



MILLERSPORT JUNIOR/SENIOR HIGH SCHOOL STUDENT/PARENT HANDBOOK

2023-2024

Board Adopted - June 2023

WALNUT TOWNSHIP LOCAL SCHOOLS

11850 Lancaster Street

Millersport, OH 43046

740-467-2802 *District Office*

740-467-2216 *Elementary*

740-467-2929 *Jr/Sr High School*

740-467-3494 *Fax*

Website: www.walnuttsd.org

Student Forms-FinalForms: <https://walnuttsd-oh.finalforms.com/>

Classroom Updates-Progress Book: <https://pa.metasolutions.net/>

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Karen Keller, *Member*

Jennifer Levacy, *Member*

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DISTRICT ADMINISTRATION

Kimberly Radulovich, *Superintendent*

kradulovich@walnuttsd.org

Brenda Amspaugh, *Assistant Treasurer, Payroll Clerk*

bamspaugh@walnuttsd.org

Angela Large, *Accounting Clerk*

alarge@walnuttsd.org

Jill Bradford, *Treasurer*

jbradford@walnuttsd.org

Heather Terry, *Superintendent Secretary, EMIS*

herry@walnuttsd.org

Sandy O'Neal, *Food Service Director*

soneal@walnuttsd.org

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INTRODUCTORY STATEMENT

Welcome to Millersport Junior/Senior High School!

The purpose of this student handbook is to familiarize students, parents, and guardians with the guidelines and procedures used for the daily operation of the school, as well as the rules and regulations students are expected to follow. We encourage students, parents, and guardians to become familiar with the material in this handbook and use it as a reference throughout the year. This handbook can also be used to plan and organize for school and personal activities. Carry it, refer to it, and use it to keep you organized and informed.

MILLERSPORT JUNIOR/SENIOR HIGH SCHOOL MISSION STATEMENT:

OUR MISSION IS TO EDUCATE ALL STUDENTS AT MILLERSPORT JUNIOR/SENIOR HIGH SCHOOL BY CHALLENGING THEM TO ACHIEVE THEIR HIGHEST ACADEMIC PERFORMANCE AND TO BECOME EFFECTIVE COMMUNITY MEMBERS IN THE TECHNOLOGICALLY CHANGING WORLD.

ALMA MATER

We're the Lakers proud and true and we'll always be.

Beyond the years at Millersport our future we can see.

We're the Lakers standing tall this honor we'll uphold.

For our hearts are filled with pride the purple and the gold.

This handbook replaces all prior handbooks and other prior written material provided on the same subjects. This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the school's rules. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available on the district's website.

STATEMENT OF GOALS

I. Developing, reinforcing and mastering basic skills:

- A. Reading
- B. Communication - written and oral
- C. Mathematics
- D. Science
- E. Social Studies
- F. Physical Fitness

II. Developing an appreciation for the fine arts:

- A. Art
- B. Music
- C. Drama

III. Developing skills for adult living:

- A. Business and consumer economics
- B. Homemaking
- C. Work Study

IV. Providing experiences for one to develop interpersonal relationships:

- A. Decision making skills
- B. Critical thinking ability
- C. Leadership opportunities
- D. Positive self-image

V. Promoting experiences for one to become a responsible, effective citizen:

- A. Retrieval of information using high technology
- B. Understanding of political, historical, economical organizational functions of this country
- C. Understanding of social situations (drugs, sexual diseases, etc.), a method to cope with pressures
- D. Awareness of worldwide situations

VI. Formulating a plan of action for a future career:

- A. Knowledge of careers
- B. Opportunities to explore the work world
- C. Short term and long-term career planning

ASSISTANCE DIRECTORY

Absence	Millersport Lakers Mobile App/Main Office (740-467-2929)
Athletics	Athletic Director (740-467-2929)
Change of Address	FinalForms
Change of School/Withdrawing from School	Main Office
College Information	Guidance Office (740-467-2929)
Fees/Parking	Main Office
Illness	Clinic (740-467-2929)
Locker Problem	Main Office
Lost and Found	Main Office
Lost Books	Main Office
Student Schedule	Guidance Office
Scholarships	Guidance Office
Tardiness to School	Main Office
Telephone	Main Office
Records/Transcripts	Guidance Office
Work Permits	Main Office

ADMINISTRATION AND STAFF

Mrs. Megan Terry – Principal
Mr. Marcus Brailer - Assistant Principal
Mr. John Phipps – Guidance Counselor
Mrs. Jennifer Blevins – Secretary
Mrs. Jill Wiles – School Nurse

FACULTY

Ms. Nancy Augsburg
Mr. Joe Brownfield
Mrs. Deb Cassidy
Mr. Tyler Coward
Mrs. Lori Dupler
Mr. Steve Harris
Mrs. Elizabeth Hedges
Mr. Greg Hines
Mr. Tom Howard
Mr. Kevin Keener
Mr. Matt Hoar
Mrs. Ashley Lawson
Mr. Adam Mick
Mrs. Jessica Mick
Mrs. Summer Montañez
Mrs. Michelle Peters
Mrs. Kayla Randolph
Mrs. Sarah Reed
Mrs. Tasia Savage
Mrs. Gretchen Schroeder
Mr. Caleb Stout
Mr. Cooper Vest
Mrs. Adrienne Winders
TBD

SUBJECT

Online Education Monitor
Business and Technology
Special Education/History
Health and Physical Education
Language Arts
Science
Special Education
English
Social Studies
Mathematics
Language Arts/Social Studies
Science
Science
Mathematics
Spanish
Social Studies/Yearbook
Mathematics/Sign Language
Art Education
Instrumental Music
English
Vocal Music
Special Education
Language Arts/Social Studies
Mathematics/Science

GENERAL INFORMATION

2023-2024 School Calendar

August

16 First Day of Classes
30 & 31 No School- Sweet Corn Festival

September

1 No School – Sweet Corn Festival
4 No School – Labor Day
15 2 Hr. Early Dismissal
27 Parent/Teacher Conference Night

October

12 & 13 No School – Fair Days
19 Early Dismissal
20 End of 1st Grading Period
23 No School - Teacher In-Service Day

November

22 No School – P/T Comp Day
23-27 No School – Thanksgiving Break
29 Parent/Teacher Conference Night

December

12/20-1/2 No School – Winter Break

January

2 No School – Winter Break
3 Classes Resume
12 End of 2nd Grading Period
15 No School – Martin Luther King Jr. Day
16 No School - Teacher In-Service Day

February

19 No School – Presidents Day/Comp. Day
21 Parent/Teacher Conference Nights

March

21 End of 3rd Grading Period
22 No School - Teacher In-Service Day
3/27-3/29 No School - Spring Break

April

1 No School – Teacher In-Service
2 Classes Resume
24 Parent/Teacher Conference Night

May

26 Graduation
29 End of 4th Grading Period
29 Last Day for Students
30 Teacher Work Day

BELL SCHEDULES

Regular Bell Schedule

- 1 8:00 - 8:41 (41)
- 2 8:44 - 9:25 (41)
- 3 9:28 - 10:09 (41)
- 4 10:12 - 10:53 (41)
- 5A 10:56 - 11:26 (30)
- 5B 11:29 - 11:59 (30)
- 6 12:02 - 12:43 (41)
- 7 12:46 - 1:27 (41)
- 8 1:30 - 2:11 (41)
- 9 2:14 - 2:55 (41)

1:03 Assembly Schedule

- 1 8:00 - 8:27 (27)
- 2 8:30 - 8:57 (27)
- 3 9:00 - 9:27 (27)
- 4 9:30 - 9:57 (27)
- 6 10:00 - 10:27 (27)
- 5A 10:30 - 11:00 (30)
- 5B 11:03 - 11:33 (30)
- 7 11:36 - 12:03 (27)
- 8 12:06 - 12:33 (27)
- 9 12:36 - 1:03 (27)

Two Hour Delay

- 1 10:00 – 10:26 (26)
- 2 10:29 – 10:55 (26)
- 5A 10:58 – 11:28 (30)
- 5B 11:31 – 12:01 (30)
- 3 12:04 – 12:30 (26)
- 4 12:33 – 12:59 (26)
- 6 1:02 – 1:28 (26)
- 7 1:31 – 1:57 (26)
- 8 2:00 – 2:26 (26)
- 9 2:29 – 2:55 (26)

2:00 Assembly Schedule

- 1 8:00 - 8:34 (34)
- 2 8:37 - 9:11 (34)
- 3 9:14 - 9:48 (34)
- 4 9:51 - 10:25 (34)
- 6 10:28 - 11:02 (34)
- 5A 11:05 - 11:35 (30)
- 5B 11:38 - 12:08 (30)
- 7 12:11 - 12:45 (34)
- 8 12:48 - 1:22 (34)
- 9 1:25 - 1:59 (34)

Teacher In-Service

- 1 8:00 – 8:26 (26)
- 2 8:29 – 8:55 (26)
- 3 8:58 – 9:24 (26)
- 4 9:27 – 9:53 (26)
- 6 9:56 – 10:22 (26)
- 5A 10:25 – 10:55 (30)
- 5B 10:58 – 11:28 (30)
- 7 11:31 – 11:57 (26)
- 8 12:00 – 12:26 (26)
- 9 12:29 – 12:55 (26)

Additional bell schedules may be used as needed.

ACADEMIC RELATED INFORMATION

GRADUATION REQUIREMENTS

1. MINIMUM REQUIREMENTS FOR DIPLOMA - 21 CREDITS

- Assignment to Grade 9 - Completion of Grade 8
- Assignment to Grade 10 – 5.25 Credits
- Assignment to Grade 11 - 10.5 Credits
- Assignment to Grade 12 - 16.0 Credits

2. THE REQUIRED CREDITS ARE:

English	4 units of credit
Mathematics	4 units of credit (including Algebra II or the equivalent)
Science	3 units of credit (including Physical, Life and an Advanced Science)
Social Studies	3 units of credit (including World History, American History and Government)
Health	½ unit of credit
Physical Education	½ unit of credit (can be waived- see Physical Education Exemption)
Financial Literacy	½ unit of credit
Fine Arts	1 unit of credit (students completing a career-technical pathway are exempt of this requirement)
Electives	5 units of credit*

*Foreign Languages will count as elective courses. They are not required for high school graduation; however, many colleges and universities require 2 units of credit in the same language.

To get an **Honors Diploma** a student needs to have 4 units of Social Studies, 4 units of Science, and 3 units of Foreign Language. (See Honors Diploma Section)

ADDITIONAL REQUIREMENTS

In addition to the required academic courses students must complete additional requirements.

CLASS of 2023 & Beyond

Students graduating from high school in 2023 or beyond must show competency and readiness in the following ways.

Show Competency

Students must earn a passing score of 684 on the Ohio's high school Algebra 1 & English Language Arts II exams. Students who do not pass the test will be offered additional support and must retake the exam at least once. Students who still have not earned a passing score after retaking the exam will need to complete 1 of the following options:

Option 1

Demonstrate 2 Career-focused activities. 1 of the activities must be on the Foundational List.

Foundational

- Proficient scores on the WebXams
- Earn industrial credentials totaling 12 points
- Participate in a pre-apprenticeship or be accepted into an approved apprenticeship program

Supporting

- Work-based learning
- Earn passing scores on the WorkKeys Exam
- Earn the OhioMeansJobs-Readiness Seal

Option 2

Enlist in the Military.

- A student must show evidence that he/she has signed a contract to enter a branch of the U.S. Armed Services upon graduation.

Option 3

Complete College Coursework

- A student must earn credit for 1 college-level Math and/or English course through the College Credit Plus program.

Show Readiness

Students must earn 2 of the following diploma seals. One of the seals must be from the Ohio Certified Seals list. Please check with your school counselor to discuss the requirements for each and determine which 2 will meet your goals and interests.

Ohio Certified Seals

- OhioMeansJobs-Readiness Seal
- Industrial-Recognized Credential Seal
- College-Ready Seal
- Military Enlistment Seal
- Citizenship Seal
- Science Seal
- Honors Diploma Seal
- Seal of Biliteracy
- Technology Seal

Local Seals

- Community Service Seal
- Fine & Performing Arts Seal
- Student Engagement Seal

COMMENCEMENT PARTICIPATION

Senior students, please take special notice that participation in graduation ceremonies at the end of the school year is a **privilege**, not a right. Any inappropriate behavior, disruption to the educational process, or failure to follow any school rules/regulations during the school year, may lead to a student not being permitted to participate in the graduation ceremony.

Students who have outstanding obligations or debts or have not returned money and/or merchandise received for a fund-raising project may be denied participation in the graduating ceremony.

Any student who elects to participate in the graduation ceremony must attend the scheduled mandatory graduation practice.

HONORS DIPLOMA

The Ohio Department of Education offers special recognition to students who go above and beyond the standard graduation requirements. The following Honors Diplomas are offered:

- Academic Honor Diploma
- Arts Honors Diploma
- STEM Honors Diploma
- Social Science & Civic Engagement Honors Diploma
- Career Tech Honors Diploma

To earn an honors diploma, students must meet **all but one** of the following standard criteria. Each honors diploma has added requirements which will be listed separately.

- English Language Arts.....4 units
- Math.....4 units
- Social Studies.....3 units
- Science.....3 units, must include 1 advanced science
- Foreign Languages.....3 units of 1 foreign language, or no less than 2 units of 2 different languages

- Fine Arts.....1 unit
- GPA.....3.5 on a 4.0 scale
- ACT/SAT..... ACT: 27 or higher / SAT: 1280 or higher

Added requirements

Academic Honors Diploma

- Science.....4 units, must include 2 units of advanced science
- Social Studies.....4 units

Arts Honors Diploma

- Fine Arts.....4 units
- Electives.....2 units must have fine arts focus
- Field Experience
- Portfolio

STEM Honors Diploma

- Math.....5 units
- Science.....5 units, must include 2 units of advanced science (computer programming may simultaneously fulfill the fifth math and STEM elective requirement.)
- Elective.....2 units must include STEM focus
- Field Experience
- Portfolio

Social Science & Civic Engagement Honors Diploma

- Social Studies.....5 units
- Electives.....3 units must include focus in social sciences and/or civics
- Field Experience
- Portfolio

Career Tech Honors Diploma

- Science.....4 units, must include 2 units of advanced science
- Social Studies.....4 units
- Foreign Language.....2 units of 1 foreign language
- ACT/SAT/WorkKeys.....ACT: 27 or higher / SAT: 1280 or higher / WorkKeys: 6 or higher on Reading for Information and 6 or higher on Applied Mathematics
- Field Experience
- Portfolio
- Additional Assessments.....Earn an industrial-recognized credential or achieve proficiency benchmark for appropriate Ohio Career-Technical Competency Assessment or equivalent.

CLASS RANKING

In averaging grades for class standing, all courses to which credit is assigned will be averaged, with the exception of pass/fail courses. The valedictorian and salutatorian shall be determined on the basis of grades earned up to and including those of the last interim report of their senior year.

VALEDICTORIAN – SALUTATORIAN

The selection of a class valedictorian and salutatorian shall be based upon the grade point average (G.P.A.) of all eligible candidates. The valedictorian and salutatorian shall be determined on the basis of grades earned up to and including those of the last interim report of their senior year. In order for a student to be considered as class valedictorian or salutatorian, he/she must have been a student at Millersport High School for at least the last full semester prior to his/her graduation date.

Valedictorian:

The graduating senior student with the highest cumulative grade point average (G.P.A.) calculated at the interim of the fourth quarter will be awarded the class valedictorian. If more than one student has achieved a G.P.A. of 4.00 or higher at the time of calculation, then all will be awarded the valedictorian honor.

Salutatorian:

The graduating senior student with the second highest cumulative grade point average (G.P.A.) calculated at the interim of the fourth quarter will be awarded the class salutatorian. If more than one student has achieved a G.P.A. between 3.95 and 3.99, and the valedictorian(s) for that class has achieved a 4.00 or higher, then all will be awarded the salutatorian honor.

The valedictorian/salutatorian credits will include at least a full load of the Ohio Core Curriculum.

INTERIM REPORTS

Students will receive an interim report four times each school year.

REPORT CARDS

Students will receive a report card every nine weeks. It is the student's and parents' responsibility to see that the report cards are reviewed and contact the counselor and or teacher if questions or concerns arise. The fourth and final report card will be mailed home.

GUIDANCE SERVICES

COUNSELOR

The counselor helps students obtain good relationships between people (other students, teachers, parents), learn to know and understand themselves, achieve at their ability in school, develop values, and select courses leading to a well-chosen career.

SCHEDULE CHANGES

Student requests for schedule changes must be submitted in writing and the request must be signed by parent or guardian. Requests for changes must be made in the Guidance Office:

- A. Between one week prior to and one week after the start of a semester.
- B. Students enrolled at the Career Centers will not be permitted to re-enroll at Millersport for the current school year before completing the first week of school, but cannot return after the second full week of school.
- C. Schedule changes must be approved by the counselor or administrator only.
- D. Acceptable changes: Due to commitments for staff assignments and the ordering of textbooks and other supplies, no schedule changes may be made after one week prior to the opening of school, and then only for the following reasons:
 - a. Mechanical error changes
 - b. Changes to meet graduation requirements
 - c. Changes necessitated by failure
 - d. Classroom balancing (administrative changes)
 - e. Subject level changes (teacher recommendation with administration approval)
 - f. Changes necessitated by physical health of student
 - g. Changes to drop seventh course, as noted
 - h. Addition of class in lieu of study hall the same period (class size permitting)

COLLEGE CREDIT PLUS

This program is offered to high school students who wish to earn college credit while attending high school. An informal meeting is held in early spring to explain this educational option.

ADVANCED PLACEMENT COURSES- (AP)

The College Board's Advanced Placement (AP) Program enables students to pursue college-level studies while still in high school. Millersport High School offers many Advanced Placement (AP) courses in the building. Based on their performance on rigorous AP Exams, students can earn credit, advanced placement, or both, for college.

COLLEGE ADMISSION

Each college, university, technical college, etc., has their own procedure and requirements for admissions. Most colleges and universities require a college admissions exam score be included in the application. There are two main examinations that are recognized and utilized by most institutions: the ACT & the SAT. The state of Ohio will pay for each student to take one of the two exams during the junior year. Walnut Township Local School District administers the ACT. Students may also register to take the exams outside of the regular school day at the student's expense. Both the ACT and SAT have a variety of test dates and exam locations throughout the school year. There is no limit to the number of times a student can take the exams. Students can register for the ACT at www.act.org and the SAT at www.collegeboard.org.

Most colleges and universities begin accepting applications for admissions during the fall of the student's senior year. It is recommended that students begin researching and visiting colleges and universities before their senior year to get an idea of where they would like to attend. Many universities utilize the Common App website to submit applications: www.commonapp.org. Others will use their own applications which are typically found under the admissions tab on their official websites. Please pay close attention to deadlines, as many colleges have strict deadlines.

Along with the school application, students and parents will also need to complete the Free Application for Federal Student Aid (FAFSA). The FAFSA application will open up October 1st. It is recommended that the FAFSA be completed as soon as possible. Please visit www.studentaid.gov.

InneVato ONLINE COURSES

InneVato is a web-based resource for elective course opportunities and credit recovery. Millersport High School will offer students the opportunity to take a course offered by InneVato during the school year.

The purpose of InneVato is to provide students with course selections which extend beyond the current Millersport High School course offerings. Therefore, an InneVato course cannot be taken in place of one already available at Millersport High School unless approved by the building principal. Like any other class, InneVato courses will be scheduled during the school day, but work may be completed at any site with internet access. InneVato courses are credit-bearing and will become part of the student grade report and transcript. For more information and course offerings, please reference the Walnut Township InneVato Handbook.

PHYSICAL EDUCATION EXEMPTION

A student who, during high school, has participated in interscholastic athletics, marching band, cheerleading, or show choir for at least two full seasons is not required to complete any physical education course as a condition to graduate in that school year. However, the student is required to complete one-half unit, consisting of at least 60 hours of instruction, in another course of study to replace that credit (see Board Policy IKF). The student must, however, be academically eligible (see sports eligibility guidelines) to participate in each sport and finish that sport season in good standing to qualify for the physical education waiver (this includes band). As per ODE, students cannot fulfill the physical education requirement with a combination of credit and waiver. Students must do either, 2 years of waivers (extra-curricular activity) or 2 years of credit (Physical Education Class) to satisfy the Physical Education requirement.

Students, who wish to satisfy the Physical Education requirement with a waiver, need to get the Physical Education waiver form from the guidance office.

GRADING SYSTEM

The Board believes that students will respond more positively to the opportunity for success than to the threat of failure. The district will seek, therefore, in its instructional program to make achievement both recognizable and possible for students. It will emphasize achievement in its processes of evaluating student performance.

The administration and professional staff will devise grading systems for evaluating and recording pupil progress. The records and reports of individual pupils will be kept in a form that is understandable to parents as well as teachers.

The Board recognizes that any grading system, however, effective, is subjective in nature. Therefore, there are fundamental principles that must guide all instructors in the assignment of marks and achievement:

1. The achievement mark in any subject should represent the most scientific evaluation by the teacher of the achievement of the individual in the subject as related to his/her group and his/her individual natural ability. A variety of evaluation measures will be used. Accurate records shall be kept to substantiate the grade given.

2. Each individual must be given consideration. An individual should not receive a failing grade unless he cannot meet stated minimum requirements.

3. Overall grades shall be used to motivate students. Poor or failing grades should trigger a variety of instructional intervention activities to assist the student to better grades.

4. The following marks are used in the reporting of student progress. In the early grades and in certain special classes, students may receive: O, S, I, N, and U. Where these marks are used, they shall be interpreted as having the following meaning:

O = Outstanding S = Satisfactory I = Improving N = Needs Improvement U=Unsatisfactory

Where the following letter grades are used, they shall be interpreted as having the following meaning:

A = Excellent B = Good C = Average D = Below Average F = Failing

GRADING SCALE - Where numerical/letter grades are used, the following grading scale shall be applied:

<u>Grade</u>	<u>Percentage</u>	<u>Quality Points</u>	<u>A.P./CCP Quality Points</u>	<u>Averaging Scale</u>
A	100-95	4.00	4.50	4.00 - 3.88
A-	94-93	3.75	4.25	3.87 - 3.50
B+	92-90	3.25	3.75	3.49 - 3.13
B	89-86	3.00	3.50	3.12 - 2.88
B-	85-83	2.75	3.25	2.87 - 2.50
C+	82-80	2.25	2.75	2.49 - 2.13
C	79-74	2.00	2.50	2.12 - 1.88
C-	73-70	1.75	1.75	1.87 - 1.50
D+	69-67	1.25	1.25	1.49 - 1.13
D	66-63	1.00	1.00	1.12 - 0.88
D-	62-60	0.75	0.75	0.87 - 0.67
F	59 - 0	0.00	0.00	0.66 - 0.00

A. A student must pass 2 of the 3 grades (nine-week grades and/or Quarterly/Semester Exam) given per semester to pass that given semester.

B. For students taking AP/CCP courses: Your AP/CCP Quality Points will automatically be figured into your grade.

RECEIVING CREDITS FOR A CLASS

A) Students will receive all credits earned for a class when they have completed all work required for the class and have received a passing final grade for the class.

B) Students who fail to take exams, when required in a course, have not completed the course and will receive an "I" and no credit.

C) Incomplete at End of the Grading Period (1,3): Students who do not complete work or projects will receive an "I" for incomplete for the grading period. (Exception for final grading period in the course.) It is the student's responsibility to find out what assignments are missing/incomplete and have them turned in on time. No grade

will be granted until such incompletes are made up. "I's" must be made up within two weeks, at which time a mark will be computed and recorded. If the work is not made up, the "I's" will be converted to "F's" for the grading period. Exception will only be made by a joint decision of teacher and principal, upon appeal of the student.

- D) Incomplete at End of Course (2,4): Students who do not complete work or projects will receive an "I" for incomplete for the course. It is the student's responsibility to find out what assignments are missing or are incomplete and have them turned in on time. No grade or credit will be granted until such incompletes are made up. "I's" must be made up within a time frame suitable to school personnel. If the work is not made up the "I's" will be converted to "F's" and the student will receive an F for that course. No credit will be awarded for a semester course since all course requirements were not completed. Exceptions will only be made by a joint decision of the teacher and principal, and upon appeal by the student.
- E) Withdrawing from a class: A "W/F" will be recorded for any courses dropped after the first full week of the semester, except in unusual cases as determined by the building principal.
- F) Class credit may be earned through the district Flexible Credit option if all application, implementation, and assessment procedures have been followed.

QUARTERLY/SEMESTER EXAMINATIONS

- A) Semester written/performance examinations may be given in semester classes with principal approval.
- B) Semester written/performance (Music/PE) examinations may be given in all areas and shall cover the curriculum of the course and be directly related to the Course of Study.
- C) Quarterly written/performance examinations shall be given in semester courses.
- D) Examinations shall include objective and subjective essay test items. The subjective test item or items should be of the type that requires the pupil to organize his/her thinking and present thoughts in a clear, concise manner.
- E) Semester Courses: In all semester courses, a final exam may be given at the end of the semester.
- F) A copy of all quarterly and semester exams shall be filed in the office of the principal.
- G) The semester/quarterly examination schedule shall be established by the principal.

METHOD FOR DETERMINING FINAL MARKS

Course work for students shall be evaluated and averaged on a percent basis for each grading period. This percentage grade shall be converted to a letter grade when posted on the student grade reporting form. Semester averages shall represent the cumulative average of all previous percentage grades for grading periods and examinations.

Semester and Quarterly Examinations administered in grades 6-12 will be weighted as follows:

- A) Semester courses are to weigh the quarterly exams as 20% of the final average.

SPECIAL NOTES

- A) Exceptions for Semester Courses: Students who fail one nine week grading period may be able to get the credit by satisfactorily passing the quarterly or semester exams.

WEIGHTED GRADES

Students taking College Credit Plus (CCP) courses and Advanced Placement (AP) courses will be following the weighted grading system. (Board Policy IGCH-R)

Stipulation for Weighted Grade Classes:

- a. Advanced Placement (AP) students are encouraged to take the AP tests to qualify for college credit.
- b. There will be no exam exemptions in weighted classes with the following exception - seniors may be exempt from the final exam if they meet all qualifications for exemption as determined by the AP teacher and principal.
- c. Students must earn at least a grade of "C" (2.50) or better to receive a weighted grade.
- d. Students must have the option of dropping or transferring from a weighted class, without penalty, at the end of the first nine-week grading period, if they earn a "C" (2.50) or below.

ACADEMIC ACHIEVEMENT

Academic achievement at Millersport Jr/Sr High School will be acknowledged and encouraged:

1. Levels

Super Honor Roll: 3.88-4.50 GPA

Honor Roll: 3.50-3.87 GPA

Merit Roll: 3.00-3.49 GPA

- The names of students achieving Super Honor, Honor Roll, and Merit Roll will be prominently displayed and recognized each quarter.
- Student of the Month will honor students for good character and improvement.

Millersport Jr/Sr High School Student Recognition Systems

Laker Cards – Laker Cards are handed out on a quarterly basis.

Gold Card:

3.50 – 4.50 GPA

No Unexcused Absences

One Late Arrival

No Repetitive Consequences

No AEP or OSS

Purple Card:

3.0 – 3.49 GPA

No Unexcused Absence

Two Late Arrivals

No Repetitive consequences

No AEP or OSS

Students of the Month - Students of the Month are voted on by the teachers. Students may only receive the award once in a school year. Students of the Month are given special recognition during school hours. *The Student of the Month award is not academic based. It is based on the attitude, improvement, or kind acts shown to fellow students.*

Perfect Attendance – To qualify for perfect attendance, a student must have no missed days of school and no late arrivals. Students who achieve perfect attendance will be acknowledged at the end of the school year.

Renaissance Student Award (RSA) – Students who receive a *Gold Card* each grading period as well as meet the qualifications for a Gold Card at the interim of the 4th grading period MAY earn the RSA.

This includes:

GPA of 3.50 or higher

No D's or F's on report cards or 4th interim

No unexcused absences

No more than one tardy per quarter

No repeat disciplinary and/or behavioral issues/actions

No ISS or OSS.

Final decisions are made by the school principal. RSA events are held at the end of the school year and include special activities coordinated by the Academic Booster Organization. The RSA activities will become more significant as students' progress through high school. (See Academic Booster Guidelines)

Awards and Scholarship Ceremony – In a special year-end honors program, qualified students are recognized for outstanding academic achievement and excellence in the classroom.

Recognition categories include:

- Class/Special Awards – self-discipline, improvement, academic excellence

- Renaissance Student Awards
- Academic Letter
 - Students who achieve Super Honor Roll or Honor Roll in every grading period and at the interim of 4th nine weeks will be awarded an academic letter during year end honors ceremonies.
 - JUNIOR HIGH - 4" academic letter
 - HIGH SCHOOL - 6" academic letter
- Scholarships
 - Many various scholarships are available based on achievements and drive. Local scholarships are available to graduating seniors. Contact the guidance department for more details.
- A special prize drawing for all Honor Roll students.
- Other Awards and Honors
 - Many are available through various community and business organizations.
- Perfect Attendance
 - No absences or late arrivals during the school year.

ATTENDANCE POLICY AND PROCEDURES

STUDENT ABSENCES AND EXCUSES (ATTENDANCE)

****The state of Ohio Revised Code 3321.04, Compulsory Attendance states: Every parent of any child of compulsory age who is not employed under the age and school certificate must send such child to a school or a special education program that conforms to the minimum standards prescribed by the State Board of Education. The child must attend for the full time the school or program is in session. ****

HB 410 was enacted in the Spring of 2017. Students are now tracked on an hourly basis for absenteeism. For more information see HB 410. Attendance guidelines are subject to change due to government regulations.

It is the responsibility of both the student and the parent/guardian to see that the student has regular daily attendance for the entire school year. Punctuality is also very important.

1. If a student must miss school for an illness or any reason, the parent/guardian shall call the high school office between 7:00 a.m. and 9:00 a.m. or email the school office by using the Millersport Laker Mobile App to make the authorized school official aware of the absence.

In the event this call is not made by a parent/ guardian, a call will be placed to the parent/guardian at home or work to verify the student's absence. If the parent/guardian cannot be reached, the student will be counted as truant from school. The truant officer for the county may be called to investigate the absence.

2. Students must report to the office before 8:00 a.m. when they return from any absence. **All absences require a phone contact or a written excuse from the student's parent or guardian stating the date(s) of the absence(s) and the reason for the absence(s).** If a student forgets his/her excuse he/she must still check in at the office before 8:00 a.m. A student will have one day to turn in a note if contact was not made with the parent/guardian. Failure to bring a note may result in the student being unexcused for the day of absence. It may also result in disciplinary action.

3. If the absence is justified, the student will be excused and will be allowed to make up any missed assignments, homework, or tests. If the absence is not excused, the student may receive only partial credit for makeup assignments.

****EIGHTEEN-YEAR-OLD STUDENTS** are required to follow the same procedures as all the other students of Millersport High School. An eighteen-year-old student is responsible for calling in his/her absence and writing his/her own note after an absence or for an early dismissal.

DEFINITION OF TERMS

LATE ARRIVALS: A student is considered a late arrival for a class or for school when they do not get to a class or to school on time. Students who arrive at school, or are not in the homeroom and in their seat, when the 8:00 a.m. tardy bell rings are considered a **LATE ARRIVAL**. Any student who falls into this category must report to the office, sign-in as late and receive a Late Arrival pass **before** going to homeroom. A student shall be considered a Late Arrival except:

1. When the late arrival is caused by a school employee, department or system; i.e., bus being late, conference with principal, etc. or;
2. When the student has visited the doctor or dentist for a personal appointment; a doctor's or dentists' statement is required.

A student is allowed four (4) Late Arrivals to school per nine (9) weeks without penalty. Every incident of tardiness after the student's fourth late arrival may result in a detention or other possible consequences.

Students who arrive **after 8:00 a.m.** and up to **8:44 a.m.** will be classified as a late arrival and unexcused for the class that he/she missed. Due to HB 410, any amount of time the student misses during the school day will be added to the total accumulated hourly amount missed.

ABSENCE: When a student is not in attendance, the student is considered to be absent.

EXCUSED ABSENCE: An excused absence may be approved on the basis of any one or more of the following conditions:

- 1. Personal illness** - the principal may require the certification of a physician at any time. Such certification shall be required after five (5) unexcused absences, or a total of ten (10) absences for any combination of reasons, during the school year.
- 2. Illness in the student's family**- illness that would require the student to stay at home and be of assistance rather than come to school. This type of situation should be rare and is governed by O.A.C. 3301.51.13.
- 3. Death of a relative** - The absence arising from this condition is limited to three days unless a reasonable cause may be shown for a longer absence.
- 4. Quarantine of the home** - The length of excused absence under this condition is limited to the length of the quarantine as fixed by the proper health officials.
- 5. Observance of religious holidays** - The building principal shall excuse the student upon the **request** of the parent or guardian.
- 6. Board-Approved Enrichment or Extracurricular Activities** – traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours).
- 7. Needed at home** – To perform necessary work directly and exclusively for a parent or legal guardian (**applies to students over 14 years of age only**).
- 8. College Visitation** – absences taken to visit a college that are in accordance with provisions for “College Visitation” listed in these regulations.
- 9. Foster Care Change or Placement** – absences due to a student’s placement in foster care or change in foster care placement or any court proceedings related to their foster care status.
- 10. Homeless** – any absences due to a student being homeless.
- 11. Superintendent/Principal Approved Excused** – absences as determined by the Superintendent/Principal.
- 12. Temporary Internet outage for individual students or households**
- 13. Unexpected technical difficulties**
- 14. Personal** -

Note: If a student knows in advance that they will be absent from a teacher's class, they **must** see that teacher before missing the class several days ahead of time. (Ex., field trips, college days, etc.) The student is to get his/her assignment before missing the class and is to have the assignment ready to be turned in the next day the student returns to class after the excused absence. Failure to do so could result in the student receiving an F on the assignment.

UNEXCUSED ABSENCE: Any absence that does not fall under the above guidelines is an unexcused absence. In any situation where there is a question as to whether an absence is excused or unexcused, the building principal will make that determination. The principal's decision is final.

PRE-PLANNED ABSENCES - VACATIONS AND FAMILY TRIPS

The Board does not believe that students should be excused from school for vacations or other non-emergency trips. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher.

Should such a need arise for a pre-planned absence; the student can pick up a Pre-Planned Absence Form in the office. It must be completed by the parent and turned in to the building principal for pre-approval at least **48 hours prior** to the student being absent from school. Reasonable efforts will be made to prepare a general list of assignments for the student to do while he/she is absent. **(A copy of this must be turned into the office prior to leaving).**

All work must be turned in to the appropriate teacher(s) in accordance with provisions for "Make up Work" listed in these regulations. If work is not submitted within this timeline, the student will receive failing grades for all missing work.

Note: Pre-planned Absences/Vacations/Family Trips for students who have accumulated excessive absences, i.e. in excess of 38 hours in one month or 65 or more hours in one school year, or whose vacation will take them over the 38 hours in one month or 65 or more hours in one school year, will not be counted as excused absences.

*Refer to student absence policy for additional updates and changes.

MAKEUP WORK

Excused Absences: students may make up work missed during an excused absence. Upon returning to school it is the student's responsibility to check with his/her teacher(s) concerning makeup work. Generally, a student will be permitted a number of days equal to the number of days missed to complete the missed work.

Unexcused Absences: students may receive only partial credit for make-up work completed.

APPOINTMENTS DURING THE SCHOOL DAY

Students will be allowed to leave during the school day for necessary appointments (example; doctor, dental, court, driving test appointments) by bringing a note to the office or by having a parent call the office before 8:00 a.m. on the day of the appointment. These excuses for appointments will be judged as excused or unexcused according to the absence policy.

If a student has an early morning appointment (Ex., 8:00 a.m.) they must make **prior arrangements** to let school authorities know that they will need to be excused. They can notify the office the day before the early a.m. appointment with either a note from the parent or a parental phone call.

Students must sign out and sign back in whenever they leave the school for appointments. Students need to take an Appointment Excuse Slip from the office to the appointment and bring it back completed and signed by the physician/officer in order to be excused for the appointment.

STUDENTS EXCESSIVELY ABSENT/HABITUALLY TRUANT PROCEDURES FOR REFERRAL/LEGAL ACTION

Parents of students who experience a total of 30 hours absent in a school year may receive a letter from the principal indicating the number of days missed and stating the importance of and legal obligations concerning attendance.

Excessive Absence Intervention is Required if a student has missed 38 hours in one calendar month or 65 or more hours in one school year, going forward s/he will be required to provide a *valid excuse* for any absence. If a *valid excuse* is not provided the absence will be unexcused. S/he may be referred to the Absence Intervention Team (AIT). Team participation will be based on the needs of the student, but will ideally include School Representatives from your child's school, and the student.

Habitual Truant Intervention is Required if a student has missed 30 or more consecutive hours; 42 or more hours in one calendar month; or 72 or more hours in a school year **without** *valid excuses*, s/he will be referred to the Absence Intervention Team (AIT). It is an expectation that the parent and child participate as members of the intervention team along with School Representatives and Attendance Officer to develop the student's Absence Intervention Plan (AIP). A meeting will be scheduled with the parent or designee that can attend on the parent's behalf. If the student does not make progress on the plan within 61 days or continues to be Habitually Truant, s/he will be referred to the Fairfield County Educational Juvenile Court Liaison.

***Valid excuses - written medical excuse, court excuse, or college excuse. Other excuses may be deemed acceptable by the building principal.**

Note: Exceptions to the above procedure would be situations where there is documented extended illness, hospitalization, etc.

EXCESSIVE ABSENCE-FAILURE

A student, who accumulates 6 or more unexcused absences from a specific class during any nine-week grading period, may receive a failing grade for every unexcused assignment in that class for the rest of the grading period.

A student, who accumulates 38 or more hours of unexcused absences, during any nine-week grading period, may receive failing grades in all classes for the rest of the grading period.

Note: If a student is absent for more than ½ of a class period due to tardiness it will be considered an unexcused absence for that class.

HABITUAL AND CHRONIC TRUANCY

In accordance with Ohio Revised Code, students who are habitually or chronically truant and/or their parents will be referred to the attendance officer and to juvenile authorities for prosecution.

ATTENDANCE AND LOSS OF DRIVING PRIVILEGES

A student shall be considered a "habitual absenteeism" problem by state law when, in spite of warnings and/or his/her parent's efforts to ensure attendance, he/she has accumulated 30 or more consecutive hours without a legitimate excuse or a total 42 hours without a legitimate excuse in one month.

Whenever any student under the age of 18 has accumulated 30 or more consecutive hours without a legitimate excuse or a total 42 hours without a legitimate excuse in one month, the Board authorizes the Superintendent to inform the student and his/her parents of the attendance record and the District's intent and obligation to notify the registrar of Motor Vehicles and the Judge of the Juvenile Court of the student's excessive absenteeism. (O.R.C. 3321-13 (B) (2)).

ATTENDANCE AND EXTRACURRICULAR ACTIVITIES

Millersport High School believes that attendance is very important and that there is no adequate way to replace classroom activities. Students and parents must be aware that absences should be limited as much as possible so that students may get the best education offered.

If a student is absent at any time during the school day for more than one hour, they shall not participate in any school activity unless the absence has a valid written excuse (i.e. medical/court/college excuse) or absence is deemed acceptable by the building principal.

Once a student arrives on school property (car, bus, or by foot) he/she is not permitted to leave without permission. The student is to go into the building rather than loiter in a car or in the parking lot.

COLLEGE VISITATION

Seniors will be allowed three (3) days and Juniors will be allowed two (2) days during the school year to visit colleges/universities. These visits should be set up by the student's parents/guardians and the college admissions office. Normally several students do not attend at the same time, unless it is a special (College High School Day) set up by the admissions officers and coordinated by the local high school counselor. It is a privilege to attend a college on a day of school and may be refused for reasons which the principal feels are not in the best interest of the school or the individual.

The visitations will be allowed under the following conditions:

- the student must have an appointment with the college/university.
- the student's parent or guardian must notify the high school office, via a note or phone call prior to the visit. Since an appointment must be set up, normally at least a week or more in advance, the parent/guardian must contact the office **at least 2 school days** prior to the visitation.
- the student must bring back written verification from the college/university of the visitation and present the verification to the high school secretary upon his/her return to school.
- a college day is not like a sick day; rather, it is like a field trip - the student knows in advance that he/she will be absent. Because of this the student has the responsibility to:
 - a. Make his/her teachers aware that he/she will be gone and ask for any work that will be missed during the absence. The work should be completed and turned in upon the student's return.
 - b. If any tests will be given on the day the student will be gone, he/she should be prepared to take them upon his/her return to class.
 - c. If the student knows an assignment is due on the day, he/she will be gone, he/she needs to hand it in **before** the student leaves.

Failure to follow the procedures for the college/university visitation will result in an unexcused absence for the time the student was absent from school. Some appointments to colleges/universities will not require an entire school day for a visitation. For example, a visit to OU-Lancaster or OSU-Newark would not require an entire day out of school.

Each student is responsible for taking only that time away from school that is necessary for the visitation. Any student needing more days than those allowed for college/university visitations can request a meeting with the principal to discuss the possibility of receiving more days for visitations.

SENIOR EARLY DISMISSAL

To qualify for early dismissal, Senior students must meet the following requirements:

1. Be a senior in good academic standing
2. Have no more than four morning tardies per 9 week grading period.
3. Have no suspensions.
4. Must be on track to graduate at the end of the current school year.
5. No outstanding fees.
6. Have transportation to leave campus at the time of the early dismissal.

A signed Early Dismissal Request form must be on file in the Guidance Office. Students must maintain all requirements for early dismissal or the privilege may be revoked by the principal. If the student chooses to stay in school during 8th or 9th period, he/she must report to the office and stay until the end of the day. Students with an early dismissal cannot return until the school day is over.

REPORT AN ABSENCE FROM SCHOOL

A. Parent/guardian should notify the school on the day a student is absent, unless prior notification has been given. Parents should call the school office, **740-467-2929** or email the school office by using the Millersport Laker Mobile App **between 7:00 a.m. and 9:00 a.m.**, for students being kept home for illness, doctor or dental appointments, or other reasons.

B. Sometime during the school day, the principal or the designee will make telephone calls to the home of parents/guardians of students on the absence list who have not been accounted for by parent/guardian calls.

C. If the parents/guardians cannot be reached at home, a call will be made to the place of employment of the parents/guardians or to a designated neighbor or relative.

D. Parents or other responsible persons shall provide the school with their current home and/or work telephone numbers, as well as phone numbers of designated relatives or neighbors on the forms provided. (If an Emergency Medical Form is not turned into the office with phone numbers, any student who becomes ill may have to remain at school until the end of the day. Also, students will not be allowed to attend any field trips without an Emergency Medical Form on file).

SIGN-IN

Any student, who comes to school after the 8:00 a.m. tardy bell, must sign-in at the office window regardless of what time they arrive at school.

SIGN-OUT

Students requesting early dismissal are to report to the office **as soon as they arrive at school and present a written request**. All requests must be approved by the school principal, and an **Early Dismissal** slip obtained by the student. Students leaving school early must sign-out in the office.

Medical appointments will be approved upon the request of the parent. An "Excused Absence for Appointment" slip may be picked up at the office or a note **from the medical office** may be given to the office for an excused absence. Other requests will be approved, only if it can be demonstrated that they cannot be accomplished outside of school time.

SCHOOL HEALTH SERVICES

HEALTH SERVICES/CLINIC

There is a nurse available part-time. The nurse is only to care for health problems that happen on the school campus. Illness and injuries that occur outside of school are to be treated outside of the school.

The clinic is located in the office area and any student who does not feel well should report to the clinic **after reporting to his/her teacher FIRST**.

School nurses and other school personnel are forbidden by State Law to provide, prescribe, or dispense medications.

School personnel are often faced with the responsibility of administering medication. Ideally, all medication should be given in the home under parent supervision. It is recognized that many children are able to attend regular schools because of the effectiveness of medication in the treatment of chronic disabilities and illnesses. Any student who is required to take prescribed medication during regular school hours should comply with school regulations, particularly in view of widespread concern over the abuse of drugs.

PRESCRIPTION/NON-PRESCRIPTION MEDICATIONS

The principal in each building shall appoint a responsible person or persons to supervise the storing and administering of medication in the absence of the school nurse.

The medication and signed permission form should be brought to the school by the parent/guardian. The amount of medication brought to the school should be limited to no more than a one-week supply. A "prescription form" and/or "non-prescription form" must be kept on file in order to dispense medication.

IMMUNIZATION REQUIREMENTS

Immunization against diphtheria, pertussis, tetanus, poliomyelitis, rubeola, rubella, measles and mumps are required for each student unless the parent(s) file an objection. Students new to the district must present written evidence of similar immunizations or written evidence to indicate that they are in the process of receiving immunizations, to be completed no later than the day of entrance. The Ohio Department of Health requires all seventh-grade students to have one dose of the Meningococcal (MCV4) vaccine. They also require all twelfth-grade students to have two doses of the Meningococcal (MCV4) vaccine or one dose if the vaccine was administered on or after the 16th birthday or if the pupil is 15 years of age or younger and in the twelfth grade. Students entering the seventh grade or above must present evidence of a Tdap vaccine. Students failing to complete immunizations within 14 days after entering are not permitted to return to school.

OPERATIONAL INFORMATION

ACCESS TO STUDENT RECORDS

All parents of children in the Walnut Township Local Schools will be afforded the opportunity to review their child's educational records.

ACADEMIC INTEGRITY/CHEATING

Presenting someone else's work as one's own in order to obtain a grade or credit is considered cheating. This includes, but is not limited to, copying other assignments, copying quiz or test answers, and plagiarism. Students who violate this policy will receive zero credit for assignments or work involved. Repeated offenses will result in zero credit and may result in further disciplinary action, ranging from detentions up to suspension from school.

Plagiarism

Plagiarism is representing someone else's intellectual property as your own. For students at MHS, you are most commonly at risk of plagiarizing when you fail to adequately cite the original source material from which you took words and ideas. The integrity of your work is also compromised when you rely too heavily on secondary sources and direct quotes. MHS is committed to assisting students learn and utilize effective source citation practices and paraphrasing skills.

ADDRESSING TEACHERS

Students should address teachers as Mr., Miss, or Mrs. on all occasions. Nicknames must never be used in addressing teachers. This is simply a matter of courtesy.

ANNOUNCEMENTS

School-wide announcements concerning school events will be made during, first period. Teachers or organizations who want an announcement read to the entire school should put it in writing. The announcement should be dated and signed by the proper advisor. Afternoon announcements will be kept to a minimum. Important information is passed along during our announcements and the **individual attention** of students and teachers is essential.

ASSIST PERIOD

Assist Period is a place for students to get help from teachers. Students are required to take material to work on during Assist Periods. Attendance in, assist period is the same as a class. Playing cards or listening to a radio, etc. is prohibited.

CHANGE OF ADDRESS

If a student has a change of address during the school year, within the Walnut Township Local School District, it shall be reported immediately to the Principal's office and updated in the FinalForms registration portal so that it may be changed on the student's school records.

If a student is moving outside the Walnut Township Local School District, he/she should report the change to the principal's office. The student should at this time secure the proper withdrawal form.

Any change of phone number or discontinued phone service should be reported to the high school office and updated in the FinalForms registration portal so records may be kept up-to-date.

CHILD ABUSE

School personnel are required by law to report any evidence of child abuse or neglect to Fairfield County Children's Services Center.

CHROMEBOOKS

Chromebooks belong to the taxpayer and are loaned to students for their use. They are very expensive and must be cared for properly. The fine for a lost Chromebook is the original purchase price of the Chromebook, charger and case. Loss of, or damage to Chromebooks result in a fee being charged to the student to whom the Chromebook was originally issued. Students are responsible for their Chromebooks, case and charger. The Chromebooks issued at the beginning of the school year will be required to be returned to the school prior to the student's departure from school at the end of the year or withdrawal date. If a student is inadvertently issued a damaged Chromebook, he/she must report it to the office, upon discovery, or be charged for the damage when the Chromebooks are collected. Students are expected to have the assigned Chromebook case on the Chromebook at all times.

Students are held responsible for the condition of the assigned Chromebook. In case of damages, the assessment is as follows:

- | | |
|-----------------------------|--|
| ● Lost/Damaged Chromebook | Replacement cost of Chromebook- \$300.00 |
| ● Lost/Damaged Charger | Replacement cost of Charger- \$35.00 |
| ● Lost/Damaged Case | Replacement cost of Case- \$30.00 |
| ● Damaged/Broken Screen | Replacement cost of Screen- \$85.00 |
| ● Damaged Keyboard/Touchpad | Replacement cost of keyboard/touchpad- \$50.00 |
| ● Damaged to Other parts | Replacement cost of part |

****Replacement/Repair costs are subject to change at any time**

Intentional damage including, but not limited to popped off keys are not covered under the Chromebook Protection Plan.

COMPUTER ACCEPTABLE USE POLICY

EDE-R

Walnut Township Local School District Acceptable Use Policy

The District's Acceptable Use Policy ("AUP") is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with the Children's Internet Protection Act ("CIPA"). As used in this policy, "user" includes anyone using the computers, Internet, email, chat rooms and other forms of direct electronic communications or equipment provided by the District (the "network").

Only current students or employees are authorized to use the network.

The District will use technology protection measures to block or filter, to the extent practicable, access of visual depictions that are *obscene, pornographic, and harmful to minors* over the network. In addition, WTLSD will provide education for students regarding online safety and appropriate use within the District's board-approved curriculum which includes, but is not limited to, appropriate online behavior, interacting with other individuals on social networking sites and chat rooms, and cyberbullying awareness and response. The District reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of District property, network and/or Internet access or files, including email.

Acceptable Uses of the WTLSD Computer Network or the Internet

Schools must verify each year students using the computer network and Internet access for that school year have a signed page acknowledging this policy. Students who are under 18 must have their parents or guardians sign this page and schools must keep it on file. Once signed that permission/acknowledgement page remains in effect until revoked by the parent, or the student loses the privilege of using the District's network due to violation of this policy or is no longer a WTLSD student. Employees and other users are required to follow this policy. Even without signature, all users must

follow this policy and report any misuse of the network or Internet to a teacher, supervisor or other appropriate District personnel. Access is provided primarily for education and District business. Staff may use the Internet, for incidental personal use during duty-free time. **By using the network, users have agreed to this policy.** If a user is uncertain about whether a particular use is acceptable or appropriate, he or she should consult a teacher, supervisor or other appropriate District personnel.

Unacceptable Uses of the Computer Network or Internet

These are examples of inappropriate activity on the District website, but the District reserves the right to take immediate action regarding activities (1) that create security and/or safety issues for the District, students, employees, schools, network or computer resources, or (2) that expend District resources on content the District in its sole discretion determines lacks legitimate educational content/purpose, or (3) other activities as determined by District as inappropriate.

- **Violating any state or federal law or municipal ordinance, such as: Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials;**
- **Criminal activities that can be punished under law;**
- **Selling or purchasing illegal items or substances;**
- **Obtaining and/or using anonymous email sites; spamming; spreading viruses;**
- **Using web anonymizers or proxy sites to bypass the web filtering system;**
- **Causing harm to others or damage to their property, such as:**
 1. Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
 2. Reposting (forwarding) personal communication without the author's prior consent;
 3. Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email;
 4. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
 5. Using any District computer to pursue "hacking," internal or external to the District, or attempting to access information protected by privacy laws; or
 6. Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes".
- **Engaging in uses that jeopardize access or lead to unauthorized access into others' accounts or other computer networks, such as:**
 1. Using another's account password(s) or identifier(s);
 2. Interfering with other users' ability to access their account(s); or
 3. Disclosing anyone's password to others or allowing them to use another's account(s)
- **Using the network or Internet for Commercial purposes:**
 1. Using the Internet for personal financial gain;
 2. Using the Internet for personal advertising, promotion, or financial gain; or
 3. Conducting for-profit business activities and/or engaging in non-governmental related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.

Student Internet Safety

1. Students under the age of eighteen should only access Walnut Township Local accounts outside of school if a parent or legal guardian supervises their usage at all times. The student's parent or guardian is responsible for monitoring the minor's use;

2. Students shall not reveal on the Internet personal information about themselves or other persons. For example, students should not reveal their name, home address, telephone number, or display photographs of themselves or others;
3. Students shall not meet in person anyone they have met only on the Internet; and
4. Students must abide by all laws, this Acceptable Use Policy and all District security policies.

Penalties for Improper Use

The use of a District account is a privilege, not a right, and misuse will result in the restriction or cancellation of the account. Misuse may also lead to disciplinary and/or legal action for both students and employees, including detention, suspension, expulsion, dismissal from District employment, or criminal prosecution by government authorities. The District will attempt to tailor any disciplinary action to the specific issues related to each violation.

Disclaimer

The District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of the District's network are to be borne by the user. The District also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the District, its affiliates, or employees.

Original Adoption Date: September 8, 2008

Re-Adoption Date: February 9, 2009

RE-Adoption Date: May 14, 2012

Revised Adoption Date: March 8, 2021

CITIZENSHIP

This school belongs to all of us. It is only as good as we are. It is our responsibility as citizens to maintain this structure. Through your cooperative efforts, acts of vandalism can be discouraged. Reporting acts of vandalism is the responsibility of all good citizens.

CLOSED CAMPUS

Millersport High School operates on a closed campus. Students are not permitted to leave school grounds, unless prior permission is received from the principal's office.

CUSTODY INFORMATION

If there are any custody or domestic issues concerning your child that the school should be aware of, please inform the principal in writing and submit appropriate court documentation if applicable. If information needs to be sent to a location other than what is on the emergency medical form, please submit it in writing. Note: The child's **legal name** must be used on all school documentation.

DETENTIONS

Detentions can be given by teachers and the student must serve that detention unless the teacher and student make other arrangements. Normal procedure for detentions is the detention is assigned and the student is given at least 24 hours' notice as to the serving time. If the student fails to show up for the detention, the student is made aware of this further infraction and further consequences may be given.

DIRECTORY INFORMATION/FERPA/USE OF STUDENT PICTURES

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Walnut Township Local Schools, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's education records.

However, the District may disclose "directory information" without written consent unless parents notify the school within two weeks of receiving this handbook. The District has designated the following information as directory information: student's name, address, phone number, electronic mail address, photograph, date and place of birth, dates of attendance, grade level, participation in recognized activities and sport, honors and awards received, and the most recent educational agency or institution attended.

One purpose of directory information is to allow the District to include this type of information in certain school publications.

**If parents do not wish for us to disclose directory information from their child's records without prior written consent, please notify the school in writing of all items that are not to be designated as directory information within two weeks of receiving this handbook.*

FERPA AND DIRECTORY INFORMATION

The exception to disclosure of student information without consent is the release of "directory information." The district will make the information listed below as directory information available upon a legitimate request unless a parent/guardian or student 18 years or older notifies the school in writing by September 15 of each school year that (he)she will not permit distribution of the following information. Under Ohio law, directory information includes the following:

- (1) student's name
- (2) address
- (3) telephone listing
- (4) date and place of birth
- (5) major field of study
- (6) participation in officially recognized activities and sports
- (7) weight and height of member of athletic teams
- (8) dates of attendance
- (9) date of graduation
- (10) awards received

DISASTER DRILLS

So that the student body is prepared for an emergency such as a fire or a tornado, definite procedures have been established. Furthermore, periodically throughout the school year, practice drills are conducted so the entire school population is prepared for an actual emergency. Students are not to leave school grounds unless directed to do so during an evacuation.

DRESSING AND GROOMING GUIDELINES

In general, school dress should be such that it ensures the health, welfare and safety of the members of the student body and enhances the positive image of our students and our school. Good taste and common sense should always be used in the selection of clothing to be worn to school.

A student's personal grooming habits and/or mode of dress may not threaten the health and safety of the student or of others. To that end, students will have the freedom of choice in dress and grooming provided that he/she is clean and clothes are properly fitted. Any form of dress or grooming which attracts undue attention, prompting a disruption of the learning environment or violating the previous statement, is unacceptable.

The building principal is charged with the responsibility of interpreting and enforcing this policy. When questions arise, solutions will be determined on an individual basis with the student and his/her parents. The decision of the principal is final.

TERMS:

*DISRUPTIVE: anything that interferes with the orderly educational process in the school.

*HEALTH AND SAFETY: any clothing that could be dangerous to any student carrying out an educational task.

SPECIFICS:

In general, dress styles and grooming should be moderate in nature and should not disrupt a positive learning atmosphere in the school or classroom. Students are encouraged to use good judgment and common sense.

- 1) Girls' skirts and dresses at the junior/senior high school must be of reasonable length (see definition for dress shorts).
- 2) Dress shorts will be permitted at the high school under the following guidelines:
 - (a) must extend to at least the length of the fingertips as the arms hang down by the side.
 - (b) no spandex or biker shorts are permitted.
 - (c) no combinations of the above will be permitted.
- 3) Shirts (both male and female) must have straps at least 3 fingers wide. No cut-off shirts. No shirt may be worn that has a low-cut arm hole. Shirts must be long enough to tuck in when sitting or standing.
- 4) Clothing that advertises alcohol, drugs, or tobacco products or has any kind of obscenities or innuendos printed on it are prohibited. T-shirts with suggestive imprinting are prohibited.
- 5) Shoes are required at all times. (No slippers)
- 6) No sunglasses are to be worn in the school building unless directed by an eye doctor.
- 7) No bandanas are to be worn in the building.
- 8) No hats/hoods are to be worn in the building. (Except on designated hat days)
- 9) No pajamas are to be worn in the building. (Except on a designated day)
- 10) Safety precautions may dictate certain types of dress for some classes. The classroom teacher shall have the right to modify the dress code for safety precautions in that classroom with approval of the principal. This includes various body piercing.
- 11) Clothing with group marking or clothing associated with a group or gang will not be permitted; i.e. bandanas, shirts, sweats or coats, etc. of the same color or markings.
- 12) Sagging - intentionally wearing the pants below the belt level will not be permitted.
- 13) Shirts and Tops with rips, holes, and cuts are prohibited. No holes in pants above the mid-thigh and no holes in pants from seam to seam.
- 14) Bib overalls must have the straps buttoned and worn over the shoulders.
- 15) The principal shall have the right to modify specific items in these regulations as school situations and activities merit.
- 16) In situations where a disagreement exists as to whether the attire is or is not appropriate, the principal shall make the final decision.
- 17) No chains are to be worn in the building.
- 18) Facial covering required, unless exemption form is on file. (Subject to change based on public health orders).

Any student who does not conform with any reasonable request made by school personnel to the school dress code policy is subject to disciplinary action. Repeat violators may be sent home.

DRUG TESTING OF STUDENTS IN CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

The Board of Education has adopted a Drug Testing Policy for Co-Curricular and Extracurricular Activities. Random drug testing of the students in extracurricular and co-curricular activities, as well as students who drive to school, will begin August 1st of the school year and will be done bi-weekly through the end of the Spring Sports season as per OHSAA regulations. Drug testing may also occur when a District administrator, coach or activity advisor has reasonable suspicion that a student is using a controlled substance or illegal drug. For more information see Board Policy IGDJA, IGDJA-R, IGDJA-E

ETHNIC INTIMIDATION

No student shall be involved in the use of insulting, degrading or ridiculing language toward other persons on school property or at school functions. Such slurs may come through the use of the written word, verbal statements, aggressive actions, symbols or other forms of communication. The school will protect the rights of students regardless of race, religion, sex, economic status, national origin, age or handicap.

EXCESSIVE TARDINESS TO SCHOOL

Students must be in their seat, in the first period when the tardy bell rings or they will be considered tardy. Once you are considered tardy students must sign in through the main office. Tardiness is a cumulative offense.

Consequences (per quarter):

1 st Tardy	Warning
2 nd Tardy	Warning
3 rd Tardy	Warning
4 th Tardy	Warning
5 th Tardy	1 Hour After School Detention
6 th Tardy	2 Hour After School Detention
7 th Tardy and Beyond**	AEP or other consequences as determined by the Administration and a meeting with a parent or guardian will be held.

**Students should be aware that excessive tardiness to school may result in the removal of student privileges including, but not limited to driving privileges.

EXCUSED TO SEE ANOTHER TEACHER

You must have a written excuse from the teacher who wishes to see you before the class period begins. (IMPORTANT - no teacher should write an excuse to see a student out of another class unless it is of an EMERGENCY NATURE).

EXTRACURRICULAR ACTIVITIES – CONFLICTS

The following guideline should be used to determine a student's participation when a conflict in scheduling arises: A performance (athletic event, contest, play, concert, etc.) has priority over any practice or rehearsal. When two events of equal value conflict, the student may participate in the event of his/her choice without fear of penalty or consequence. Students are to inform coaches/advisors of conflicts as soon as they become aware of them.

PROCEDURAL EXAMPLES:

Athletics: 1) Coach 2) Athletic Director 3) Principal

Clubs: 1) Club Advisor 2) Principal

Teacher: 1) Teacher 2) Guidance Counselor 3) Principal

FIGHTING

Fighting at school, at school activities, or on school grounds at any time will not be tolerated and will result in an out-of-school suspension. **Our philosophy is clear:** the wise, mature, and prudent student seeks guidance and help to avoid violent behavior. Administrators and counselors will work diligently to work through problems. If you are in a confrontational situation, your first option is to seek help and not become a party to the fight.

FIELD TRIPS

In order to significantly complement their in-class instruction, teachers sometimes arrange field trips to utilize meaningful community resources. Before the building principal approves these trips, their educational purpose is studied. Furthermore, written permission slips are obtained from all parents whose students will be in attendance. While on the field trip, students are to behave as if they were within the school building. It is important to remember that each student on a trip represents not only the school and his/her parents, but the community as well. It is the student's responsibility to get assignments from teachers before taking the trip.

FIRE ALARM/TORNADO DRILLS

Fire alarm and tornado drills are held at irregular intervals through-out the school year.

Remember these basic rules:

1. Check the instructions in each classroom (they are posted) indicating how to leave the building in case of fire/tornado.
2. Walk. No talking. Move quickly and quietly to the designated area.

FOOD AND DRINK IN THE CLASSROOM

Students may eat breakfast in first period class only. No other food may be eaten in the classroom unless approved. Students may have clear water bottles in class.

HOMEWORK REQUESTS

All requests for homework assignments should be made through the office **before 11:00 a.m.** of any regularly scheduled day. Homework may be picked up in the office by 3:00 p.m.

LOCKERS AND LOCKS

Locker assignments are made on the first day of school. Pupils have individual lockers which are to be kept clean and orderly at all times. It is highly recommended that all students have a lock on their locker.

Students are to use only the locker assigned to them. Students are not to change lockers without notifying the office first. Students should not reveal their lock combination to other students.

The school is not responsible for items stolen from or removed from assigned lockers. **NOTE:** Student lockers, desks, cabinets, and similar property are the property of the Walnut Township Board of Education provided to the students as a convenience for their use. Lockers and other such property carry no expectation of privacy for the students who occupy them. School lockers, desks, cabinets, etc. and their contents are subject to search by school authorities at any time and without warning.

PARENT-TEACHER CONFERENCES

Each year specific days are set aside for parent-teacher conferences. Parents are highly encouraged to meet with their student's teachers on these days. However, should you wish to meet with a teacher at any time, simply call the high school to arrange a mutually convenient appointment.

PERSONAL ELECTRONIC DEVICES

(Includes but not limited to: Cellular Telephones/Smart Phones/Tablets/E-Readers/Laptops/Electronic Devices)

ELECTRONIC DEVICES

Cellular phones may be brought to school but may not be used during the school day without permission from the classroom teacher. Head phones may be used during class time with teacher permission. Headphones may not be worn in the hallways and must be put away when the student leaves the classroom. Students are not to use cell phones for accessing social media, texting, or making calls during school hours without permission. Unauthorized electronic equipment may be confiscated from the student by school personnel and disciplinary action may be taken.

USE OF TELEPHONES

Office/school telephones are not to be used for personal calls. Students are not allowed to use the phones located in the guidance office, computer lab, band room, clinic, etc. without permission.

SAFE SCHOOL HELPLINE

Students who do not feel safe or know of an activity that threatens the school may call the **Safe School Helpline** at **800-418-6423 ext. 359**. This call is anonymous and secure. Any information which could negatively impact our school, our students, or our staff should be reported; i.e. violence, theft, drug or alcohol abuse, sexual harassment or weapons.

SAFETY GOGGLES/SAFETY GLASSES

In all classes where eye danger exists, students will be required to wear eye protection.

SALES

Only school-approved fund-raisers are permitted at school. No personal sales are permitted. All school fund-raisers must have prior administrative approval.

SCHOOL DANCES

Students from other schools will be permitted to attend dances at Millersport High School only if accompanied by an M.H.S. student. If a student wishes to bring one alumni student or non-Millersport student date to the dance, the approval of Millersport High School's principal is necessary. Forms may be picked up in the office. **No forms will be accepted late.** Students leaving the dance will not be permitted to remain in the parking lot or outside the building while dances are going on. When a student chooses to leave the dance, they will not be allowed to reenter the dance. All school rules are in effect at all dances. Chaperones have the authority to dismiss students from the dance at any time.

Junior High School students (grades 6-7-8) are not allowed to attend High School dances and High School students (grades 9-12) are not allowed to attend Junior High School dances.

PROM

In order for a freshman or sophomore student to attend the prom, they must be the date of a current Junior or Senior. If your prom date happens to cancel on you, you as a freshman or sophomore will not be allowed to attend the prom.

SCHOOL PUBLICATIONS

Publications such as the student newspaper, literary magazine, and yearbook are connected to the overall school program and subject to editorial control by the school's authorities.

SEVERE WEATHER - SCHOOLS CLOSING

In case of bad weather and other emergencies, the school will use an automated parent notification service call to keep parents informed of school closings and other important school information. The school will also notify local radio stations. Typically notified are WTVN (610 AM), WLOH (1320 AM), WCLT (100.3 FM), WSNY (94.7 FM), Z103 (103 FM), WHOK (95.5 FM), and WNCI (97.9 FM). The three major TV stations will also be notified. There may come a time when it becomes necessary to dismiss school early due to an unforeseen emergency. Please develop a plan with your child so he/she will know exactly what to do. Students will not be permitted to call out to determine what plan of action to take.

TESTING

STAFF SECURITY VIOLATIONS AND PENALTIES

Any incident of suspected security violation will be investigated by the building guidance counselor and the building principal.

A staff member found guilty of violating test security will be reported to the State Department of Education, a verbal and/or written reprimand will be given to that person, and a report will be given to the district Superintendent and placed in the staff member's personal file.

Invalidating a Student's Test Scores

A student's test score will be invalidated if, after investigation by the guidance counselor and principal, it is determined that he cheated on the test or violated test security.

Communication of Written Procedures to Students and Employees

A copy of the test procedures will be included in the Faculty handbook and also the Student's handbook. In the fall, the building principal will review these procedures at a staff meeting. Individual teachers may elect to review the procedures with their classes.

STUDENT CLUBS AND ORGANIZATIONS

MILLERSPORT HIGH SCHOOL STUDENT ORGANIZATIONS

Art Club	Mrs. Sarah Reed	Art Room
Board Game Club	Mr. Greg Hines	Room 105
Choir	Mr. Caleb Stout	Room 133
Junior Class	Mrs. Tena Singleton	Main Office
Marching Band	Mrs. Tasia Savage	Room 133
National Honor Society	Mrs. Gretchen Schroeder	Room 101
Quiz Team	Mr. Greg Hines	Room 105
Senior Class	Mr. Bruce Amspaugh	Main Office
Sign Language Club	Mrs. Kayla Randolph	Room 110
Sophomore Class	Mrs. Robin Henderson	Main Office
Spanish Club	Mrs. Summer Montañez	Room 106
Student Council	Mrs. Kayla Randolph	Room 110
Yearbook	Mrs. Michelle Peters	Room 102

GET INVOLVED

Organizations will meet occasionally during and after school time. Listen for announcements.

STUDENT ORGANIZATIONS

Student organizations exist to educate the student through experience and insights that stress leadership, fellowship, and cooperation. The organizations are student based and give participants a chance to be creative and learn by trial and error. Organizations must have a Board of Education approved advisor.

STUDENT OFFICERS AND RESPONSIBILITIES

Class officers and their responsibilities for 2023-2024:

1. PRESIDENT - Be the leader, run the meetings and work closely with advisors.

SENIOR –Veronica Rarey	JUNIOR –Madeline Kittle	
SOPHOMORE –Keegan Spears	FRESHMAN - Raelyn Diendl	
8TH GRADE - Tristan Kuhn	7TH GRADE - Lauren Owen	6TH GRADE - Vayda Forgette

2. VICE PRESIDENT- Assist and support the President. Take over for the President when absent.

SENIOR –Allison Foltz	JUNIOR –Haiden Byrd	
SOPHOMORE –Sadie Fayerweather	FRESHMAN -	
8TH GRADE - Gracie O’Neal	7TH GRADE - Trentin Azeltine	6TH GRADE - Elisha Yang

3. SECRETARY - Take minutes and call the roll at meetings.

SENIOR –Allyson Schwartz	JUNIOR –Madison Eblin	
SOPHOMORE –Gracie Young	FRESHMAN - Aurora Little	
8TH GRADE - Kaden King	7TH GRADE - Aryana Braden	6TH GRADE - Berlin Gordon

4. TREASURER - Initiate correspondence when appropriate. Prepare the treasurer's report and work with the advisor on financial matters.

SENIOR –Mayci Schilling	JUNIOR –Emma Raver	
SOPHOMORE - Kendyl Bonkowski	FRESHMAN - Raymond Robbins	
8TH GRADE -	7TH GRADE - Bella Glanemann	6TH GRADE - Ryder Donnelly

5. STUDENT COUNCIL –

SENIOR: Makayla Huntsman, Nate Curry, Nadya Williams

JUNIOR: Mea Hannigan, Scarlet Sheets, Serenity Wolfe, Ryan Wheeler

SOPHOMORE: Abbey Hupp

FRESHMAN: Brilee Laughlin

8TH GRADE: Taylor Terry, Kyndale Parker

7TH GRADE: Myka Littlejohn, Macy Buckholz, Lynn Phillips, Eryn Raver, Elizabeth Schwartz, Laina Hawkins

6TH GRADE: Adrian Walden, Kendall Belt, Emma Chafins, Piper Everitt, Logan Blackburn, Drew Reed, Makayla Baker, Maurianna Carroll, Oliver Kuhn, Chris Nelson, Owen Pulsinelli, Grace Redd, Kai Espy, Serenity Dobos

Any student who holds an office in any school related club or function is subject to being dismissed from that office for disciplinary reasons as determined by the high school principal.

STUDENT CONCERN RESOLUTION PROCEDURES

When misunderstandings arise between students and teachers, or coaches, or advisors, the following procedure is available to all students to resolve the problem:

- 1) The student(s) should meet with the teacher, coach, or advisor to discuss the issue.
- 2) If the initial meeting does not resolve the situation, the parent/guardian should confer with the teacher, coach, or advisor.
- 3) If still unresolved, the matter should be referred to the athletic director/dean of students/principal.

STUDENT CREATED NON SCHOOL-SPONSORED PUBLICATIONS

Non-school sponsored publications will not be allowed to be distributed on the school campus.

STUDENT DRIVERS

STUDENT DRIVING AND TRANSPORTATION

Student drivers are required to have their cars registered through the school office. A copy of the student's valid Ohio Driver's License will be filed along with registration information and a drug testing of student in extracurricular activities consent agreement form. After paying a \$5.00 registration fee, students will receive a numbered parking pass that must be displayed at all times while the vehicle is on campus. Students are required to park in assigned parking spaces.

Students will not be permitted to return to their cars during school without permission from the principal's office. Speeding or other unsafe driving habits will result in loss of driving privileges and/or notification of the violation to the proper authorities and possibly disciplinary actions.

Loitering in cars in the morning after arriving at school will not be permitted. Students, upon arriving on school grounds, should park their cars and enter the building.

When buses are entering or leaving the school property, they are always considered to have the right-of-way.

Student drivers must yield the right of way to all school bus traffic.

Having an automobile on school property is considered consent by the students to a search of his or her vehicle by school officials if there is reasonable cause to believe that the automobile contains items that may be a threat to the safety or security of the student, others, or property. The school is not responsible for damage, theft, vandalism to vehicles parked in the lot.

STUDENT FEES

STUDENT FEES AND PAYMENT DEADLINES

All school fees such as workbooks, lab fees, or other authorized school fees are to be paid in the office no later than the first interim report period. In the case where the course is not taken until the second semester, the fee is due and payable upon the first interim report of the third nine weeks. Receipts will be given to each student on all fee

collections by the office staff member. Personal checks for fee obligations will be accepted only for the exact amount owed and must be paid in the main office. **Checks are to be made payable to Millersport High School.**

STUDENT FEE WAIVER

House Bill 1 (2009) allows a fee waiver for a child who is eligible for free lunch under the National School Lunch Program. These waivers do not apply for fees charged for materials needed to participate in extracurricular activities or in pupil enrichments programs. If this provision applies to your child, please contact the high school office.

DELINQUENCY IN PAYMENT OF FEES

If a student has not paid his/her school fees by the first interim report, access to ProgressBook may be denied and his/her grade card may be withheld until all school fees are paid (Section 3313.64 Rev. Code of Ohio). If fees are not paid at the end of the school year, a letter may be sent to the Fairfield County Prosecuting Attorney's Office.

STUDENT REPORTS – APA Format

At MHS, all reports should be completed in APA format with the exception of English Language Arts Courses, which use MLA format. For specific questions related to formatting of the paper, citing sources, or plagiarism, please refer to the **MHS Web Site** and click on the link to **Purdue OWL Writing Lab**. This site can also be accessed at the following web address: <http://owl.english.purdue.edu/owl/resource/560/01/>. Sample APA templates can also be accessed by clicking on the Staff Directory section of the MHS Web Site.

General APA Guidelines All papers will include:

- Double spaced with 1" margins on all sides
- 12-point Times New Roman (or similar) font
- Page Header at the top of every page (see OWL site)
- 3 main parts: title page, main body, references

ASSIST AND HALL PASSES

In an assist period, students are assigned to regular seats. If a teacher is absent and students are directed to report to an assist period, they are expected to report on time or to have a pass for their tardiness. Attendance is taken each period and all absences are recorded.

To leave the assist period during class, students must have a written permit from the teacher monitoring the assist period and to take it to their destination. Permits are to be countersigned by another teacher and the time recorded, then brought back when students return to assist.

After the beginning of homeroom or class, students are permitted in the halls only if a written pass has been acquired from a faculty member of the office. Hall passes must include the first and last name of the student, date, location (destination), teacher signature, and time of departure. No hall pass will be considered valid if it is not completely filled out. It is the student's responsibility to have a properly completed pass when traveling in the hallways during scheduled class periods. Students are discouraged from traveling from one room to another except during the three-minute class change.

TAKE YOUR CHILD (DAUGHTER/SON) TO WORK DAY

In the spring of the school year, the business community has a day designated as "Take Your Child to Work Day". If a student attends **work** with a parent, the school has established the following guidelines in order for the absence to be considered excused from school:

- Parents should notify the office one or two days prior to the designated day (note or call).
- The student should notify his/her teachers prior to being absent (they are responsible for all work missed).
- When the student attends work with the parent, he/she should get a note, on business stationery, verifying that he/she was at work with the parent all day.

- When the student returns to school, he/she should report to the office and turn in the note.
- All students who participate in **Take our Child to Work Day** need to write a 3-page paper on this experience. This will need to be turned in to the principal on the next day of attendance.

If a student fails to follow all of the steps involved, then this may be considered an unexcused absence from school.

TEXTBOOKS

Textbooks belong to the taxpayer and are loaned to students for their use. They are very expensive and must be cared for properly. The fine for a lost book is the original purchase price of the book. Loss or damage to books will have to be paid for by the student to whom the book was originally issued. Students must return the books they were issued at the beginning of the school year. If a student is inadvertently issued a damaged book, he/she must report it to the teacher, upon discovery, or be charged for the damage when the books are collected. Students are expected to have a book cover on their textbooks at all times.

At the beginning of the semester or school year, teachers will issue textbooks. Reasonable wear on textbooks will not be charged. Students are held responsible for the condition of all textbooks. Textbooks will be assessed for damages two weeks prior to the end of the school year. In case of damages, the assessment is as follows:

Minor repairs	\$5.00-\$7.00
Major repairs (Books need to be rebound because of Damage)	\$20.00
Damaged beyond repair	Replacement cost of book
Lost book	Replacement cost of book

TUITION

Tuition rates are determined yearly. Please contact the Treasurer's office at the Board of Education office for this figure and payment details (applicable to all grades K-12). Our policy will be to charge at least one month in advance of the school year.

VISITOR GUIDELINES

VISITORS, PARENTS, AND VOLUNTEERS

Millersport Middle/Senior High School welcomes adult visitors but asks they do the following:

1. As per board policy KK, Visitors to the Schools: unauthorized persons are not permitted in school buildings or on school grounds.
2. All visitors must report to the school office to receive authorization to visit elsewhere in the building. Exceptions will be made for school wide programs and special events.
3. Visiting parents must wait in the main office area and the student will be brought to them. Neither parents nor visitors are allowed access to the hallways or classrooms unattended by either a school employee or designated aide.
4. Parents will continue to have access to their child's teachers and administrators, however, appointments must be made whenever possible.
5. Parents and grandparents will be permitted to join their child or grandchild for lunch on Fridays only, by appointment, and the child must come to the office area to escort their guest to the cafeteria. Immediately after lunch, the child is to escort the adult to the office area and the visitor must exit the building. If possible, a designated area, or table, should be identified for lunch with a parent and child, away from the rest of the students.
6. Classroom visitations will be by appointment only, scheduled in cooperation with the student's teacher and/or building administrator.
7. Visitors to the building, no matter how familiar you are with the person, MUST check in at the office and wear a visitor's identification badge while in the building.
8. Signage is clearly visible at each door instructing visitors of this requirement.
9. Student visitors during school hours are not permitted without prior authorization from the school principal.

10. Students or visitors are not permitted in the building after 4:00 p.m. unless an extracurricular school activity is being attended or special permission is granted. Failure to abide by this requirement may lead to disciplinary action.

PARENT VOLUNTEERS ARE WELCOME AT MILLERSPORT JR/SR HIGH SCHOOL AS THEY PROVIDE A VALUABLE SERVICE TO OUR STUDENTS AND COMMUNITY. THE ROLE OF THE PARENT VOLUNTEER IS ONE OF SUPPORT, DIALOGUE, AND INVOLVEMENT. PARENTS ARE REMINDED THAT THE RECOMMENDATIONS AND ACTIONS SUGGESTED FOR SCHOOL RELATED ACTIVITIES MUST BE PROPERLY COMMUNICATED AND COORDINATED THROUGH THE APPROPRIATE SCHOOL PERSONNEL (Activity Advisor, Guidance Counselor, Athletic Director, Principal). FINAL DECISION-MAKING AUTHORITY RESTS WITH THE BUILDING PRINCIPAL (or designee) IN MATTERS AFFECTING SCHOOL LIFE ON OR OFF CAMPUS.

UNAUTHORIZED ENTRY TO ANY PART OF THE SCHOOL BUILDING

No student shall be in any part of the school outside of regular school hours without the authorization of a staff member.

WITHDRAW GUIDELINES

WITHDRAWING FROM SCHOOL

A note from your parents stating the last day in attendance at school will be presented to the Main Office. They will give you a **Withdraw Form** to take to all your teachers, librarian, and counselor. All books are to be returned to the respective classes. The Chromebook, charger and case must be returned to the Technology Teacher. The P.E. lockers and school lockers are to be cleared and cleaned. All personal supplies are to be taken with you. **All fees must be paid.** Return your withdraw form to the Main Office to receive your copy to take to your new school. To prevent drop-outs, a procedure involving counseling and parent contact has been established through the counselor. It is our belief that education is important and we should intervene before a student just drops out.

CAFETERIA GUIDELINES

CAFETERIA

Millersport Junior-Senior High School is a closed campus during the lunch periods. Students are not permitted to leave campus.

There will be two lunch periods each 30 minutes long. The cafeteria is not a restaurant with waiters or waitresses. Help is necessary in keeping it clean and orderly. Please comply with the following: Trays, milk cartons and waste are to be placed in the waste containers provided. Throwing things in the cafeteria during lunch could result in suspension. **NO FOOD OR DRINK IS ALLOWED OUTSIDE OF THE CAFETERIA.** Before leaving the cafeteria, students are expected to pick up after themselves and push in their chairs. The restrooms in the cafeteria are to be used during the lunch periods.

FREE/REDUCED LUNCHES AND/OR BREAKFASTS

Children need healthy meals to learn. Walnut Township Local Schools offer healthy meals every school day. Students may qualify for free/reduced price meals. If a student believes that he/she may qualify for the free/reduced lunch and/or breakfast, applications are available in the principal's office. The information to determine if a student is eligible for free/reduced lunch and/or breakfast is maintained in the privacy act statement.

LUNCH TIME GUIDELINES

1. No discourteous actions.
2. No saving seats. No sitting or eating at the ends of tables. No extra seats per table. Keep aisles clear.
3. All students are expected to clean up after themselves.

4. No loitering in the lobby. Written passes are required to leave the cafeteria during lunch time.
5. No food in the gym.
6. No student shall throw food in the cafeteria or at another student.

PAYING FOR STUDENT LUNCHES

Student lunch money may be paid daily or in advance by the week or month. There are two ways to prepay for your student's account. Please be sure your student has money with them or in their account to pay for lunch and or any extras purchased each day.

A. You may send cash or check; clearly marked with your child's name and student ID number on the check. Make checks payable to Walnut Township Local Schools.

B. Online payment options

Parents and students may prepay on-line at the school website. Under Students & Families, a link for payschoolscentral.com is found. By logging on parents and students can easily:

- * Set up an Account.
- * Deposit money at your convenience into your child's cafeteria account.
- * Set email reminders to notify you when your child's account gets low.
- * Set up recurring payments for your child's account.
- * Check your child's cafeteria balance.
- * View an activity report so you can see what your child has eaten in the past 30 days.

STUDENT LUNCH CHARGE POLICY

When students have no money or not enough money to cover lunch, there is a limit on how many charges they can have on their meal account and still receive a complete meal. Middle/High School will be allowed 1 lunch charge. When Students exceed the charge limit, they may be offered a cheese or turkey sandwich, fruit and milk. No charging of meals will be permitted during the last 3 weeks of school. The cashier will notify students when their account balance is getting low.

CODE OF CONDUCT

STUDENT CODE OF CONDUCT

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the District must conform to school regulations and accept directions from authorized school personnel.

Violent, disruptive, or inappropriate behavior will not be tolerated at Millersport Jr/Sr High School.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. In addition, this code of conduct includes misconduct by a student that occurs off school district property, but is connected to activities or incidents that have occurred on school district property. Also covered is misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee. The Superintendent/Designee develops regulations which establish strategies ranging from prevention to intervention to address student misbehavior.

Students and parents annually receive, at the beginning of the school year or upon entering during the year, written information on the rules and regulations to which they are subject while in school or participating in any school related activity or event. The information includes the types of conduct which are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the student code of conduct and the fact that any violations of the student code of conduct are punishable. The rules also apply to any form of student misconduct directed at a District official or employee or the property of a District official or employee, regardless of where the misconduct occurs.

If a student violates this policy or the code conduct, school personnel, students, or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances.

A student may be expelled for up to one year if he/she commits an act that inflicts serious physical harm to persons or property if it was committed at school, on other school property, or at a school activity, event or program.

The Student Code of Conduct is made available to students and parents and is posted in a central location within each building.

STUDENT CODE OF CONDUCT-REGULATIONS

The Board believes that our schools should be centers of learning. Students develop and improve needed skills and abilities better in a school that is orderly than in one that is noisy and disorderly. Children learn best when they feel free from fear and harm. Students have rights that must be protected and honored. Along with those rights, students have responsibilities for their behaviors. The Board directs the staff and administration to protect student rights and to help students meet their responsibilities. In working with students, it is vital that we help them learn that they make choices, either good choices or bad choices. Their decisions, on which choices they make, will determine whether they do or do not receive consequences. The student discipline code is to be used as a guideline in working with students. As in any situation where we are working with human behavior, it is not possible to cover every possible scenario. We urge students to use common sense and good citizenship judgment at all times. The Board authorizes building principals and the Superintendent to deal with situations not covered in this code of conduct.

CRITERIA

Students are to be treated fairly. Generally, consequences need to be consistent for similar offenses; a progression of consequences must be available so that chronic repeat disciplinary cases do not develop. Discipline is most effective when handled at the point of infraction. Teachers, bus drivers and others who deal with students are the key people in the disciplinary program. Whenever possible, these people should handle problems that arise with students under their supervision; when the frequency or severity of the problem(s) become more serious, referral to the principal is indicated. The code of conduct sets forth some of the expectations of the school system by stating some acts or actions which are either expected or not permitted. Again, this code does not list all possible situations or rules of behavior.

Every situation cannot be anticipated. When situations not specifically covered in the Code of Conduct interfere with the educational process, the building principal will take appropriate action to permit the educational process to continue.

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation and 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. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee or the property of such official or employee. In some cases, a student can be removed from school transportation for infractions of school bus rules.

A violation of the rules may result in disciplinary action. Generally, penalties will be progressively more severe. Prior number of offenses, severity of offense, and age of the student are among the factors that will be considered in each case.

Major infractions:

1. Insubordination A student shall comply with the directions of teachers, student teachers, substitute teachers, teacher aides, principals, bus drivers and all other appropriate school personnel during any period of time when the student is properly under the authority of school personnel. Repeated violation of any minor rules, directives, or disciplinary procedures shall also be considered insubordination.

2. **Disruption of School/Fighting/Assault** A student shall not, by any action, cause any disruption to school or any school related activity. A student, while on the way to and from school, during school or at any event where the Walnut Township Local schools are represented, is to behave in such a way as not to cause physical injury to another person.
3. **Sexual Harassment/Sexual Assault** A student shall not issue unwanted sexual advances, or unwanted visual, verbal, or physical conduct of a sexual nature. This includes, but is not limited to: unwanted sexual advances, threatening reprisals after a negative response to sexual advances, non-verbal conduct, verbal conduct, and physical conduct.
4. **Profanity, Obscene Language and Pornography** A student shall not use, write, or display profanity, obscene language, gestures or pornographic materials on the way to or from school, during school, or at any school related activity.
5. **Damage to School and/or Private Property** A student shall not cause or attempt to cause damage to school or private property, while on the way to and from school, during school, or at any event or activity where the Walnut Township schools are represented.
6. **Threats, Intimidation or Bullying** A student shall not threaten with physical violence or coerce by any means any student, teacher, or other school employee or visitor. (A student shall not urge another student or person to threaten with physical violence or coerce by any means any student, teacher, or other school employee or visitor.) Intimidation shall include but is not limited to threats used to extort money or any other item of value from another student or person.
7. **Dangerous Weapons/Ammunition/Instruments or Look-alikes (reasonable facsimiles) of Dangerous Weapons/Instruments** A student may not possess, use, or conceal any dangerous weapon/instrument or look-alike on school property or while properly under the authority of school personnel while off school property. Such items include, but are not limited to, explosives, fireworks, firearms, ammunition, lighters, ice picks, and certain knives, chemical irritants or gasses. Look-alike weapons could include, but are not limited to, starter pistols and stun guns. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. (Administrator discretion).
8. **Public Display of Affection/Sexual Behavior** Open public display of affection between students at school or at school-related functions are not permitted. Students are permitted to hold hands at school or school-related events. Any other type of affection shown towards another student is considered inappropriate. No kissing, hugging, having arms wrapped around each other, etc.
9. **Theft, Fraud, or Extortion** A student will not take any public or private property which is not his/her own while under the jurisdiction of school personnel. A student shall not sell stolen property, or sell items or substances by use of fraud or misrepresentation while under the authority of school personnel. A student shall not, by force, threat, violence, or coercion, obtain or attempt to obtain the property of another person. If a student is found in violation of this item, where indicated, complete restitution must be made and charges may be filed against the offender.
10. **Drugs, Narcotics, Controlled Substances and Alcoholic Beverages** A student shall not possess (on his/her person or in his/her locker or vehicle), use, transmit, sell, conceal or be under the influence of any drug, narcotic, controlled substance or alcoholic beverage while properly under the authority of school personnel. (Medications prescribed by a physician and used in the prescribed manner are exempted.) Students shall not have drug paraphernalia in their possession or in their lockers or vehicles. Smoking/possession of electronic cigarettes, vapor devices, and other substitute forms of drugs/narcotics are also prohibited.
NOTE: Students suspended or expelled for alcohol or drug related offenses are subject to possible loss of their driver's license.
11. **Counterfeit Controlled Substances** A student shall not possess, make, sell, offer to sell, conceal, transmit or use a counterfeit controlled substance while under the authority of school personnel.
12. **Possession and Use of Tobacco Products** A student may not possess, use, transmit, sell or conceal any tobacco product in any form, including e-cigarettes and vapor devices in any building or on the school grounds or property of the Walnut Township Local Schools or at any activity, on or off school property, supervised by the Walnut Township Local School. These prohibitions extend beyond one's person to lockers, automobiles, book bags, etc. Students in violation are subject to suspension, or possible expulsion.
13. **Special Rules of Conduct for School Buses** A student shall abide by the established rules of conduct for students riding school buses.

- 14. Establishment and Conduct of School Clubs/Organizations** A student shall not establish or be a member of a school club or organization which is not authorized by the school.
- 15. Hazing** A student shall not engage in hazing, commit any act that injures, frightens, or degrades a fellow student. Further, a student shall not engage in hazing, commit any act that injures, frightens or degrades any employee of the school on or off of school grounds.
- 16. Vehicular Safety** Students will comply with all rules and regulations of school bus transportation and private vehicle safety. Students shall not pass a school bus while it is loading or unloading passengers on the route or at school. All safety and speed regulations shall be strictly observed on school grounds. Student vehicles, while on school property, are subject to search if there are reasonable grounds to believe drugs, alcohol, weapons, stolen property or other contraband might be present in the vehicle.
- 17. False Alarms** A student shall not falsely report an emergency, including fire or bomb threats or tamper with any alarm or fire prevention device.
- 18. Setting Fires** A student shall not set or attempt to set any unauthorized fires on school property or at any school activity.
- 19. Falsification, Cheating or Plagiarism** A student shall not knowingly give false written or spoken information to school personnel. A student shall not submit work which is not his/her own without proper documentation and reference.
- 20. Out of School Conduct** Students shall not engage in acts off of school property which have a direct and immediate adverse effect on the discipline or general welfare of the school.
- 21. Interference with School Personnel** A student shall not interfere with any school employee in the performance of his/her duties.
- 22. Repeated Violations** A student shall not repeatedly fail to comply with the directions of teachers, student teachers, substitute teachers, teacher assistants, principals or other school personnel, during any period of time when the student is under the school's jurisdiction.
- 23. Inappropriate Use of Chromebook** A student shall not use his school provided Chromebook or other devices in an inappropriate manner. Expectations are outlined in the WTLSD Acceptable Use Policy.
- 24. Skipping Class/Detention** A student must attend the assigned class in the assigned area according to the class and daily schedule. Students must have permission to leave a classroom or be present in an area not on his/her schedule. Students must attend the designated detention date assigned by school administration. If an excused conflict arises, the student must communicate with the office to reschedule a detention before the date it is scheduled.
- 25. Unauthorized Areas/Leaving School Grounds** A student shall not be present in unauthorized areas unless accompanied by a staff member. Students shall not leave school grounds without permission.

EXTRACURRICULAR ACTIVITIES

Student participation in extracurricular activities is a privilege. All students who choose to participate in an activity are in the public eye. Therefore, student behavior must serve as a positive model of school citizenship. Specific rules and/or regulations for students in extracurricular activities are outlined in the "Athletic/Extracurricular Handbook."

SCOPE OF JURISDICTION

The student 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. Misconduct by a student that, regardless of where it occurs, is directed at a district official or employee, or property of a district official or employee.

RESULTS OF VIOLATING THE CODE OF CONDUCT:

Verbal or written warning or reprimand, referral to guidance counselor, parental contact or conference, detention, Alternative Educational Placement (AEP), After School Detention, Saturday School, community service, emergency removal, Alternative School placement, referral to law enforcement agencies, suspension or expulsion.

POSSIBLE CONSEQUENCES – MAJOR CONDUCT CODE

If one chooses to disregard the Major Conduct code, here are **possible** consequences for **your** actions. Violation of any major conduct code may result in the following consequences up to expulsion. Depending on the severity of the offense, It is at the discretion of the administrator to impose the consequence for the student's action based on the situation and circumstances of the incident.

BEHAVIOR

CONSEQUENCE

- | | |
|---|---|
| 1. Insubordination/Disruption | Detention, AEP, 1–10-day Suspension, Expulsion |
| 2. Fighting | 1st incident: 3-day Suspension
2nd incident: 5-day Suspension
3rd incident: 10-day Suspension
Further incidents: 10-day Suspension, Expulsion |
| 3. Assault | 1st incident: 5-day Suspension
2nd incident: 10-day Suspension
Further incidents: 10-day Suspension, Expulsion |
| 4. Sexual Harassment/Assault | AEP, 1–10-day Suspension, Expulsion |
| 5. Profanity/Obscene Language | Detention, AEP, 1–10-day Suspension |
| 6. Pornography | AEP, 1–10-day Suspension, Expulsion |
| 7. Damage to school and/or private property | AEP, 1–10-day Suspension, Expulsion |
| 8. Threats | 1st incident: 3-day Suspension
2nd incident: 5-day Suspension
Further incidents: 10-day Suspension, Expulsion |
| 9. Intimidation/Bullying | AEP, 1–10-day Suspension, Expulsion |
| 10. Dangerous Weapons/Instruments | 5–10-day Suspension, Expulsion, Law enforcement contacted |
| 11. Public Display of Affection/Sexual Behavior | Detention, AEP, 1–10-day Suspension, Expulsion |
| 12. Theft/Fraud/Extortion contacted | AEP, 1–10-day Suspension, Expulsion, Law enforcement |
| 13. Drugs/Narcotics/Alcohol | 5–10-day Suspension, Expulsion, Law enforcement contacted |
| 14. Counterfeit Controlled Substances | 5–10-day Suspension, Expulsion, Law enforcement contacted |
| 15. Possession/Use of Tobacco Products | 1st incident: 3-day Suspension - Suspension may be reduced to 2 days with 1 day of AEP and student participation in Tobacco Use Cessation Program(s)
2nd incident: 5-day Suspension - Suspension may be reduced to 3 days with 2 days of AEP and student participation in Tobacco Use Cessation Program(s)
3rd incident: 10-day Suspension - Suspension may be reduced to 7 days with 3 days of AEP and student participation in Tobacco Use Cessation Program(s)
Further offenses: 10 days Suspension with participation in |

	Tobacco Use Cessation Program(s)
16. School Bus Behavior riding	Detention, AEP, 1–10-day Suspension, Expulsion, Loss of bus privileges
17. Establishment School Clubs/Organizations	AEP, 1–10-day Suspension, Expulsion
18. Hazing	AEP, 1–10-day Suspension, Expulsion
19. Vehicular Safety	AEP, 1–10-day Suspension, Expulsion, Loss of parking privileges, Law enforcement contacted
20. False Alarms/Bomb Threats	10-day Suspension, Expulsion, Law enforcement contacted
21. Setting Fires	10-day Suspension, Expulsion, Law enforcement contacted
22. Falsification/Cheating/Plagiarism assignment	AEP, 1–10-day Suspension, Expulsion, Loss of credit on assignment
23. Out of School Conduct	Detention, AEP, 1–10-day Suspension, Expulsion
24. Interference with School Personnel	Detention, AEP, 1–10-day Suspension, Expulsion
25. Repeated Violations	AEP, 1–10-day Suspension, Expulsion
26. Inappropriate Use of Chromebook	Detention, AEP, 1-10-day Suspension, Expulsion
27. Skipping Class/Detention	1st incident: 2-hour Detention 2nd incident: AEP Further incidents: 1-day Suspension
28. Unauthorized areas/leaving school grounds	Detention, AEP, 1-10-day Suspension, Expulsion

NOTE: When Millersport Junior/Senior High School students attend school sponsored activities, on our campus, on the campus of other schools, or go on a field trip, the student code of conduct is in effect.

CAREER CENTER STUDENT EXPECTATIONS

The Fairfield Career Center and the Eastland Career Centers are an extension of our school program; therefore, students who elect to attend the career center are subject to the disciplinary action based upon the Student Code of Conduct of either Millersport High School and/or Fairfield Career Center and Eastland Career Centers. Consequently, conduct and/or involvement in any activity that may or does result in disciplinary action by one school may be grounds for similar disciplinary action by the other school.

OUT OF SCHOOL SUSPENSION

The student and his/her parent/guardian will be notified of an Out-Of-School Suspension decision with the full details and their rights. Students are not permitted on school property (board-owned, leased or rented) or at co/extra-curricular activities for any reason during the Out-Of-School Suspension period. Students may make up work missed during the Out-Of-School Suspension period in accordance with the Out-Of-School Suspension policy.

ALTERNATIVE EDUCATIONAL PLACEMENT

Students assigned to Alternative Educational Placement will be removed from the mainstream of the student population for the school day. They are expected to come prepared with materials for the day. Cell phones and earbuds will not be permitted. Students are encouraged to complete assignments they are missing within the Alternative

Educational Placement as students may receive credit for missed class work and will be allowed to make up quizzes, tests, etc.

AFTER SCHOOL DETENTION

After school detention is a one- or two-hour study hall which meets after school from 3:00 p.m. to 5:00 p.m. It is intended to serve as a replacement for Alternative Educational Placement/Out-Of-School Suspension from school for disciplinary reasons. It is the hope of the Millersport Schools that after school detention will eliminate suspension from school for most students.

Because the concept of After School Detention is meant to be punitive, the regulations governing its operation are very restrictive. A copy of the "After School Detention Regulations" can be found following in this handbook. These regulations adequately explain the policy regarding After School Detention.

If After School Detentions do not change the inappropriate behavior, Alternative Educational Placement/Out-Of-School Suspension/Expulsion from school may be assigned.

AFTER SCHOOL DETENTION REGULATIONS

1. All students are to remain seated until they raise their hands, are recognized, and given permission to approach the supervisor's desk.
2. All students will be given the privilege of one visit to the restroom for a maximum of 5 minutes. Additional trips or staying beyond the 5-minute limitation will cause the student to be detained after 5:00 p.m. that day.
3. A student desiring to use the pencil sharpener may do so only by obtaining permission from a supervisor before leaving his/her seat.
4. Students who communicate in any way, pass materials of any kind, do not appear to keep busy, eat candy or food of any kind, or put their heads down will be warned and detained for 5 extra minutes at the end of the session. A second violation for any offense will result in dismissal with no credit being given for the time spent and an additional After School Detention will be assigned. Students who are caught sleeping will be dismissed without warning and an additional After School Detention will be added.
5. Cell phones, earbuds and other electronic devices are not permitted in detention.

The After-School Detention supervisors are in charge and any failure or refusal to comply with their instructions will result in a warning being issued, followed by dismissal for a second violation. All regular school rules are in effect as well.

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is 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.

Random searches of lockers and parking areas may include the assistance of dogs trained to detect the presence of drugs.

Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law and may be taken, held or turned over to the police. The school reserves the right not to return items that have been confiscated.

SURVEILLANCE CAMERAS

For students' safety and welfare, video surveillance cameras are placed throughout the building, school grounds, and on buses. All students, parents and staff are advised that as a public school facility, students, parents, staff, and building visitors do not have the expectation of privacy in connection with their actions and activities while in, on or about the campus. Actions recorded on these cameras may be used as evidence in disciplinary action. Any attempt to

damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies.

EMERGENCY REMOVAL

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Superintendent, principal or assistant principal may remove the student from any curricular or extracurricular activity or from the school premises. No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extracurricular activity for less than one school day, and is not subject to further suspension for expulsion, due process requirements do not apply.

SUSPENSION AND EXPULSION INFORMATION

Governed by the Ohio Revised Code 3313.66, the principal (or other administrator) may suspend a student from school for a period of up to ten (10) days for a violation(s) of the code of conduct. The superintendent may expel a student from school for up to eighty (80) days, in some cases for an entire year. Expulsions may carry over into the next school year.

Students who are suspended or expelled may not be present on school property, participate or attend any school activities or contests, or be present at activities or on property controlled by the school.

Expulsion may result in the loss of credit for courses being taken at school, Fairfield Career Center, Eastland Career Center, or any college or university, whether under the Post-Secondary Enrollment Option or at the students own expense.

Ohio law requires that withdrawal from school does not prevent the expulsion process from moving forward. Walnut Township Local Schools will honor the student's previous school district's position on suspension or expulsion from other Ohio or out of state districts on enrollment to Millersport Middle/Senior High School.

STUDENTS EXPELLED OR SUSPENDED FOR USE OF ALCOHOL OR DRUGS

Whenever a student is expelled or suspended from school in accordance with O.R.C. 3321.13 (B) (1) for the use of or possession of alcohol or drugs, the Superintendent may notify the registrar and the county juvenile judge of the expulsion or suspension. Notification by the superintendent in the case of alcohol or drug offenses is not mandatory and does not require the adoption of an authorizing resolution by the Board. As in the case of the dropouts or habitually absent students, notification to the registrar and the county juvenile judge will trigger the denial of driving privileges.

Further guidance for the juvenile who incurs these penalties can be found under the following titles in the below cited paragraphs of the Ohio Revised Code:

- A. Denial of driving privileges by the registrar of motor vehicles - O.R.C. 4507.061
- B. Restoration of driving privileges - O.R.C. 4507.061 (E) and (F).

DISCIPLINARY ACTIONS AT THE END OF THE SCHOOL YEAR

If any offense occurs near the end of the school year, the penalty may carry over to the next school year.

ANTI-DISCRIMINATION, ANTI-HARASSMENT, AND ANTI-BULLYING POLICY

HAZING-HARASSMENT-BULLYING

All students are reminded that hazing is not allowed at Millersport High School. According to the laws of the State of Ohio, hazing is illegal with heavy penalties liable to fall on the ones who do the hazing. Section 12417 of the General Code of the State of Ohio provides a fine of not more than \$200, and not more than six months in the county jail or both. In case of fine, the sentence shall be that the defendant be committed to jail until the fine is paid. These heavy penalties indicate that the offense of hazing is regarded most seriously by the state authorities.

HAZING AND BULLYING
(Harassment, Intimidation and Dating Violence)

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Throughout this policy the term bullying is used in place of harassment, intimidation and bullying.

Bullying, harassment and intimidation is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes both mental and or 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. This behavior is prohibited on school property or at a school-sponsored activity.

Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy.

The District includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 6 to 12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices, are inconsistent with the educational process and are prohibited at all times. The District educates minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the Superintendent/designee and appropriate discipline is administered.

The Superintendent/designee must provide the Board President with a semiannual written report of all verified incidents of hazing and/or bullying and post the report on the District's website.

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students. Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law.

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

A "school-sponsored activity" means any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized or authorized by the Walnut Township Local Board of Education.

Hazing control during school hours, at school affairs, and on school property is the direct responsibility of school officials. At all other times it becomes the responsibility of law enforcement officials and parents, unless there is a connection to the school in some way.

SEXUAL HARASSMENT POLICY

The Walnut Township Local School District is committed to eliminating and preventing sexual harassment from all schools and facilities. Sexual harassment is improper, immoral, illegal, and will not be tolerated within the district. This policy is implemented to inform students as to what sexual harassment is and what procedures are to be followed in dealing with sexual harassment within the district. A student guilty of sexual harassment may be subjected to disciplinary action, including suspension, and possibly expulsion.

I. Definition of Sexual Harassment

Ohio and Federal laws define sexual harassment as unwanted sexual advances, or unwanted visual, verbal, or physical conduct of a sexual nature. Such offensive behavior includes, but it not limited to the following:

- 1) Unwanted sexual advances, including propositioning, repeatedly asking someone out for a date after it is clear that the person is not interested.
- 2) Making or threatening reprisals after a negative response to sexual advances.
- 3) Non-verbal conduct: leering, making sexual gestures; displaying sexually suggestive objects, pictures, cartoons, or posters.
- 4) Verbal conduct: making or using derogatory comments, epithets, slurs, or jokes; making sexually based remarks about another person's or one's own body.
- 5) Verbal abuse of sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letter(s), notes or invitations.
- 6) Physical conduct; touching, assault, impeding or blocking movement. This sexual harassment policy is intended to protect against sexual harassment before it becomes actionable sexual harassment. The term "sexual harassment" is intended to mean sexual harassment in the broadest meaning of that term in current popular as well as legal usage.

II. What to do if you are sexually harassed

When unwelcome activities described above of a milder nature occur, the best thing to do is to say that you are uncomfortable with the behavior and ask that it cease. If the behavior does not cease, then recourse should be through the school counseling office, school nurse or any school administrator.

*It is unacceptable to have inappropriate pictures on cell phones while in school.

*There is to be no sexting while in school

TRANSPORTATION – BUS CONDUCT

STUDENT CONDUCT ON SCHOOL BUSES

A. Bus Students

Students who are transported to school on a school bus must ride the bus home, unless they have permission from their building principal. Students causing problems on buses may be required to provide their own transportation to and from school.

The school district schedules bus routes so that students will be picked up or dropped off at **approximately** the same time each day. However, given that weather, road, and traffic conditions vary from day to day, it is impossible for **exact** bus stop times to be established. Therefore, students need to be available to be picked up at their bus stop five (5) minutes before the bus is scheduled to stop. Delays caused by waiting for students to arrive at bus stops cause compounded delays along the remainder of the bus route. School bus drivers **are not required** to stop and wait for

students who are not at their assigned bus stop (Rule 1) or at their assigned waiting area (Rule 2). Students who miss the school bus will have to find another means of getting to school.

Note: These rules and regulations apply to both regular and extracurricular bus transportation.

B. Behavior on the School Bus and at Bus Stops

Pupils must behave in a way that contributes to their safe and orderly transportation. Students are expected to follow the rules and regulations listed when riding the bus.

1. Pupils who are picked up at a bus stop (not at their place of residence) shall arrive at the bus stop five (5) minutes before the bus is scheduled to arrive. Pupils must wait in a location clear of traffic.
2. Pupils who are picked up at their place of residence must stay on the side of the road on which they live. They must stay well back from the edge of the road until the bus comes to a complete stop. If they must cross the road, they must cross 10 feet in front of the bus. Students shall be outside of their residence five (5) minutes before the bus is scheduled to arrive.
3. When getting off the bus, students must cross the road 10 feet in front of the bus. Students must never go back by the side of the bus or cross the road behind the bus.
4. Students' behavior at school bus stops and on school buses must not threaten or harm life, limb, or property of individuals.
5. Pupils must go directly to an available or assigned seat.
6. Pupils must remain seated, keeping aisles and exits clear.
7. Pupils must observe classroom conduct, and obey the driver promptly and respectfully.
8. Pupils must not use profane language or make obscene gestures.
9. Pupils must not eat or drink on the bus except as required for medical reasons.
10. Pupils must not use or possess tobacco on the bus.
11. Pupils must not have alcohol or drugs in their possession on the bus, except as required for medical reasons.
12. Pupils must not throw or pass objects on, from, or into the bus.
13. Pupils may carry on the bus only objects that can be held in their laps.
14. Hair spray and other flammable materials in aerosol cans and all glass containers **are prohibited** on school buses.
15. Radios, tape players, and other such devices (except for school bus radio controlled by the driver) may not be used on the school bus.
16. Pupils must leave or board the bus at locations to which they have been assigned, unless they have **parental and administrative** authorization to do otherwise.
17. Pupils must not put their head, arms, or legs or other body parts out of the bus windows.
18. Students are not permitted to bring animals on the bus.
19. Students must not hang objects out the bus windows or obstruct the driver's vision out of the windows.
20. Students and parents are responsible for payment in full for any damage to the school bus caused by the student.

C. Penalties for Rule Violation

Students who violate bus rules will be subject to disciplinary action, including but not limited to, verbal reprimands, parental contact, written warnings, and denial of the privilege of riding the bus.

Parents will be notified, in writing, of any bus infractions which result in their child being warned about bus misbehavior or being suspended from riding the bus. The notification will state the reasons for the warning or suspension, and in the case of suspension, will state the length of the suspension and the conditions for reinstatement of the privilege of riding the bus. The notification will be sent through the U.S. mail.

WELLNESS POLICY

SCHOOL WELLNESS

As required by law, the Board of Education established a wellness policy for the Walnut Township Local School District. The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being. Healthy eating is linked to reduced risk for mortality and development of many chronic diseases as adults. Schools have a responsibility to help students and staff establish and maintain lifelong, healthy eating patterns. A copy of the complete policy is available in the main office upon request.

BED BUGS

The Walnut Township Local School District operates on a no exclusion evidenced-based policy, which means when a suspected or confirmed bed bug is found on a student at school or the student is reported to have bed bugs in the household, the student shall remain in school. The parent/guardian of the student shall be informed that a suspected or confirmed bed bug was found on their child or in their child's classroom and will be offered information and guidance on the biology and management of the condition.