student as directory information by informing the school office in writing within 15 calendar days from the first day of classes.

### **STUDENT TRANSCRIPTS**

May be requested from the Memorial High School office by completing a transcript request form.

### **STUDENT VALUABLES**

Students should not bring items of value to school, if necessary these items should be locked in their locker or on their person. Memorial High School will not be liable for any loss or damage to personal valuables or cash.

### **SURVEILLANCE CAMERAS**

This facility is equipped with a surveillance system. This system may be used to monitor student conduct and to assist in disciplinary action. The system also provides security to our facility, staff, and students. In order to promote student and staff safety, and deter unauthorized access and destructive acts (e.g., theft and vandalism), the Board of Education authorizes the use of video surveillance and electronic monitoring equipment on school property, and in school buildings and school buses. Information obtained through video surveillance/electronic monitoring may be used by the administration and law enforcement to identify intruders and persons breaking the law, Board policy, or the Student Code of Conduct (i.e., it may be used as evidence in disciplinary actions and criminal proceedings).

### **TEXTBOOK CARE**

Charges will be assessed for books receiving greater damage than could be expected from normal use and wear. The replacement price of a book will be charged for a lost book.

### **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive teacher permission before using any equipment or materials in the classroom. Students must seek permission from school administration prior to using any other school equipment or facility. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use.

### **VISITORS**

Visitors, particularly parents and former students, are welcome at Memorial High School, however, if a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to Memorial High School in order to schedule a mutually convenient meeting time.. Visitors must bring a valid state issued ID and report to the office upon entering the school to sign in and obtain a pass by completing an on-site background check. Any visitor found in the building without a pass shall be reported to the principal. Students may not bring visitors to school.

### **WITHDRAWAL/TRANSFER FROM SCHOOL**

Secure a withdrawal report from the office. All books are to be returned and all fines paid to receive a transcript of grades for credit earned. No student under the age of 18 will be allowed to withdraw from school without the written consent of his/her parents and in compliance with state law. Parents must notify the principal about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within 14 days of the parent notice or request.

### **WORK PERMITS**

Work permits are obtained through the Superintendent's Office. Retention of this permit is contingent upon the student's academic progress and attendance at school.

## **ACADEMICS**

### **ACADEMIC "M"**

Students are eligible for the Academic "M" if they maintain a cumulative GPA of 10.30 for a minimum of three semesters, schedule 5.00 credits per year; and are involved in at least one club or organization (community or school). Transfer students are eligible for the Academic "M" after one semester of attendance and sophomore status.

### **EARLY GRADUATION**

The Board of Education acknowledges that some students seek to pursue educational goals that include graduation from high school at an earlier date than their designated class.

A student who completes the requirements for early high school graduation may participate in the graduation ceremonies with his/her designated class or the class graduating in the year in which s/he completes the District's requirements for high school graduation.

Application for early high school graduation must be submitted to the high school principal.

The principal may honor this request if all conditions for high school graduation are met and the student fulfills the high school graduation requirements.

### **Early High School Graduation – Advanced Learners**

Any student residing in the District may be referred for early high school graduation by a staff member or parent/guardian to the principal of his/her school. Students may refer themselves or a peer through a staff member who has knowledge of the referred child's abilities. Copies of referral forms will be available at each school building.

Students referred for early high school graduation will be evaluated in a prompt manner. The building principal will schedule the evaluations. Normally, changes in a student's schedule will only occur at the start of a semester.

Before a student is evaluated for early high school graduation, the principal (or his/her designee) must obtain written permission from the student's parent/guardian.

Evaluations related to referrals that occur during the school year will ordinarily be completed and a written report issued within forty-five (45) calendar days. Evaluations related to referrals that occur at the end of a school year or during the summer will be completed and a written report issued either before the end of the school year, if possible, or within forty-five (45) calendar days of the start of the next school year.

Upon referral, the student's principal (or his/her designee) shall convene an acceleration evaluation committee to determine the appropriateness of early high school graduation for the student. The committee shall include the following:

- A. a parent/legal guardian of the referred student
- B. a gifted education coordinator or gifted intervention specialist, or, if neither is available, a school psychologist or guidance counselor with expertise in early high school graduation
- C. a principal or assistant principal from the student's current school
- D. a current teacher of the referred student

The acceleration evaluation committee shall be responsible for conducting a fair and thorough evaluation of the student.

Students referred for early high school graduation shall be evaluated based on past academic performance, measures of achievement based on State academic content standards, and successful completion of State mandated graduation requirements. The acceleration evaluation committee will consider the student's own thoughts on possible accelerated placement in its deliberations.

The acceleration evaluation committee shall issue a written decision on the outcome of the evaluation process to the principal and the student's parent/guardian. This notification shall include instructions for appealing the decision.

Appeals must be made in writing to the Superintendent within thirty (30) calendar days of the parent/guardian receiving the committee's decision. The Superintendent or his/her designee shall review the appeal and notify the parent/guardian of his/her final decision within thirty (30) calendar days of receiving the appeal. The Superintendent or his/her designee's decision shall be final.

If the student is recommended for early high school graduation, the acceleration evaluation committee will develop a written acceleration plan designed to allow the student to complete high school graduation requirements on an accelerated basis. The plan may include the provision of educational options in accordance with A.C. 3301-35-06(G), waiving District graduation requirements that exceed those by the State, and early promotion to sophomore (or higher) status

### **EXAMS**

Students who do not complete the final exam in a course, qualify for exam exemptions if applicable, or make no arrangements with the MHS Office prior to or within one week following the exam, will not be granted a credit for the course regardless of previous grades during the year. The student must complete all requirements of the course which includes the final exam, which is 20% of the final grade. Students requesting early exams must submit in writing a request as such from a parent/guardian to the principal at least 2 weeks prior to the exam. Exceptions may be granted by the principal under certain circumstances. The classroom teacher will then decide when to give the exam either prior to the exam period or upon return to school.

## FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of Memorial High 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 and attendance policy apply to all field trips if a violation occurs which requires the removal of the student, the parent is responsible for all costs and emergency removal. While the district encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend. Students who violate school rules, have poor academic standing or poor attendance may lose the privilege to go on field trips.

## GRADE POINT AVERAGE

Student's cumulative grade point averages are calculated at the completion of courses taken for high school credit. This occurs at the end of first semester and again at the end of the school year. The cumulative grade point average is calculated on a 12 point scale. The letter grade values used for calculating are: A+ =12, A =11, A- =10, B+ =9, B=8, B- =7, C+ =6, C=5, C- =4, D+ =3, D=2, D- =1, F=0.

Weighted grade status is given to courses that include material of greater depth, are more rigorous, and are more academically challenging than other high school courses. Courses approved as weighted courses will have the designation of Honors. College Credit Plus courses are also weighted. The grades of those courses will be calculated by adding a full letter grade to the grade point conversion for grades of a C- or better.

## COURSE GRADE SCALE

Memorial High School is on a 12-point grading scale. This table would be used after adjustments are made to take into account the degree of difficulty and other factors that affect the raw scores of tests and work given. All College Credit Plus courses will use the college or university grading scale.

Grade	Numerical Scores	Value	Honors Weighted Values
A+	99-100	12	15
A	96-97-98	11	14
A-	94-95	10	13
B+	91-92-93	9	12
B	86-87-88-89-90	8	11
B-	84-85	7	10
C+	81-82-83	6	9
C	76-77-78-79-80	5	8
C-	74-75	4	7
D+	71-72-73	3	
D	66-67-68-69-70	2	
D-	64-65	1	
F	63 and Below	0	
I	Incomplete	0	

## CUMULATIVE GRADE SCALE CONVERSION CHART

12 Point	Grade	4 Point	12 Point	Grade	4 Point	12 point	Grade	4 Point
0.	F	.000	5.0	C	2.000	10.0	A-	3.670
0.1	F	.373	5.1	C	2.033	10.1	A-	3.703
0.2	F	.406	5.2	C	2.066	10.2	A-	3.736
0.3	F	.439	5.3	C	2.099	10.3	A-	3.769
0.4	F	.472	5.4	C	2.132	10.4	A-	3.802
0.5	F	.505	5.5	C	2.165	10.5	A-	3.835
0.6	F	.538	5.6	C	2.198	10.6	A-	3.868
0.7	F	.571	5.7	C	2.231	10.7	A-	3.901
0.8	F	.604	5.8	C	2.264	10.8	A-	3.934
0.9	F	.637	5.9	C	2.297	10.9	A-	3.967
1.0	D-	.670	6.0	C+	2.330	11.0	A	4.000



1.1	D-	.703	6.1	C+	2.363	11.1	A	4.033
1.2	D-	.736	6.2	C+	2.396	11.2	A	4.066
1.3	D-	.769	6.3	C+	2.429	11.3	A	4.099
1.4	D-	.802	6.4	C+	2.462	11.4	A	4.132
1.5	D-	.835	6.5	C+	2.495	11.5	A	4.165
1.6	D-	.868	6.6	C+	2.528	11.6	A	4.198
1.7	D-	.901	6.7	C+	2.561	11.7	A	4.231
1.8	D-	.934	6.8	C+	2.594	11.8	A	4.264
1.9	D-	.967	6.9	C+	2.627	11.9	A	4.297
2.0	D	1.000	7.0	B-	2.670	12.0	A+	4.330
2.1	D	1.033	7.1	B-	2.703	12.1	A+	4.363
2.2	D	1.066	7.2	B-	2.736	12.2	A+	4.396
2.3	D	1.099	7.3	B-	2.769	12.3	A+	4.429
2.4	D	1.132	7.4	B-	2.802	12.4	A+	4.462
2.5	D	1.165	7.5	B-	2.835	12.5	A+	4.495
2.6	D	1.198	7.6	B-	2.868	12.6	A+	4.528
2.7	D	1.231	7.7	B-	2.901	12.7	A+	4.561
2.8	D	1.264	7.8	B-	2.934	12.8	A+	4.594
2.9	D	1.297	7.9	B-	2.967	12.9	A+	4.627
3.0	D+	1.330	8.0	B	3.000	13.0	A+	4.670
3.1	D+	1.363	8.1	B	3.033	13.1	A+	4.703
3.2	D+	1.396	8.2	B	3.066	13.2	A+	4.736
3.3	D+	1.429	8.3	B	3.099	13.3	A+	4.769
3.4	D+	1.462	8.4	B	3.132	13.4	A+	4.802
3.5	D+	1.495	8.5	B	3.165	13.5	A+	4.835
3.6	D+	1.528	8.6	B	3.198	13.6	A+	4.868
3.7	D+	1.561	8.7	B	3.231	13.7	A+	4.901
3.8	D+	1.594	8.8	B	3.264	13.8	A+	4.934
3.9	D+	1.627	8.9	B	3.297	13.9	A+	4.967
4.0	C-	1.670	9.0	B+	3.330	14.0	A+	5.000
4.1	C-	1.703	9.1	B+	3.363			
4.2	C-	1.736	9.2	B+	3.396			
4.3	C-	1.769	9.3	B+	3.429			
4.4	C-	1.802	9.4	B+	3.462			
4.5	C-	1.835	9.5	B+	3.495			
4.6	C-	1.868	9.6	B+	3.528			
4.7	C-	1.901	9.7	B+	3.561			
4.8	C-	1.934	9.8	B+	3.594			
4.9	C-	1.967	9.9	B+	3.627			

## GRADUATION REQUIREMENTS

<u>Curriculum</u>	<u>Curriculum Requirements</u>
English Language Arts	4 credits
Mathematics	4 credits (1)

Science	3 credits (2)
Social Studies	3 credits (3)
Fine Art	1 credit (4)
Health	½ credit
Physical Education	½ credit
Electives	5 credits (5)

(1) Mathematics credits must include 1 credit of Algebra II or the equivalent of Algebra II.

(2) Science credits must include 1 credit of physical sciences, 1 credit of life sciences and 1 credit of advanced study in one or more of the following sciences: chemistry, physics, or other physical science; advanced biology or other life science; or astronomy, physical geology, or other earth or space science.

(3) Social studies credits must include 1 credit of American History, and 1 credit of American Government. The class of 2021 will also be required to take .5 credit of a World History.

(4) All students must complete at least two semesters of fine arts. This requirement may be met by completing an eligible 8<sup>th</sup> grade fine arts course.

(5) Elective credits must include one or any combination of foreign language, fine arts, business, career-technical education, industrial technology, agricultural education or English language arts, mathematics, science or social studies courses not otherwise required.

### **State Graduation Requirements**

The District will comply with State Board of Education requirements for graduation. Students shall earn required credits for graduation in the appropriate subject areas, and achieve one (1) of the pathways as summarized below (available pathways change and are specific to each graduating class):

### **Class of 2019 through Class of 2022**

Students who have entered ninth grade before July 1, 2019 shall earn required credits for graduation in the appropriate subject areas, and achieve one (1) of three (3) pathways:

- A. earning a State Board of Education approved, industry-recognized credential or group of credentials and achieve the required score on a workforce readiness assessment selected by the State; or
- B. earning a cumulative score on subject-specific end of course exams equal to State Board requirements for the year of graduation; or
- C. earning remediation-free scores in English language arts and math on a nationally recognized college admission exam such as ACT or SAT.

Students in the graduating classes of 2019 and 2020 may be eligible for graduation by completing two (2) additional alternative pathways.

- A. Academic Pathway. Take all end-of-course examinations and retake examinations in English Language Arts or Math at least once if the student received a score lower than a three (3), plus meet at least two (2) of the following conditions:
  1. attain an attendance rate of at least ninety-three percent (93%) during twelfth grade year (not available for students who enter ninth grade after July 1, 2016)
  2. take at least four (4) full-year or equivalent courses during twelfth grade and obtain a grade point average of 2.5 on a 4.0 scale during twelfth grade (students who entered ninth grade between July 1, 2016, and June 30, 2017, must obtain this GPA during eleventh grade as well)
  3. complete a capstone project during twelfth grade in accordance with District administrative guidelines (capstone projects for students who entered ninth grade between July 1, 2016, and June 30, 2017, must comply with guidance to be developed by the State)
  4. complete 120 hours of work in community service in accordance with District administrative guidelines (community service approved for students who entered ninth grade between July 1, 2016, and June 30, 2017, must comply with guidance to be developed by the State and be both approved and verified by the District)
  5. earn three (3) or more transcribed credit hours under the College Credit Plus Program at any time during high school
  6. pass an Advanced Placement or International Baccalaureate course and receive a score of three (3) or higher for an AP examination or four (4) or higher for an International Baccalaureate examination during high school
  7. earn a level three (3) score for each of “reading for information,” “applied mathematics,” and “locating information” components of the job skills assessment selected by the State Board

8. obtain an industry-recognized credential or a group of credentials equal to at least three (3) total points
  9. satisfy conditions required to receive an OhioMeans-Jobs-readiness seal
- B. Career Technical Pathway
- Take all end-of-course examinations; complete a career-technical training program approved by ODE that includes at least four (4) career-technical courses, and meet one (1) of the following conditions:
1. demonstrate successful workplace participation with 250 hours of workplace experience and evidence of regular, positive evaluations from the employee or supervisor and a representative of the School District
  2. obtain an industry-recognized credential or group of credentials equal to at least twelve (12) points
  3. attain a cumulative score of at least proficient on career-technical education assessments or test modules required for the program

### **Class of 2023 and Beyond**

Students who enter ninth grade after July 1, 2019, must satisfy the following two (2) requirements.

- A. Earn at least two (2) State diploma seals, one (1) of which must include:
1. Seal of Biliteracy;
  2. OhioMeansJobs-readiness Seal; or
  3. State Diploma Seal in one (1) of the following areas: Industry-recognized Credential Seal; College-ready seal; Military Enlistment Seal; Citizenship seal; Science Seal; Honors Diploma Seal; Technology Seal.

The Board offers the following additional seal(s) in accordance with adopted administrative guidelines: Community Service Seal; Fine/Performing Arts Seal; Student Engagement Seal.

- B. Attain a competency score on each of the Algebra I and English Language Arts II end-of-course examinations. Students who receive a proficient score on Algebra I or English Language Arts prior to entering high school will fulfill this requirement and will not be required to retake the exams. Students who fail to attain the competency score in either subject will be offered remedial support and will be required to retake the exam(s) at least once. A student who fails to achieve the competency score a second time may demonstrate competency in the failed subject area by completing one (1) of the following:
1. earn course credit through College Credit plus in that subject
  2. provide evidence of enlistment in a branch of the armed services of the United States; or
  3. complete two (2) of the following options, with at least one (1) of the options being a foundational option
    - a. Foundational Options: earning a score of proficient or higher on three (3) or more State technical assessments; obtaining an industry-recognized credential; completing a pre-apprenticeship or apprenticeship in a chosen career field; providing evidence of acceptance into an apprenticeship program after high school that is restricted to participants eighteen (18) years of age or older.
    - b. Supporting Options: completing 250 hours of a work-based learning experience with evidence of positive evaluations; obtaining an OhioMeansJobs-readiness seal; attaining a workforce readiness score selected by the State.

### **HONOR ROLL**

An honor roll is announced at the end of each 9 weeks to recognize the academic efforts of Memorial High School students. Highest honors will require a grade point average of 11.0 on a 12.0 scale. High Honors will require a grade point average of 10.30 on a 12.0 scale. Honors will require a grade point average of 9.6 on a 12.0 scale. Grades of D, F or Incomplete in any semester will make a student ineligible for the honor roll. Students are required to earn grades in three Memorial High School courses each semester to be eligible. College Credit + students must be enrolled in three MHS courses each semester to be eligible for the honor roll. Only MHS courses are considered to determine honor roll.

### **INCOMPLETE GRADES**

An "F" will be assigned and will be computed as a "0" in the GPA for any course not completed within two weeks of the end of a grading period, unless approved by a principal.

### **PROGRESS BOOK**

Students and parents can access student grades electronically through Progressbook. Teachers update their Progressbook account on a regular basis. Contact the MHS office to access your Progressbook account. Parents and students are encouraged to monitor Progressbook on a regular basis.

### **REPORT CARDS**

Report cards will be distributed at the end of each quarter. They will be given to the students at school and it will be their responsibility to take them home.

## **TESTING PROGRAMS**

Students will be required to pass State Mandated Tests in order to graduate. Juniors will have the opportunity to take the PSAT test and the spring mandated ACT test. Students may elect to take the ACT and/or SAT tests at any time during their high school years at their own expense.

## **SENIOR CLASS INFORMATION**

### **DIPLOMA**

MHS awards, as per state standards, two types of diplomas - an Honors Diploma and a Regular Diploma. The criteria for each of these can be found on the Memorial High School website in the guidance link.

### **GRADUATION**

The administrative planned exercises will be on Sunday, May 29th, at 2:00 PM. All graduation requirements must be completed and school fees and fines must be paid prior to graduation practice in order to receive a diploma and walking in the graduation ceremony. Administration reserves the right to deny this ceremonial privilege.

### **HONOR SENIORS**

Seniors who have maintained a 9.8 average for seven semesters shall be designated as Honor Seniors. They will be recognized as such and will select among themselves the senior who will give the "Address of Welcome" at the combined Baccalaureate and Commencement Exercises. In addition to the Address of Welcome, the valedictorian or salutatorian will be invited to give the opening and closing remarks at the commencement ceremony. If the valedictorian or salutatorian is selected to give the Address of Welcome, the Principal may substitute a class member from the list of honor seniors who may also be a class officer, student council member, or President of the NHS to give the opening and closing remarks. Honor Seniors will have the distinction of wearing gold cords at graduation.

Summa Cum Laude: 10.8 GPA and up

Magna Cum Laude: 10.3 – 10.799 GPA

Cum Laude: 9.8 – 10.299 GPA

### **VALEDICTORIAN AND SALUTATORIAN**

After seven semesters the graduating senior with the highest grade point average will be the Valedictorian and the second highest grade point average will be Salutatorian.

## **ATTENDANCE**

### **COLLEGE VISITATIONS/JOB INTERVIEWS/MILITARY VISITS**

Students are permitted to use two days during their junior and senior years. Proof of visitation must be verified by the institution being visited. This form is available in the MHS office and must be signed and submitted upon return.

### **EXCESSIVE ABSENCES**

HB 410 defines 'excessive absences' as absent 38 or more hours in one school month or 65 or more hours in one school year with or without a legitimate excuse. Any absence(s) after a student is considered "excessively absent" must have a doctor's note or approval from an administrator, otherwise the absence(s) are considered unexcused. One Saturday School may be assigned for each unexcused absence. 63% credit may be earned for correctly completed work for each unexcused day. A letter will be sent to the parent/guardian whenever a student reaches this threshold.

### **EXCUSED ABSENCES**

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make up missed school work and/or tests:

1. Personal illness or appointments - requires a call or written note from parent/guardian.  
Students with a health condition that causes repeated absences must provide an explanation of the condition from a registered physician.
2. Illness in the family requiring the student's presence at home.
3. Quarantine of the home.
4. Death in the family or funeral of a close friend
5. Necessary work at home due to absence or incapacity of a parent/guardian.
6. Observation or celebration of a bona fide religious holiday.
7. Such good cause as may be acceptable to the Superintendent.
8. College Visits/Job Interviews - Students are permitted two visits during the junior and senior years. This will not have a negative impact on the attendance record.
9. Field Trips - School sponsored field trips will not count against a student's attendance record.

### **LEAVING SCHOOL WHILE IN SESSION**

Permission to leave school while it is in session for appointments, etc. can be granted by the principal or designee only when requested by the parent or guardian. Students are to return to Memorial High School as soon as possible after the appointment and report to the MHS Office. Students are required to sign out/in when leaving or entering the building during school hours. Students must have administrative approval to go to their cars during the school day. Parental or emergency contact permission must be given for a student to leave during school hours.

### **MAKE-UP TESTS AND OTHER SCHOOL WORK**

Students who are absent from school with an excuse shall be given the opportunity to make-up missed work. The student or parent/guardian may contact the MHS office to request assignments. The number of days for completion of make-up work will be equivalent to the number of excused days of absence. It is the responsibility of the student to contact his/her teacher. If a student missed a test due to an excused absence, he/she should make arrangements with the teacher to take the test at another time. If he/she misses a state-mandated assessment test, the student should consult with the MHS office to arrange for administration of the test at another time.

### **NOTIFICATION OF ABSENCE**

If a student will be absent, a parent/guardian must notify the school at **(419) 394-4011 by 8:00 AM** and provide an explanation. If a call is not received by that time, a message will be sent to notify the parents. If prior contact is not possible, the parents should provide a written excuse as soon as possible after the student's absence. When no excuse is provided, the absence will be unexcused and the student will be identified as truant for that school day. If the offered excuse for a student's absence is questionable or if the number of student absences is excessive, the school staff will notify the parents of the need for improvement in the student's attendance and appropriate discipline may be assigned. An Advanced Notification of Absence Form must be completed before any pre-planned absence.

### **SCHOOL ATTENDANCE FOR ATHLETIC PARTICIPATION**

Athletes must be present by 9:45am on a day of a scheduled athletic contest in order to participate that day. Exceptions may be granted by the principal in cases if given prior notification of any absence or appointment.

### **SUSPENSION FROM SCHOOL**

Suspensions from school are carried out on days when school is in session. Absence from school due to suspension shall be considered an authorized unexcused absence. A suspended student may be allowed to make-up school work missed due to suspension and will receive up to 65% credit for correctly completed work during the length of the suspension. Tests may be made up to 65% credit as well. His/her grade for work ethic will be diminished and indicate "absence from school due to discipline." Suspended students are not permitted on school property or at school sponsored events during the length of the suspension.

### **TARDIES**

Tardiness to a class during the school day will be handled by the individual teacher. Habitual tardiness to a class should be reported to the assistant principal. Morning tardies are to report to the MHS office to obtain a tardy slip. Students will receive a Wednesday School upon the third tardy and a Saturday School upon the sixth tardy during a semester. Tardiness that results in missing one period may result in a Saturday School. Time tardy counts toward absence hour totals.

### **UNEXCUSED ABSENCES/TRUANCY**

Any student who is absent from school for all or any part of the day without a legitimate excuse and notification by a parent/guardian shall be considered truant. A student will be considered truant under state law if the student is absent without a legitimate excuse for 30 or more consecutive school hours, for 42 school hours or more in one month, or 72 school hours or more in one school year. If a student is truant and the student's parent(s), guardian(s), or custodian(s) has failed to cause the student's attendance, a complaint will be filed with the judge of the Juvenile Court. The Board authorizes the superintendent to inform the student and his/her parents, guardian, or custodian of the record of excessive absence as well as the district's intent to notify the Bureau of Motor Vehicles, if appropriate, and the judge of the Juvenile Court of the student's excessive absence. An unexcused student may be allowed to make-up school work missed due to the unexcused absence and will receive up to 63% credit for correctly completed work during the length of the unexcused absence. Tests may be made up for 63% credit as well.

### **VACATIONS**

It is recommended that parents not take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal to make necessary arrangements. It may be possible for the student to receive certain assignments that may be completed during the trip. If a student is to be absent for a vacation with the parents, a parent must submit a written request to the principal. If no request is made or permission is not granted, up to 63% will be earned during the days missed. Up to three days may be excused but exceptions may be granted by the principal. All trips by a student will require an Advanced Notification of Absence form to be completed and submitted to the Principal prior to the student's absence.

## **STUDENT CONDUCT**

### **STUDENT CONDUCT CODE**

This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes, but is not limited to, school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs. Students may be subject to discipline for violation of the

Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee.

Each of the behaviors and/or types of misconduct described below are prohibited and may subject the student to disciplinary action including, but not limited to, student conference, parent/guardian notification, parent/guardian conference, Wednesday School, Alternative School, Saturday School, Out of School Suspension and/or Expulsion from school. A record of the student's out of school suspensions and expulsions are to be made a part of the student's permanent record. Furthermore, any criminal acts committed at or related to Memorial High School may be reported to law enforcement officials and/or disciplined at school.

### **EXPULSION/PERMANENT EXCLUSION**

When a student who is age sixteen or over commits one of several serious crimes which are specified by law, the superintendent may seek to have that student permanently excluded from school. The offenses for which expulsion/permanent exclusion is authorized are as follows:

- **Conveying deadly weapons onto school property or to a school function**
- **Possessing deadly weapons on school property or at a school function**
- **Carrying a concealed weapon on school property or at a school function**
- **Trafficking in drugs on school property or at a school function**
- **Murder or aggravated murder on school property or at a school function**
- **Voluntary or involuntary manslaughter on school grounds or at a school function**
- **Assault or aggravated assault on school grounds or at a school function**
- **Rape, gross sexual imposition, or felonious sexual penetration on school grounds, at a school function, or when the victim is a school employee**
- **Complicity in any of the above offenses, regardless of location**

### **EXPULSION FROM SCHOOL**

When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the superintendent or the superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may be removed immediately. A hearing will be scheduled no earlier than three and no later than five school days after the notice is given. Parents may request an extension of time for the hearing. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the hearing. In accordance with Board Policy 5610, the superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion.

A violation of the following rules may result in disciplinary action. The disciplinary action taken will be determined by whether the rule is a Level I or Level II offense. Level I and Level II are defined as follows:

**Level I:** Violation of a rule that is designated as a Level I offense may result in Alternative School, suspension, or expulsion. Criminal acts will be reported to law enforcement officials as well.

**Level II:** Violation of a rule that is designated as a Level II offense may result in student conference, parent/guardian notification, parent/guardian conference, detention, Wednesday School, Saturday School, Alternative School, out-of-school suspension, and/or expulsion. Criminal acts may be reported to law enforcement officials as well.

### **THE FOLLOWING VIOLATIONS ARE CONSIDERED TO BE LEVEL I:**

**Dangerous Weapons and Instruments** - A student shall not possess, handle, transmit, or conceal any object that can reasonably be considered a weapon or look-a-like weapon capable of inflicting bodily harm in an area controlled by the school or during school activities. The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

**False Threats of Fire, Tornado, Bomb, Nightlock Barricade, or Other Disaster Inducing Panic**

**Narcotics, Alcoholic Beverages, Drugs and "Look-A-Like" Drugs** - A student shall not possess, show evidence of consumption, transmit, solicit, attempt to buy or sell, or conceal narcotics, alcoholic beverages, intoxicant, inhalant, controlled substance, drugs (prescription or over the counter), and substances which are thought to be drugs, sold as drugs, or inferred by the seller or buyer to be mind-altering substance or illegal drugs, or any paraphernalia capable of being used to use drugs while on school grounds or facilities, at school sponsored events, in other situations under the authority of the school, or in school controlled vehicles.

**Unauthorized Bodily Contact** - Unauthorized contact or offensive touching of a student or employee of the school system, or any other person while on school property, or while attending a school-sponsored event. This rule will be considered a Level I offense if the altercation had to be ended by bystanders or an act of assault is involved.

**THE FOLLOWING VIOLATIONS ARE CONSIDERED TO BE LEVEL II:**

**Aiding Another Student to Violate School Regulations**

**Bags or Coats in the Classroom** - This includes backpacks and purses. These items must be kept in student lockers. Students may carry pencil bags that are no bigger than this handbook.

**Bullying and Other Forms of Aggressive Behavior**

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, and violence within a dating relationship. The Board 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.

Harassment, intimidation, or bullying means:

- A. 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); or
- B. violence within a dating relationship.

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, sexual orientation or transgender identity, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyber bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

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

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

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

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

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

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

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

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

#### Complaints

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

#### Privacy/Confidentiality

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

#### Reporting Requirement

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events. Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

#### Immunity

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

#### Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

#### Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and aggressive behavior and bullying in general will be age and content appropriate.

To the extent that State or Federal funds are appropriated for these purposes, the District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

#### Bus Misconduct

##### Cell Phone or Electronic Devices

**Cheating/ Academic Dishonesty/ Forgery** - Presenting the work of someone else in order to obtain a grade or credit is considered to be cheating. This includes, but is not limited to, copying others' assignments/homework, copying from the internet, copying quiz or test answers, plagiarism, and forging signatures. Students who violate this policy will receive zero credit for the assignment or work involved and appropriate disciplinary action may be taken.

**Damage of School and Personal Property** - A student shall not cause or attempt to cause damage to the property of the school (including computer files) or to others on school premises or during school activities or school sponsored events off of school grounds. The St. Marys Police may be called, charges may be filed in the appropriate courts, and disciplinary action may be taken.

##### Demonstrations Causing Disruption to School Program

##### Disrespect to Staff Member

##### Disruption or Interference with School Activities

##### Dress Code Violation

##### Excessive Absences



**Excessive Tardies**

**Extortion of a Pupil or School Personnel**

**Failure to Abide by Rules for Student Driving and Parking**

**Failure to Comply**

**Failure to Follow Proper Procedure**

**Falsifying Information Given to School Authorities in the Legitimate Pursuit of Their Jobs**

**Fire** - Setting or attempting to start a fire, or using or possessing smoke bombs, lighters or matches, fireworks, incendiaries, etc.

**Gambling** - Gambling includes casual betting, betting pools, organized sports betting, and any other form of wagering. Students who bet on any school activity in which they are involved may also be banned from that school activity.

**Hazing** - Hazing is defined as doing any act or coercing another, including the victim, to do or initiate any act against any student or other group of students which causes mental, physical, or psychological harm to any student or group of students. Permission or consent of hazing by the affected individual does not lessen the possible consequences for this action. No student shall plan, encourage, or engage in any hazing. No administrator, faculty member, or employee of the district shall encourage, permit, condone, or tolerate hazing activities. All acts of hazing are to be reported to the principal and the necessary consequences will be assessed by the principal and superintendent.

**Insubordination** - The refusal of a student to cooperate with a reasonable request by a staff member.

**Leaving School Without Permission**

**Misbehavior that Interferes with Any School Activity**

**Offensive Language or Gesture**

**Presence in Areas After 3:00 PM without Permission or Supervision**

**Presence in Unauthorized Areas During School Hours**

**Public Display of Affection** - The school setting is not a place for any form of PDA, which includes, but is not limited to hand holding, hugging, and kissing. Any act of affection should be considered private and out of respect for all others, will not be tolerated in school.

**Publication or Possession of Obscene, Pornographic, or Libelous Materials**

**Repeated Violations** - A student shall not repeatedly fail to comply with directions of authorized school personnel during any period of time when the student is properly under the authority of school personnel.

**Skiping Class**

**Slander/Defamation of Character/Falsifying Information**

**Theft/Possession of School and Personal Property** - A student shall not steal any equipment, materials, books, computer programs, or property while on school property or involved in school activities. Cost of the damage or replacement costs will be assessed. The St. Marys Police may be called and charges may be filed in the appropriate court.

**Unexcused Absence/Truancy**

**Use or Possession of Tobacco/Nicotine Products** - Possessing, distributing, transmitting, concealing, consuming, showing evidence of having consumed, using or offering for sale any tobacco or nicotine (including chew, dip, snuff, smokeless tobacco, chaw, rub, E-cigarettes, Vape, Juul, etcetera) product while on school grounds or facilities; at school sponsored events; in other situations under the authority of the school or in school-controlled vehicles is prohibited.

## **SCHOOL DISCIPLINE**

### **ATTENDANCE OFFICER**

The St Marys City School District employs an attendance officer who serves in a variety of roles within the district. This individual has the authority to assist in situations regarding discipline, attendance, or other duties as approved by the principal or assistant principal. The school attendance officer also serves as an Auglaize County Juvenile Probation Officer.

### **SCHOOL RESOURCE OFFICER**

St. Marys City School District along with the St. Marys Police Department employs a School Resource Officer. This individual has the authority to assist in situations regarding search and seizure, criminal acts and other duties approved by the Superintendent. Complaints against the SRO shall follow the normal complaint process of the City and the St. Marys Police Department and include notice to the appropriate school administrators.

### **DUE PROCESS RIGHTS**

In accordance with R.C. 3313.20, 3313.66, 3313.661 and District Policy 5611, the due process rights of students will be followed by school administrators. If a student's presence poses a continuing danger to persons or property or is an ongoing threat of disrupting the academic process in the classroom or elsewhere on the premises, the student may be removed from the curricular or extra-curricular activity on the premises by the superintendent, principal, assistant principal, or teacher (activity but not premises) without the notice and hearing requirements mentioned above.

## **ALTERNATIVE SCHOOL**

Alternative School may become the school of attendance for any day(s) of removal that a student in grades 6-12 might become responsible for during the school year. Students who are removed from the regular day school will be assigned equal time at the Alternative School and the student in attendance will be responsible for all rules of the Alternative School. Students will be informed of the dates for their attendance. All assignments are to be turned-in upon return for the first day of regular attendance. Students who do not attend or who become discipline problems while in attendance will risk multiple dates of suspension or unruly charges filed in Juvenile Court. The advantages of this program include the strong support of the Juvenile Court System. Students who attend are not accumulating absences, not incurring grade reduction penalties, and are not falling behind in their regular classes

## **ATTENDANCE/BEHAVIORIAL CONTRACT**

A contract may be used to improve student attendance or behavior at the discretion of the assistant principal or teacher in lieu of disciplinary action being taken. Such a contract may include not being tardy for a specific period of time, or not receiving a detention for a designated period of time. Contracts are void if the student repeats the behavior.

## **DETENTION**

Teachers may assign detentions as a means of classroom discipline. Detention must be served on the date and time given and in the supervision area of the person assigning the detention. Failure to attend may result in the time doubling or a Wednesday School. A 24 hour notice will be given to a student receiving a detention.

## **EMERGENCY REMOVAL**

If a student's presence poses a continuing danger to persons or property, is an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, or is insubordinate to the superintendent, principal or assistant principal they may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises.

## **IN SCHOOL SUSPENSION**

In school suspension may be used at the discretion of the principal or assistant principal.

## **LUNCH INTERVENTION**

Lunch intervention is a program designed to monitor students who have been referred to assistant principal for various academic violations. Students will be required to work in a separate environment during both Rider Times and during their lunch. The purpose of the program is to improve academic performance.

## **OFFICE REFERRAL**

Teachers may submit an office referral form to the assistant principal to report student behavior problems. The referral will consist of the student's name, type of behavior, location of the incident, teacher interventions, description of the incident, and administrative action taken.

## **OUT OF SCHOOL SUSPENSION (OSS)**

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal hearing, the principal (or assistant principal or other administrator) will determine whether or not to suspend the student. If the decision is made to suspend the student, he/she and his/her parents will be given written notification of the suspension within one day setting forth the reason for the suspension, the length of the suspension, and the process for appeal. A suspended student may be allowed to make-up school work missed due to suspension and will receive up to 65% credit for correctly completed work during the length of the suspension. Tests may be made up to 65% credit as well. His/her grade for work ethic will be diminished and indicate "absence from school due to discipline." Suspended students are not permitted on school property or at school activities during the length of the suspension. In accordance with the O.R.C. the superintendent can report to the legal officials (Bureau of Motor Vehicles) any student who is suspended or expelled from school for use or possession of alcohol or drugs or if the student is chronically truant. The superintendent must report any student who drops out of school.

Within one (1) school day of the suspension the Superintendent, principal, or other administrator will notify the parents, guardians, or custodians of the student and the Treasurer of the Board. The notice will include the reasons for the suspension and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the suspension to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within fourteen (14) calendar days after the date of the notice to suspend. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.

## **SATURDAY SCHOOL**

A Saturday School will be given as a means of discipline for appropriate violations. Missed Saturday Schools will only be excused with a doctor's note or with the permission of the assistant principal. Failure to serve Saturday School will result in an additional Saturday School. Multiple Saturday Schools will result in suspension or Alternative School. Assigned work that is not completed during Saturday School will result in no credit. Saturday School runs from 8 AM – 12 Noon on assigned Saturdays.

## **TUESDAY/THURSDAY DETENTION**

Tuesday and Thursday School is a structured after school detention and intervention program. It is scheduled each Tuesday and Thursday from 2:35 – 3:30 PM. A Tuesday or Thursday School can be assigned in increments of 30 minutes up to 1 hour for academic, attendance, or discipline reasons. If a student fails to serve a Tuesday or Thursday School or is removed for any reason, he/she may be assigned additional Tuesday and Thursday schools, or a Wednesday school.

## **VAPING VIOLATION**

Any student who breaks the "Use or Possession of Tobacco/Nicotine Products" policy using a vape device of any kind, may be required to take a VapeEducate online curriculum in order to educate the student on the health risks of vaping. Additional discipline may be given by the principal or assistant principal at their discretion.

## **WEDNESDAY SCHOOL**

Wednesday School is a structured after school detention and intervention program. It is scheduled each Wednesday from 2:40 - 4:40 PM. A Wednesday School can be assigned in increments of 30 minutes up to two hours for academic, attendance, or discipline reasons. If a student fails to serve a Wednesday School or is removed for any reason, he/she may be assigned additional Wednesday Schools or a Saturday School.

## **COOPERATION WITH SAFETY SERVICE ORGANIZATIONS**

It is the policy of the schools to cooperate with law enforcement agencies in the interest of the larger welfare of all citizens.

1. Whenever possible, police officers should contact and/or question students out of school. When it is absolutely necessary for an official from these agencies to make a school contact with a student, the school authorities will bring the student to a private room, and an attempt to notify the parents/guardian. A school official will be present when a student is questioned by police officials.
2. When it is necessary to remove a student from school, after notifying the school principal, the police authorities should notify the parents.
3. The school system works in conjunction with the Children's Services Department throughout the year. All parental questions will be directed to the case worker.
4. When working with the courts and/or the probation department on the cooperative education of a juvenile within the jurisdiction of the courts every attempt will be made to follow the orders of the court to keep the school district in compliance with the law.
5. A safety resource is available to Ohio Schools that could present and alert local law enforcement to a school safety crisis. This resource, an anonymous tip line, is available free of charge to every school district and school in Ohio. Call or text 844-SaferOH (844-723-3764).

## **SEARCH AND SEIZURE**

The Fourth Amendment of the US Constitution together with the Statues of the state of Ohio set forth procedures which must be followed in the search and seizure of individuals and property. In conjunction with the board policy, the St. Marys City Schools are a drug free zone and the Board of Education has zero tolerance for substance abuse or possession on school property. The school will cooperate fully with police investigation including but not limited to the use of canine patrol programs subject to the Board of Education policy. When reasonable suspicion exists, the following should be observed:

1. Lockers supplied by the school and used by the students are the property of the Board of Education. Therefore, student lockers and the contents of the lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a school rule or criminal statute.
2. Search of a student and his/her possessions (including vehicles, cell phones, etc.) may be conducted at any time the student is under the jurisdiction of the Board of Education (including school related trips) if there is a reasonable suspicion that the student is in violation of school rules. A search may also be conducted to protect the safety of others. Any student who exercises the privilege of parking an automobile on school grounds shall be considered to have given implied consent to a search of such automobile at any time a search is requested by the school administration. Failure to comply with a reasonable search will be considered insubordination.

## **STUDENT EXPRESSION**

False statements, disruptive or potentially disruptive activities, the use of obscenities, and advocating violation of the law or official school regulations are unacceptable means of expression.

- A. **School Sponsored Publication and Material**- Any school sponsored publication or material affords an educational experience for those students interested in this activity and should provide an opportunity for the sincere expression of all facets of student opinion.

These guidelines should be followed:

1. Faculty may advise on matters of style, grammar, format, and suitability of materials.
2. Material of controversial nature should not be prohibited unless:
  - a. Material clearly endangers health or safety of students
  - b. Material imminently threatens to disrupt the educational process of the school
  - c. Material is of a libelous or obscene nature or void of intrinsic value
  - d. Material threatens any person or a group within the school or advocates discrimination
  - e. Material advocates violation of the law or official school regulations
  - f. Material is considered false in the light of available facts

The final decision as to the suitability of material shall rest with the principal. Parties shall have the right to appeal to the superintendent.

**B. Non-School Pupil Sponsored Publications and Material**

1. Students must request authorization from the principal to distribute on school property petitions, handouts, leaflets, and other literature written and signed by students.
  - a. The source of such material must be indicated in any printed information.
  - b. Two copies of material to be distributed must accompany the request four days prior to the time of distribution.
  - c. The principal may approve, disapprove, or refer the request to a student faculty administrative committee for recommendation.
    1. If approval is granted, time and place of distribution shall be designated by the school principal in such manner that there shall be no disruption of the education process of the school.
    2. If request is referred to a committee, said committee should be convened as soon as possible. Student requests should be answered within two days.
    3. If request is denied by the principal, it should be in writing stating reasons for denying the request. The request and a copy of the written statement of the principal should be forwarded to the superintendent. Students requesting distribution of materials will have the right of appeal through the superintendent.
- C. **Symbolic Expression** - students may wear political buttons, armbands and badges of symbolic expression, as long as these conform to the limits set forth herein in the code of conduct.

## **DRESS AND GROOMING CODE**

If dress and grooming permitted by the code and parents and worn by the students has an adverse effect upon the learning and educational atmosphere at Memorial High School, adjustments and changes will be made to alleviate the problem. Parents and students are trusted to remember that the school is a place of learning and not a showroom for extremes of dress and grooming. The principal or assistant principal have the authority to address and enforce inappropriate dress. Good judgment, maturity, and responsible action are expected. Abuse of privileges can result only in having these privileges withdrawn.

1. Socks must be worn with a completely closed shoe while students are taking chemistry, industrial arts, physical education, or assigned to the shop area. Shoes or sandals for the feet must be worn at all times.
2. Clothing with figures or lettering that is vulgar, suggestive, obscene, or distasteful or that includes sexual innuendo is not to be worn. Clothing, patches, etc. that encourage, promote, or advertise the use of alcohol or drugs/tobacco are prohibited. No clothing that is considered discriminatory or prejudicial will be permitted. Interpretation of such material is at the discretion of the school administration.

In accordance with the Safe Schools Act no student shall

1. Wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, or sign that reflects affiliation with any gang.
2. Engage in any act, either verbal or non-verbal, that demonstrates gang membership or affiliation.
3. Engage in any act that furthers the interests of gang activity including soliciting membership or affiliation with any gang.
  - \* Gang defined: Any group of two or more whose membership purpose includes the commission of illegal acts or the violation of the rules of St. Marys City Schools.
4. Clothing that negatively affects the learning atmosphere of the class is prohibited.
5. Hats or headgear (bandanas, hoods, etc.) are not permitted to be worn in school. Hats should be off and kept in the student's locker during the instructional day (7:25 - 2:30).
6. No long wallet chains will be allowed, nor will choker chains of excessive length.

7. Pants must be worn at the waist.
8. No coats, book bags, or purses will be allowed in the classroom. The definition of a coat will be at the discretion of the administration. Pencil bags that are not larger than this handbook may be permitted in the classroom.
9. Clothing with excessive holes or tears is prohibited. Pants may not have holes or tears above the appropriate length for shorts and skirts.
10. Undergarments should not be visible.
11. All shirts designed for student clubs and organizations must be approved by the principal.

The principal and assistant principal reserve the right to make judgments concerning questionable modes of dress. Students in violation of the dress code will be sent to the assistant principal's office and arrangements will be made to correct the problem. A reasonable time will be given to correct the violation. Failure to correct the violation may result in appropriate disciplinary action.

## **CELLULAR TELEPHONES AND OTHER WIRELESS COMMUNICATIONS DEVICES**

Possession of a cell phone or other electronic communication device (ECD) by a student is a privilege, which may be forfeited by the student if he/she violates this policy or is asked to relinquish it by a staff member or administrator.

Cell phones should not be used to take pictures, videos or voice recordings without teacher or administrative approval.

Students suspected of violating this policy, will be asked to prove that they do not have a cell phone on their person. Refusal to do so will result in an investigation and being sent to the assistant principal for appropriate action.

The Board of Education reserves the right to define the educational value of any new electronic wireless communication devices that may become available to the general public in the future to prohibit their use if they have little or no educational value or if such device creates learner distraction or disruption.

The district is not responsible for the loss, theft, damage, or vandalism to student cellular telephones or ECDs as well as other student property. Students and parents are strongly encouraged to take appropriate precautions to make sure the cellular telephones and ECDs are not left unattended or unsecured.

Coaches and sponsors will set their rules and enforce consequences involving the use and/or misuse of these devices.

Students are not permitted to possess the following devices on any St. Marys City Schools campus or at any St. Marys City Schools sponsored activities (including field trips) without administrative approval. Violation of this policy will result in confiscation of the device and may result in disciplinary action.

1. Two-way radios
2. Pagers
3. Walkie-talkies
4. Radio phones
5. RIM ("research in motion") wireless devices
6. Laser pointers
7. Portable gaming devices (PSP, DS, etc.)
8. Recording devices (without teacher/administrative approval)

BYOT or Bring Your Own Technology Program

Electronic devices, including cell phones may be used in classes as a learning tool if approved by the teacher. Students are expected to silence all electronic devices during class time unless approved by the teacher and the device is being used as a part of the educational curriculum. Students caught using an electronic device in class without permission, or using it in an inappropriate manner may have it confiscated and sent to the office. Disciplinary action may be given to students who abuse this privilege.

Discipline for inappropriate use of a cell phone: Students are permitted to have their cell phones. They may be used before and after school, in the hallway between classes, and in the Commons during lunch. Students are to follow their teacher's policy for usage in their classroom. If a student does not follow the teacher's policy, the teacher may confiscate the phone and then fill out an office referral form and turn it and the phone in to the administration for consequences. There is to be no photography or recording of audio/video at any time. Cell phone usage (or texting) is not permissible for any reason at any time in any restroom. If your phone is with you in a restroom it must be off and in your pocket. If a student is caught with inappropriate material on their phone or uses it in a manner that may violate a law (photography, audio/video recording, and restroom usage) they may go immediately to the fourth level offense and/or suspended/recommendation for expulsion and law enforcement action may be taken.

First Offense = Wednesday School

Second Offense = Privilege revoked for one week

Third Offense = Privilege revoked for one month

Fourth Offense = Privilege revoked for the remainder of the year

## **TECHNOLOGY**

## **Please visit the school website to review the user lease agreement for our 1:1 technology program**

Student use of the district's computers, network and internet services ("Network") are governed by the following principles and guidelines, and the Student Code of Conduct. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

The district utilizes a Technology Protection Measure, which is a specific technology that will protect against (e.g., filter or block) access to visual displays/depictions that are obscene, pornographic, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the board or the superintendent, the Technology Protection Measure may be configured to protect against access to other material considered inappropriate for students to access.

Students are encouraged to use the district's computers and internet connection ("Network") for educational purposes. Use of the Network is a privilege, not a right. When using the Network, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Students are responsible for good behavior on the district's computers/network and the internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the internet are often public in nature. General school rules for behavior and communication apply. Unauthorized or inappropriate use of the Network, including any violation of these rules, may result in cancellation of the privilege, disciplinary action consistent with the Student Code of Conduct, and/or civil or criminal liability. Prior to accessing the Network students must sign the Student Network and Internet Acceptable Use and Safety Agreement.

1. Students are responsible for their behavior and communication on the Network.
2. Students may not intentionally seek information on, obtain copies of, or modify files, data, passwords, or belongings to other users, or misrepresent other users on the Network
3. Students may not use the Network to engage in "hacking" or other illegal activities.
4. Transmission of any material in violation of any State or Federal law or regulation or board policy is prohibited.
5. Any use of the Network for commercial purposes (e.g., purchasing or offering for sale personal products or services by students), advertising, or political lobbying is prohibited.
6. Use of the Network to engage in cyber-bullying is prohibited. "Cyber-bullying" is defined as the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal Web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."

Cyber bullying includes, but is not limited to the following:

1. Posting slurs or rumors or other disparaging remarks about a student on a web site or weblog
2. Sending e-mail or instant messages that are mean, threatening or so numerous as to drive up the victim's cell phone bill
3. Using a camera phone to take and send embarrassing photographs/recordings of students
4. Posting misleading or fake photographs of students on web sites
7. Malicious use of the Network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Network in such a way that would disrupt its use by others.
8. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions/acknowledgement of authorship must be respected. Rules against plagiarism will be enforced.
9. Downloading of information onto the school district hard drive is prohibited.
10. Students are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication (e.g., instant messaging) (other than e-mail), unless they are school approved
11. Privacy in communication over the Internet and the Network is not guaranteed. In order to verify compliance with these guidelines, the board reserves the right to monitor, review, and inspect any directories, files and/or message residing on or sent using the Network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
12. File-sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on the Network.
13. Students may not establish or access web-based e-mail accounts on commercial services through the network (e.g., Gmail, Hotmail, Yahoo mail, etc.).

### **IPODS, MP3 PLAYERS, CD PLAYERS AND OTHER MUSIC PLAYING DEVICES**

iPods, MP3 players, CD players, and other music playing devices may not be used during the instructional day (7:25 - 2:30) except during lunch and travelling to classes. This includes wearing of earpieces/headphones for any of these or other devices. Students may NOT have more than one earbud/headphone in/on their ear at anytime. Failure to abide by this rule may result in confiscation of the device and appropriate disciplinary action.

### **PHOTOGRAPHS/VIDEO/VOICE RECORDINGS**

Photographs, video, and voice recordings may not be taken at any time without permission of the classroom teacher and administration. This includes the use of personal cameras, cell phones, etc. Equipment owned by the school district may be used in classes or activities at the discretion of the teacher or advisor.

### **TRANSMISSION OF RECORDS AND OTHER COMMUNICATIONS**

Parents/Guardians have to complete and return to the District Form 8330F4a in order to authorize the staff to communicate with the parent/guardian via facsimile and/or electronic mail ("e-mail") or texting. Parents who elect to communicate with a staff member via e-mail are required to keep the district informed of any changes to their e-mail address.

### **TECHNOLOGY FEE**

Each student is assessed a \$15.00 technology fee. This money goes toward hardware, software, and consumable technology items.

### **COMPUTER TECHNOLOGY**

Violations of the Computer Tech and Network Code of Conduct will result in disciplinary action in accordance with the Student Code of Conduct as per Board of Education Policy. Parents will be notified at every penalty level.

Administrators reserve the right to impose consequences based on severity of offense. Severe offenses may also result in suspension/expulsion.

1. Files stored on school computers and disks are restricted to school related assignments only. Personal files may not be stored on school equipment.
2. Students may not use other students' user ID codes to log on to any computer network.
3. Students shall not copy (without authorization), damage, or alter any school hardware or school software.
4. Students shall not use or alter another person's files.
5. All non-school software, flash drives, and zip drives must be checked for viruses and approved for use by a network administrator, teacher, or principal before being used on any computer and are subject to inspection and approval by school personnel at any time.
6. Use of all telecommunications is restricted to school related projects and must be supervised by the teacher or network administrator. Internet users must complete an Internet Use Consent Form, which must be approved before using the Internet.
7. Students may use or establish links only to programs listed by their instructor. Students may not open or establish a link to unauthorized programs.
8. Students will be supervised while using school equipment.

## **STUDENT ACTIVITIES**

### **ATHLETICS**

Students who wish to participate as a member of an athletic team representing MHS must adhere to the following rules not only while the student is engaged in the sport during the season but also during the rest of the school year and during the summer:

1. No use of tobacco
2. No use of alcoholic beverages
3. No illegal use of drugs

Details and complete athletic guidelines of the rules and penalties for violation have been established by the Board of Education/Board Policy and may be found in the MHS Code of Conduct. A copy of this policy will be given to the student and parent prior to each sport season and a signed copy must be returned to the coach.

### **ELIGIBILITY TO PARTICIPATE IN SPORTS**

- 1) Students in grades seven through twelve must receive a passing grade in a minimum of five (5) one credit courses or the equivalent each grading period.
  - a. Students in College Credit + and Tri-Star must have the minimum classes required and passing grades to establish or maintain eligibility.
- 2) In addition to the above requirements, students must have achieved a minimum GPA of 1.0 on a 4 point scale or a 2.0 on a 12 point scale during the previous grading period.
- 3) A student who receives an "F" maintains his/her eligibility providing all of the above requirements are met.

### **WESTERN BUCKEYE LEAGUE - Sportsmanship, Ethics, and Integrity Policy**

We believe all people can learn; therefore, we challenge all students to excel in school and sportsmanship. Student-athletes who are good sports are positive role models within our school and the community at-large. A good sport knows that athletic competition builds character and shapes life-time attitudes.

Integrity, fairness, and respect are inherent principles of good sportsmanship. With them, the spirit of competition thrives, fueled by honest rivalry, courteous relations and graceful acceptance of the results.

We will provide opportunities for obtaining knowledge, attitudes, experience and skills that enable our students to be individuals prepared to assume a position of responsibility in society. We believe that promoting sportsmanship, ethics, and integrity in extracurricular activities should be part of that challenge to excel.

Promoting sportsmanship should be done by athletes, administrators, and coaches. The Western Buckeye League has established guidelines to help in the promoting of good sportsmanship.

1. Treating opponents and officials with the respect that is due them as guests and fellow human beings.
2. Shaking hands with opponents.
3. Being positive with opponents, refraining from swearing or making insulting remarks to their opponents before, during, or after the contest.
4. Letting student audiences know that inappropriate behavior reflects poorly on the team.
5. Cooperating with the coaches and fellow players in trying to promote good sportsmanship.
6. Being positive with officials and without criticism for officials or coaches after the game.
7. No artificial noise makers are permitted at indoor contests except school approved bands.
8. No megaphones and other means of increasing the volume of the voice may be used except by the cheerleaders at indoor contests.
9. No objects such as spirit sticks may be brought to contests.
10. Visiting schools may not bring in any signs, posters, or banners. There is to be no flags by either home or visiting schools at indoor events.
11. Only school approved personnel such as mascots, players, and cheerleaders are permitted on the floor or field during the warm up periods or during the contest.
12. Seating for the visitors, both student and adult, will be together whenever possible.
13. The home school will make sure the necessary supervisor of fans is provided. This includes police and staff supervision.
14. The official representative from the visiting school should identify themselves at the ticket booth so they can be found in case of an emergency.
15. Home school signs that decorate the facilities may not be derogatory to the visiting schools.
16. Students are to remain in the stands and away from the warm-up area of the participants. Members of the student body should not interfere with the participants performing their pre-game drills. (standing close to the end or side line of the opponent's warm-up).

## **DANCES**

There are three major dances at MHS. Once a student leaves the dance, he/she is not permitted to return. Students wishing to bring a guest from outside MHS must complete the appropriate paperwork. No students below the ninth grade or above the age of 20 may attend a high school dance. Any exceptions will be handled by the principal. Random alcohol testing will take place at each dance.

The following is a list of the clubs found at MHS in which the students may seek the privilege of membership and a brief description of their purposes.

## **ART CLUB**

Art Club provides the art students an opportunity to share their ideas and to participate in various projects in the community. Art Club members have an opportunity to attend trips to the major art museums each year.

## **BUSINESS PROFESSIONALS OF AMERICA**

This club is for the sole purpose of creating competent, progressive business leaders. Membership to Business Professionals of America is a requirement to those juniors and seniors enrolled in the Business and Technology Applications program in Tri-Star.

## **DEBATE CLUB**

Students learn about the art of debate. Discuss, research, and debate controversial topics of the student's choosing. Also, look at and examine what good discourse looks like. Debate using the DMZ, pass the ball method of debate. Club sponsor determines the debate winner each meeting based on a debate rubric.

## **DECA**

DECA is an organization of marketing students. The main components of DECA include Leadership Development, Community Service, Vocational Understanding, and Social Intelligence. DECA's mission is: To prepare emerging leaders as entrepreneurs in marketing, finance, hospitality, and management. Since this is a co-curricular organization, membership to DECA is limited to (and required of) students enrolled in Marketing Education programs. DECA activities take place both during and after school. The organization provides opportunities at district, state, and national levels.

## **DRAMA CLUB**

The aim of the Drama Club is the advancement and improvement of the theater arts in the secondary schools. Drama Club will sponsor one productions a year, usually a musical and a play, in which members are involved in fund raising, acting, makeup,



costumes, set construction, lights, sound, ticketing, props, etc. The Drama Club also takes trips to see a variety of musical and theatrical collegiate and professional performances.

### **ESPORTS**

The MHS ESports team plays competitive video games online against other schools on PC and Nintendo Switch, and is a proud member of ESports Ohio. More info can be found at [esportsohio.org](http://esportsohio.org).

### **FCA (Fellowship of Christian Athletes)**

FCA is an interdenominational group that meets weekly for prayer and devotional meetings. Our emphasis is on dedication to God first and then academics and athletics.

### **FFA**

FFA is a co-curricular organization that is limited to (and required of) students enrolled in an Agricultural Education Course. Students participate in local, state, and national events and conventions to develop career and leadership skills. The chapter is led by a student officer team that creates community service, educational, and recreational activities for members. Our members have the opportunity to be recognized for their outstanding achievements, give back to the community, and become leaders!

### **FOR (Friends Of Rachel)**

This organization is a continuation of the Rachel's Challenge assembly. The FOR Club was created to promote a permanent cultural change in the school. The goal is to have a campus that is welcoming, safe, and filled with kindness and compassion.

### **GATEKEEPERS**

The Gatekeepers club is a student led group that focuses on mental health awareness, and suicide prevention. The emphasis of this group is to offer an open heart, help and hope to their peers through positive action.

### **INTERACT CLUB**

The purpose of Interact is to provide opportunity for young people to work together in a world fellowship dedicated to service and international understanding. The club works with the local Rotary chapter to create these opportunities. The club shall undertake among its activities at least two major projects annually, one designed to serve the school or community, the other to promote international understanding, and each shall involve all or most of the members of the club. The aim of international service in Interact is to encourage and foster the advancement of international understanding, goodwill and peace through a world fellowship of youth united in the ideal of service. The aim of community and school service is to encourage and foster the application of the ideal of service by each Interact club member to his or her personal, community and school life.

### **NATIONAL HONOR SOCIETY**

This is an organization which is nationwide. The St. Marys chapter is made up of juniors and seniors who have met the eligibility requirements and have accepted the invitation to be a member. In order to be eligible, a junior must have maintained a 10.20 grade point average at the end of four semesters and a senior must have maintained a 10.20 grade point average at the end of six semesters. The student must have been enrolled at MHS for a minimum of one semester. These averages do not automatically make one a member. Once the student decides to pursue membership, he or she will be rated on a scale of 1-4 in areas of leadership, character, and service by his or her teachers, coaches, and club advisors. The scores are compiled, averaged, and ranked top to bottom. As membership is limited, a cut-off point is decided upon by the selection committee. Throughout the year, the group is involved with numerous projects; some are of a service nature, some promote scholarship within the school, and most attempt to raise money which helps defray the cost of a trip taken by members in the spring. Colleges find membership in the National Honor Society a good indication that the student will succeed at the collegiate level. It usually indicates that the student is responsible and motivated, excels in the areas of scholarship, has leadership qualities, good character and is willing to be of service as well.

### **POWERLIFTING**

Powerlifting is a club that takes place in late fall to March. Participants need to have a school physical on file. Practices are after school in the weight room. Participants focus on improving their physical strength that allows them to excel in their sports or to promote a healthy lifestyle. There are at least three powerlifting meets that athletes can participate in as well as the state meet held in March.

### **RELAY FOR LIFE**

Relay For Life is an active student organization which raises awareness, money, and support for cancer research. Activities include meetings, organizing the Polar Plunge, and participation in the Southwest Auglaize County Relay For Life walk. All students are welcome to join.

### **SKILLSUSA**

SkillsUSA is the largest student organization in the US. Through this club the students learn leadership skills, and community service with the focus on their career-technical skill. SkillsUSA is a partnership of students, teachers, and industry working together to ensure America has a skilled work force. We help each student excel. SkillsUSA serves more than 300,000 students and instructors annually. The organization has 17,000 school chapters in 54 state and territorial associations.

### **SKOBO (Scholastic Bowl Team)**

The SKOBO team plays in various academic tournaments (usually buzzer competition) throughout the area. In the past, the team has competed in State and National tournaments as well as televised contests. Practices generally are held three times a week. SKOBO usually begins its season in October. The team plays in about five tournaments a year, usually on Saturdays.

### **STUDENT COUNCIL**

Student council is an organization that partakes in the social, service, and leadership activities of Memorial High School. Homecoming court elections and activities, holiday spirit weeks, and assemblies are just a few things student council offers. Members are elected by their respective class, and officers are then elected by student council members.

### **FUND RAISING FOR CLUBS**

As much as possible, we wish to remove the teachers, pupils, and school from the role actual or implied of merchants and/or salesmen. Our activities should more properly be identified with the educational functions of the school. No school or school organization is to do any selling on school property without the approval of the superintendent. The only non-school organizations permitted selling and advertising privileges in school buildings or on school grounds are the three school affiliated groups -- Choral Boosters, Band Parents Organization, and the Rider Rooters. None of these groups may do any selling in the school building or on school grounds on school days until after dismissal of classes for the day.

## **STUDENT SERVICES**

### **Assemblies**

School assemblies will be contracted for the school through the combined effort of the administration and student council. Those students scheduled to be in St. Marys classes will be invited to attend..

### **Cafeteria**

Breakfast will be served in the commons from 7:00 – 7:45 AM. All students will be given thirty minutes for lunch. Vending machines will not be available at this time. The serving line will be ala carte. All food is to be eaten in the commons, and all trash should be thrown away in the trash cans provided. Any food that is brought in for student consumption is to come from their home and not delivered to school from a local eatery. No fast food is to be brought to the cafeteria during lunch directly from the establishment.

"In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). This institution is an equal opportunity provider."

### **Guidance**

The services provided to the student are many and varied. Students are urged to take advantage of these services when necessary. Appointments can be made by students before school and after school to be seen throughout the school day. **Do not miss a class to go to the Guidance Office.** Be sure to make an appointment. The Guidance Office has developed a website for use in researching careers, colleges, and tech schools, the military, social issues as well as information pertinent to each grade level at Memorial High School.

### **Library/Media Center**

Rules and regulations for use of the MHS library/media center follows:

1. Students may sign in to the library/media center during Rider Time.
2. Acceptable use of the library/media center includes studying, homework, and checking out books for research and/or pleasure reading.
3. Computers are available for research and word processing. The internet is accessible for students to search for information pertaining to school projects only. A student login and a parent-signed Student Internet Access Consent Form are required.
4. Books are checked out for 3 weeks and may be renewed. There are no daily fines, but lost or damaged materials must be paid or additional charges will be made to the student's book fees.
5. If you cannot make proper use of the library facilities or behave in an acceptable manner, the librarian/media center specialist has the authority at any time to send you back to study hall or the classroom from which you came and/or suspend you from the library/media center for a set period of time.

# **STUDENT HEALTH AND SAFETY**

## **ACCIDENTS**

The school board is not permitted by state law to carry insurance covering accidents that occur to students during school or at school activities such as sports, intramurals, extra-curricular activities, etc. The school board does permit an insurance company to provide students and parents the opportunity to purchase a school accident policy which will afford protection to the student. Enrollment forms are provided to each student to take home to the parents. It is recommended that students engaged in activities, such as athletics or intramurals where the risk of injury is present to consider taking the school accident policy if the coverage by other means is not sufficient.

## **EMERGENCY MEDICAL AUTHORIZATION FORM**

As stated in Sec. 3313.712 Ohio Law: Annually the Board of Education shall provide to the parent or legal guardian of every pupil an Emergency Medical Authorization form. When the form is returned to school with Part I or Part II completed, the school shall keep the form on file. The purpose of the form is to make it possible for parents and guardians to authorize provision of emergency treatment for students who become ill or injured while under school authority either on or off school property including after school hours (field trips, athletic events, picnics, contest, etc.) for when parents or guardians cannot be reached. The school shall present the pupil's Emergency Medical Authorization form to the hospital or practitioner rendering treatment. The form also provides information on how to reach parents/guardians or other designated persons to pick a student up in the case of student illness. It is the parent's responsibility to notify the school if that information changes.

## **FIRE, TORNADO & LOCKDOWN DRILLS**

Periodic fire, tornado and lockdown drills are held in accordance with state regulations. Rules for these procedures will be posted in each classroom and will be discussed by the teachers during the first day of school.

## **IMMUNIZATIONS**

Students must be current with all immunizations required by law or have an authorized waiver from state immunization requirements. For the safety of all students, the principal may remove a student from school or establish a deadline for meeting state requirements if a student does not have the necessary immunizations or authorized waiver. Any questions about immunizations or waivers should be directed to the school nurse.

## **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures and attempt to make contact with the student's parents. A student who becomes ill during the school day should request permission to go to the nurses' office. The nurse or an appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

## **POLICIES**

Policies on the following conditions can be found in the board policy:

1. Control of Blood borne Pathogens
2. Control of casual-contact communicable diseases
3. Control of non-casual-contact communicable diseases

## **PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

The school is concerned for the safety of students and attempts to comply with all federal and state laws and regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the school district's Preparedness for Toxic Hazard and Asbestos Hazard Policy and Asbestos Management plan will be made available for inspection at the board offices upon request.

## **SCHOOL NURSE**

Students who become injured or ill during school hours must report to the nurse or the school office prior to notifying their parents. The nurse is available for hearing, vision and scoliosis screening, for health education projects, and for health counseling on an individual basis.

## **SHARPS CONTAINERS**

Sharps containers are available in the nurse's office for disposal of sharps associated with insulin administration.

## **USE OF MEDICATIONS**

Students who must take medication during the school day must comply with the following guidelines:

1. Parents should determine with the counsel of their child's prescriber whether the medication schedule can be adjusted to avoid administering medication during school hours.
2. The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours or to carry, use an inhaler to self-administer asthma medication or use of epinephrine auto injector to treat severe allergic reaction. Such forms must be filed annually and as necessary for any change in the medication. A physician's signature is needed on all prescription medications. Parent signatures are needed for non-prescribed

(over-the-counter) medication, as well as prescribed medication. Over The Counter medication dosages cannot exceed the labeled recommended doses

3. All medication must be registered with the office and must be delivered to school in the containers in which they were dispensed by the prescribing physician or licensed pharmacist. Medication must be conveyed to school by a parent/guardian.
4. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
5. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.

## **INHALERS**

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is completed and on file in the office. A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medications to any other student.

## **STUDENT'S WELL BEING**

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as fire and tornado drills, and accident reporting procedures. If a student is aware of any dangerous situation or accident, he/she must notify a staff person immediately.

## **STUDENTS WITH DISABILITIES**

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act prohibit discrimination against persons with a disability in any program receiving federal financial assistance. This protection applies not just to students, but to all individuals who have access to the district's programs and facilities.

# **CRISIS PREPAREDNESS**

## **Parents and School Emergencies Introduction**

The safety and security of our students and staff are top priorities for St Marys City Schools (SMCS). This article explains some of the procedures that have been planned and practiced in the event of an emergency at your child's school.

School administrators work closely with police, fire, emergency services and public health to ensure our Emergency Operations Plan reflects appropriate practices and all schools are prepared for emergencies. Key personnel are trained in National Incident Management System procedures, and SMCS takes an all-hazards approach to emergency readiness. We are prepared to work in partnership with emergency responders should a critical incident occur in one of our schools.

Our comprehensive emergency plan addresses a multitude of potential incidents, not because we expect them to occur, but because we want to be prepared in case they do. For security reasons, specific details are not made available to the public; however, parents and students have a vital role and it is important that you know what to do in an emergency. Please review information in advance of the school year, to make sure you and your child understand the emergency procedures.

### **What is an Emergency?**

An emergency is any unexpected incident that could possibly put your child's safety at risk. It could be anything from a disruption in utilities to inclement weather and could affect one child, one school, or the entire school district. School officials, and sometimes emergency responders, will evaluate the seriousness of each situation and determine the best action to respond quickly, safely and appropriately.

Advanced planning and preparation can minimize the risks in any emergency situation. This article offers guidelines for preparedness, what parents should do, and what the school will do in the event of an emergency. Communication procedures and student release procedures are also outlined.

### **Preparedness – What Should Parents do to Prepare for an Emergency?**

Parents have an invaluable role in preparing their children for emergencies. Listed below are some of the ways you can help them understand that if an emergency occurs at school, teachers and school officials are trained to handle the situation. Reassure them you will be contacted by the school and you will be reunited with them as soon as it is safe to do so.

- Be sure emergency contact information is current and correct. Contact the school secretary immediately whenever your work, home or cell number changes.
- Keep the school nurse informed of any medical conditions or physical limitations your child may have or medications your child may be taking. Provide the necessary medical supplies and medications for daily use.
- Identify who is authorized to pick up your child if you are not able to respond. Make sure their contact information is current and correct. Please understand your child will only be released to parents and persons identified on the emergency contact list. Discuss this information with your child.
- Make sure your child knows their parent or guardian's name, address, and phone numbers. If there is only one parent or guardian, your child should have contact information for a second responsible adult.

- Talk with your child about the importance of remaining calm and following instructions in the event of an emergency. If an emergency occurs while they are at school, their teacher will provide them with appropriate instructions and information.
- Let your child know they could be moved to another location until you can pick them up. Explain the term “relocation” so they are not afraid of being evacuated from their school.
- Explain that cell phones should not be used during an emergency unless directed to do so by a teacher. Texting may be the preferred method of communication. Emergency responders will depend on cell phones for communication. If students and parents are trying to contact each other, cell phone circuits may become overloaded, interfering with the ability of emergency personnel to communicate vital information.
- Whenever you are on school grounds, remain alert to activity in and around the school. Report any suspicious activity to school administration and/or law enforcement so they can investigate.
- Establish a family preparedness plan including a communications plan. This will enable you to communicate with all family members during an emergency.

**What Will Schools do in the Event of an Emergency?**

What we do in an emergency depends on the situation and the specifics of the incident. We will make every attempt to ensure that instruction continues, even when it becomes necessary to secure the school. Depending on the severity of the threat or emergency, additional measures may be taken, including sheltering-in-place, evacuating students from the building or closing the school early. If emergency responders are called to the scene, we will work with them in a unified command to determine which plan should be implemented. School emergency plans vary from school to school, based on school size, building layout and other relevant factors, and are initiated depending on the events unfolding at the time of the incident. While every school has pre-established plans of action, evacuation sites, and family reunification plans, these plans must remain flexible as conditions change. Parents will be informed as soon as we have done everything we can to ensure the safety of students and when it becomes possible to provide accurate and helpful information.

**Protective Actions the School May Use**

Each school has an emergency operations plan involving a number of possible actions. The response varies, depending on the conditions and the situations, and is determined by a team trained to make such decisions. It is important for parents to understand that if a critical incident occurs, students will be dismissed to parents only when danger has passed.

Schools may use the following protective actions:

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<b>EMERGENCY ACTION</b>	<b>LOCKDOWN</b>
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**LOCKDOWN** is initiated to isolate students and school staff from danger when there is a crisis inside the building and movement within the school might put students and staff in jeopardy. **LOCKDOWN** is used to prevent intruders from entering occupied areas of the building. The concept of **LOCKDOWN** is a “no one in, no one out” scenario. During **LOCKDOWN**, all exterior doors are locked, and students and staff are to remain in the classrooms or designated locations at all times. Teachers and other school staff are responsible for accounting for students and ensuring that no one leaves the safe area. **LOCKDOWN** is not normally proceeded with any warning. This ACTION is considered appropriate for, but is not limited to, the following types of emergencies:

- Gunfire
- Violence inside the building

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<b>EMERGENCY ACTION</b>	<b>CONTROLLED ACCESS/RELEASE</b>
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**CONTROLLED ACCESS/RELEASE** is initiated to isolate students and school staff from potential dangers outside the school and movement within the school is not dangerous. **CONTROLLED ACCESS/RELEASE** is used to prevent intruders from entering the building and prevent students and staff from exiting the building. During **CONTROLLED ACCESS/RELEASE**, all exterior doors are locked and monitored, and students and staff are to go about their normal routine. Teachers and other school staff are responsible for accounting for students and ensuring that no one leaves the building. **CONTROLLED ACCESS/RELEASE** is not normally proceeded with any warning. This ACTION is considered appropriate for, but is not limited to, the following types of emergencies:

- Incident near school that does not pose danger to students

**CONTROLLED ACCESS/RELEASE** differs from **LOCKDOWN** because it does not require the locking of all classroom doors and it does allow for the free movement of staff and students within the building.

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<b>EMERGENCY ACTION</b>	<b>STAND-BY/STAY PUT</b>
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**STAND BY/STAY PUT** is appropriate for all incidents that require hallways, entrances and exits to remain clear. Students and staff are to stay in their classroom and go about normal routine. This ACTION is considered appropriate for, but is not limited to the following types of incidents:

- Medical situation inside the building.

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**EMERGENCY ACTION****SHELTER IN PLACE**

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**SHELTER IN PLACE** is a short-term measure implemented when there is a need to isolate students and staff from the outdoor environment to prevent exposure to airborne contaminants. The procedures include closing and sealing doors, windows and vents; shutting down the classroom/building heating, ventilation and air conditioning systems to prevent exposure to the outside air; and turning off pilot lights.

**SHELTER IN PLACE** allows for the free movement of staff and students within the building, although one should not leave the room until further instructions are received. It is appropriate for, but not limited to:

- gas leaks
- external chemical release
- hazardous material spills.

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**EMERGENCY ACTION****EVACUATION**

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**EVACUATION** is implemented when conditions make it unsafe to remain in the building. This ACTION provides for the orderly movement of students and staff along prescribed routes from inside school buildings to a designated outside area of safety.

**EVACUATION** is considered appropriate for, but is not limited to, the following types of emergencies:

- Fire
- Bomb threat
- Explosion or threat of explosion

**What Should Parents do in the Event of an Emergency? \_\_\_\_\_**

The most helpful parental responses to a school emergency are to remain calm and wait for accurate information to be sent to the number listed on your child's emergency contact. We understand it is natural instinct for parents to want to rush to their child. It is important for you to understand that, during such an event, individual schools and emergency responders have made preparations to deal with these incidents. Your cooperation in an emergency is essential to the safe and swift resolution of the incident.

Please do not call the school. It is essential to keep phone lines open so school officials can make outgoing emergency calls. If students are ill or injured, the parents of those students will be notified first.

Please do not go to the school. As we have learned from past school emergencies, one of our greatest challenges is how to manage an onslaught of parents and concerned citizens rushing to the scene to "help". By doing so, parents can inadvertently create traffic jams that may block emergency responders from getting to the scene or leaving if necessary to transport injured staff or students to emergency medical facilities.

- Remain calm, follow procedures, and cooperate with school and public safety officials.
- Remain close to the phone listed as your emergency contact number.
- Tune in to radio or television stations designated to carry SMCS emergency information. See "Emergency Communications" section below.
- Obtain current information about the incident from the district website at [www.smridders.net](http://www.smridders.net) or Edulink All Call.
- Understand that emergency pickup procedures are different than routine pickup procedures. In the event you are notified to pick up your child at school or at the designated family reunification site, bring a photo identification card. If you must send someone else to pick up your child, be sure it is someone who is listed on school records as an authorized individual and they are in possession of a photo ID. Your child will not be released to anyone who is unauthorized or who cannot provide appropriate identification.
- Follow emergency procedures. If you are asked to pick up your child, you will be asked to follow the checkout procedure established for emergencies. The reunification system was developed to ensure the safety of students and it is vital that the procedure be followed.
- Remain in designated areas at the family reunification site.
- Be patient. It is essential that the family reunification procedure be carried out in an orderly manner so we can protect and account for all of our students.

### **Emergency Communications – How Will Parents be Notified if an Incident Occurs at School?**

Our first priority is to ensure all students are safe, accounted for, and under adult supervision. As soon as it is possible to do so, the superintendent will communicate information to parents and the community. The school district has a variety of media available to parents which will be updated, as needed, with the most complete and accurate information available.

1. Mass notification system
2. Individual School Facebook Pages
3. School Website [www.smriders.net](http://www.smriders.net))

In the event of a significant emergency, parents are encouraged to tune in to one of the following local television stations to follow the event as it unfolds.

- Hometown Stations Lima, NBC, Fox, ABC, CBS, Dayton WHIO CBS
- Radio Stations WKKI 94.3, WCSM 96.7

### **Recovery After a Crisis**

The school officials understand that a traumatic event in a school or in the community can have an emotional impact on staff and students. SMCS has school counselors who can respond to the school during and after a critical incident to provide assistance. If there is a chance a critical incident makes an emotional impact on staff and students, SMCS has access to counselors who can respond to the school during and after a critical incident to provide assistance. If there is a chance a critical incident makes an emotional impact upon staff or students, the SMCS will help those affected cope with the aftermath of the incident.

### **For Additional Information**

- For additional information about the SMCS Emergency Operations Plan, please contact Bill Ruane, Superintendent, 419-394-4312 or [bill.ruane@smriders.net](mailto:bill.ruane@smriders.net) or Dan Grothouse, Transportation Supervisor, 419-394-7278 or [dan.grothouse@smriders.net](mailto:dan.grothouse@smriders.net)

## **TRANSPORTATION**

### **AUTOMOBILE PARKING**

Students must register for a parking pass and have appropriate paperwork on file in the office to park in the school lot. Parking passes can be picked up in the office for free. This is your spot each day school is in session. Only park in the lot labeled as student parking. Failure to abide by these rules may result in a loss of parking privileges. The school reserves the right for inspecting vehicles parked on school property much the same as with lockers when considering anything contrary to school rules or detrimental to school. Parking in the school lot is a privilege and unsafe operation of vehicles in the school lot will result in a loss of parking privileges in these lots. The speed limit on school property is 10 mph. The school system is not responsible for damages to vehicles parked on school property.

### **BICYCLES/AND MOPEDS**

We strongly discourage students from riding bicycles or mopeds to school. There are bicycle racks and moped parking in the eastern student parking lot.

### **BUS RIDING TRANSPORTATION TO SCHOOL**

The transportation schedule and routes are available by contacting the District Service Center at (419) 394-7278. Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal. The principal may approve a change in a student's regular assigned bus to address a special need, upon the principal's approval of a note from a parent stating the reason for the request and the duration of the requested change.

### **BUS CONDUCT**

Students who are riding to and from school on district provided transportation are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation. The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.

Students must comply with the following basic safety rules:

#### **Prior to Loading (on the road and at school)**

Each student shall:

1. Be on time at the designated stop ten (10) minutes prior to scheduled stop
2. Stay off the road at all times while walking to and waiting for school transportation
3. Line up single file standing in the designated place of safety
4. Wait until the school transportation is completely stopped and motioned by driver before moving forward to enter
5. Do not cross a roadway until the driver signals it is safe to cross
6. Properly board and depart the vehicle

7. Go immediately to a seat and be seated

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. Drivers will not wait for students who are not at their designated stops on time.

### **During the trip**

Each student shall:

1. Be courteous to the driver and to other students
2. Remain seated while the school transportation is in motion
3. Keep head, hands, arms, and legs inside the school transportation at all times
4. Not push, shove, or engage in scuffling
5. Not litter in the school vehicle or throw anything into, or from the vehicle
6. Keep books, packages, coats, and all other objects out of the aisle
7. Do not eat or play games, cards, etc.
8. Do not use nuisance devices (e.g., laser pointers) on the bus in a way that disrupts the safe transportation of students and/or endangers students or employees
9. Do not tamper with the school vehicle or any of its equipment (including, but not limited to emergency and/or safety equipment).

### **Exiting the school vehicle**

Each student shall:

1. Remain seated until the vehicle has stopped
2. Cross the road, when necessary, at least ten (10) feet in front of the vehicle but only after the driver signals that it is safe and then proceed to the designated place of safety.
3. Be alert to a possible danger signal from the driver

The driver will not discharge students at places other than their regular stop at home or at school unless he/she has proper authorization from school officials.

## **PENALTIES FOR INFRACTIONS**

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding the bus.

## **SCHOOL BUS SURVEILLANCE CAMERA NOTICE**

Students and parents/guardians should be aware that school buses have cameras monitoring bus passengers. The cameras record sound and visual images. Camera recordings are reviewed by school officials for discipline and safety purposes and may be provided to police or used in school disciplinary proceedings. Students should understand that their actions and words while on school buses will be recorded and that they should have no expectation of privacy when riding school buses. Riding school buses constitutes consent to the audio and visual recordings by the surveillance cameras.

## **TRAVEL BY STUDENTS OF SCHOOL ORGANIZATION**

Students representing MHS as members of a team or organization must travel to and from the activity by the means provided by the school. Any exceptions to this rule must have the prior approval of the person responsible for the activity and the coach. Failure to follow the above may result in suspension from participation in the activity for the remainder of the school year.

## **TRAVEL BY STUDENTS TO TRI-STAR PROGRAMS**

The St. Marys Board of Education provides transportation to junior and senior students who attend Tri-Star classes. Student travel by school bus is much safer and risks are minimized over the use of a private vehicle. It is the responsibility of the student to be at the designated pick-up location on time. Students who wish to drive a personal vehicle or ride with another student, must complete a waiver form, signed by a parent, to allow them to do so. Waivers must be completed by the first week of school. Driving privileges may be revoked at any time by MHS or Tri-Star administration.