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***WELCOME!***  
TO THE STUDENTS OF MORGAN HIGH SCHOOL

On behalf of the Morgan Local Board of Education, faculty and staff, it is a pleasure to welcome each of you to Morgan High School and the opening of another school year. This daily agenda book contains much helpful information. PLEASE, take some time to READ IT, and then keep it handy for quick reference and use throughout the school year.

Learning is not an easy process. It involves mistakes, exploring the unknown and taking risks. Learning also requires consistent hard work. The teachers who will work with you in your courses and activities want to teach you that effort leads to success. Courage and perseverance will give you the strength to keep trying even when your path becomes difficult. If you learn the importance of effort, courage and perseverance, you will have learned an invaluable lesson about what it takes to be a lifelong learner.

Finally, we must learn the importance of caring and helping each other. The ultimate determination of how good a school we have will depend not only on the quality of instruction and the caliber of our students, but also on the way we treat each other in the daily routines of school life. Respecting and celebrating our differences and learning how to cooperate with one another are at the foundation of our future success.

Best wishes for a great school year!

Respectfully,

*Anita S. Eldridge-Metz*, Principal

*Darin Logan*, Assistant Principal

*Adam Copeland*, Athletic Director

**MORGAN HIGH SCHOOL  
SCHOOL CALENDAR 2018-19**

<b>August</b>	8	Freshmen Day Camp
	9	New Teachers In-service
	13	Opening Day – All Staff
	13	Open House (6:00-7:30 p.m.)
<b>September</b>	15	First Day of School/CCP Fall Term Begins
	3	<b>LABOR DAY - NO SCHOOL</b>
	4-7	Morgan County Fair - <b>NO SCHOOL</b>
<b>October</b>	28	Special Reports to Parents
	19	End of 1 <sup>st</sup> 9 weeks
<b>November</b>	23	All Staff In-service – <b>NO SCHOOL</b>
	1 & 5	Parent/Teacher Conferences (P.M.)
	12	<b>NO SCHOOL</b>
<b>December</b>	20	Special Report to Parents
	21-26	<b>THANKSGIVING Break-NO SCHOOL</b>
	14	CCP Fall Term Ends
	20-Jan 2	<b>CHRISTMAS Break - NO SCHOOL</b>
<b>January</b>	3	School Reconvenes
	7-11	Semester Exams
	11	End of 2nd 9 weeks-First Semester
	14	Second Semester Begins
	15	All Staff In-service – <b>NO SCHOOL</b>
	21	<b>MARTIN LUTHER KING DAY-NO SCHOOL</b>
		CCP Spring Term Begins
<b>February</b>	7 & 12	Parent/Teacher Conferences (P.M.)
	14	Special Reports to Parents
	15	<b>NO SCHOOL</b>
	18	<b>PRESIDENTS' DAY-NO SCHOOL</b>
<b>March</b>	14	End of 3 <sup>rd</sup> 9-weeks
	15	<b>NO SCHOOL</b>
<b>April</b>	18	All Staff In-service – <b>NO SCHOOL</b>
	18	Special Reports to Parents
	19-22	<b>EASTER BREAK - NO SCHOOL</b>
<b>May</b>	10	CCP Spring Term Ends
	24	Last Day for Students
	29	Last Day for Teachers
<b>June/July</b>	TBA	Summer School & Summer Testing

**MORGAN HIGH SCHOOL**  
**“ALMA MATER”**

*Hail to Morgan praises sing,  
Her bell of triumph gladly ring.  
All her trials she overcame  
And now she's on her way to fame.  
(To the) Blue and Gray we bid adieu,  
But we will 'ere remember you.  
Now as Raiders we must try  
To do our best for MORGAN HIGH!*

## **BELL SCHEDULES**

### **Regular Schedule:**

7:00	Doors Open
1&2	7:30-8:24
3&4	8:24-9:18
5&6	9:18-10:12
7	10:12-10:42
8	10:42-11:12
9	11:12-11:42
10	11:42-12:12
11&12	12:12-1:06
13&14	1:06-2:00
0	2:00-2:30 (Teacher Collaboration)

### **Activity Schedule:**

7:00	Doors Open
1	7:30 – Attendance
<b>Activity Period – 7:40-8:10</b>	
1&2	8:10-8:56
3&4	8:56-9:42
5&6	9:42-10:28
7	10:28-10:58
8	10:58-11:28
9	11:28-11:58
10	11:58-12:28
11&12	12:28-1:14
13&14	1:14-2:00
0	2:00-2:30 (Teacher Collaboration)

### **2-Hour Delay**

9:00	Doors Open
1&2 –	9:30-10:04
3&4 –	10:04-10:38
5&6 –	10:38-11:12
7 –	11:12-11:37
8 –	11:37-12:02
9 –	12:02-12:27
10 –	12:27-12:52
11&12	12:52-1:26
13&14	1:26-2:00
0	2:00-2:30 (Teacher Collaboration)

### **Early Release**

7:00	Doors Open
1&2	7:30-8:08
3&4	8:08-8:46
5&6	8:46-9:24
7	9:24-9:49
8	9:49-10:14
9	10:14-10:39
10	10:39-11:04
11&12	11:04-11:42
13&14	11:42-12:30

### **Lunches 7.8.9.10**

### **Advisory 7,8,9,10**

**4 minutes between classes**

## **ACADEMIC EXPECTATIONS IN THE CLASSROOM**

All students will:

1. Be prepared for class everyday (book, paper, writing instrument, etc...)
2. Complete and turn in class assignments and homework when given.
3. Allow teacher to teach/conduct class activities without interruption.

Should a student fail to follow the above guidelines, the following will result:

1. If disruptive to the learning of others, student will be immediately removed from class and placed in Alternative Educational Placement (AEP) by an administrator. Parents will be notified if placement exceeds on school day.
2. Failure to complete work will be considered "insubordination" and student will be disciplined accordingly. See Infractions & Disciplinary Steps.
3. Students who fail a required course will make up the course after school or during summer school on RaiderNet. See Failing Classes/Course Recovery.

## **CHEATING/ACADEMIC MISCONDUCT**

Cheating at Morgan High School is a severe offense that will not be tolerated as it is viewed as contrary to the school's mission statement. The misuse of RaiderNet is also considered cheating/academic misconduct.

### ***Plagiarism:***

Submitting the words, ideas, images or data of another person's as one's own in any academic writing or other project.

### ***Cheating:***

- a) Possession of unauthorized material,
- b) Substantial editorial or compositional assistance,
- c) Submission of another student's material already graded for credit,
- d) False claims or fabricated references,
- e) Copying off of someone else's exam and/or quiz; or passing answers from a quiz or exam to another student.

Any student caught plagiarizing or cheating:

1. Will be required to do another exam/assignment on his/her own time (outside regular class time).
2. Could be assigned detention, Saturday school, AEP, and/or OSS based on the severity of the infraction.
3. Parents will be notified.

## **GUIDANCE SERVICE**

The guidance department functions to assist a student in making educational and career decisions as well as to help the student with any personal problems that may interfere with progress through high school. The guidance department will make necessary schedule changes, with the approval of the principal and the classroom teacher.

Counselors are on duty to assist in any way possible. All students are urged to make use of guidance services when the need arises. The guidance office is well supplied with the latest in occupational and school information. Counselors may administer individual aptitude and interest tests and discuss the results with both the student and parent and assist all concerned in the proper use of test scores to facilitate educational and career choices.

### **COURSES ONLINE and DISTANCE LEARNING**

Certain courses are available online (credit recovery, CCP, etc...) or through distance learning. Students will receive Morgan High School credit for any coursework successfully completed online or through distance learning. Online and distance learning course work is graded on the same grading scale as regular class work (a weighted scale is used for qualifying CCP courses).

Given that online courses are available via the Internet, students may be able to complete some coursework outside the high school building. All tests and quizzes must be completed on campus with teacher/aide supervision. Some courses include projects that must be completed, turned in and graded by a certified staff member.

### **SCHEDULE CHANGES:**

1. **COURSE CHANGES** - Planning a schedule for the next school year is a difficult task, and situations may occur requiring a change in that schedule. Changes have a serious affect on class size, teacher assignments, and the overall master schedule. The student and parent are urged **NOT** to plan a program with the idea that it can be changed. Course changes may be made through the Guidance Office **BEFORE** the first day of school. Only the following reasons will constitute a need for change after this deadline:
  - A. A technical error was made in the process of scheduling the student's requests.
  - B. The student has been clearly academically misplaced.
  - C. There is a scheduling conflict.
  - D. There is a scheduling overload.

No schedule change will be officially recorded on permanent records until the following conditions are fulfilled:

- A. All schedule changes must go through the assigned counselor.
  - B. Schedules will not be changed without appropriate signatures on the change form.
  - C. The schedule change must be entered into the computer.
2. **ADDING A CLASS AFTER SCHOOL BEGINS** - Course additions must occur no later than five (5) days after the beginning of a semester or year course.
  3. **COURSE WITHDRAWAL AFTER SCHOOL BEGINS** - Students are not permitted to drop any course without the permission of the building principal, counselor, and instructor.

### **GRADUATION REQUIREMENTS AND GRADE CLASSIFICATION**

#### **TOTAL OF 21 CREDITS REQUIRED FOR GRADUATION**

- A. Graduation Requirements:

From grade 9 through 12 each student must successfully complete the following:

  - 4 units of English
  - 3 units of Social Studies (must include 1 credit of World History, American History, and 0.5 credit of American Government)
  - 4 units of Mathematics (must include Algebra I & II and Geometry)
  - 3 units of Science (1 Physical Science and 1 Biology)
  - 1 unit of Physical Education and Health (1/2 unit Health-1/2 unit Physical Education)
  - 0.5 unit of Introduction to Business or Computer Technology

All students must complete one unit or two half units that include: Business/Technology and/or Fine Arts or Foreign Language or a combination of these.

- B. To participate in graduation exercises, students must complete all course requirements by the Friday before the scheduled ceremony; this includes all State tests.
- C. Morgan High School's master schedule allows for six (6) 1-hour courses per year or three (3) credits per semester.



### **SENIOR ACADEMIC RECOGNITION:**

- A. Students will be honored at commencement based on the following GPA scale:
- Summa Cum Laude 4.000 GPA and above
  - Magna Cum Laude 3.800 to 3.999
  - Cum Laude 3.670 to 3.799

### **Valedictorian/Salutatorian**

**Rationale:** By definition, valedictorian is a title given to the student with the highest grades in his/her graduating class, who delivers the closing or farewell statement at graduation ceremony. Morgan High School desires that this individual or individuals be representative of the entire student body. It is important that the individual(s) be a visible role model for other students and that their high school curriculum is rigorous and well-rounded. We believe that the selection criteria described below will help to identify the best student to represent the current graduating class and all of Morgan High School's students.

### **Valedictorian/Salutatorian**

- B. Valedictorian/salutatorian selection will be determined at the end of the eighth semester (CCP courses completed off campus will delay the selection process) and will be awarded to anyone who achieves the following criteria:
- The senior(s) who has/have the highest cumulative weighted GPA in the class.
  - The senior(s) who has/have taken at least 2 AP courses and their corresponding exam or 4 CCP courses worth at least 3 semester hours or more, in core academic areas (English, Mathematics, Science, Social Studies).
  - The senior(s) who has met the criteria for any Honors Diploma established by the Ohio Department of Education.
  - To be eligible, a student must have been enrolled in Morgan High School for at least the last three semesters and must be a fulltime (enrolled in at least five 1 credit courses) student in his/her senior year and must complete at least 75% of his/her course work on the Morgan High School Campus in his/her senior year.
  - If there are two or more students tied for selection, a Salutatorian will not be named.
  - If there are any discrepancies in the criteria presented the Building Leadership Team will meet to finalize the selection.
  - Students must be in good standing:
    - a. No suspensions during the last three semesters
    - b. No conduct unbecoming a Morgan High School student
    - c. No legal convictions

## **OHIO TESTING DATES**

### **END OF COURSE EXAMS**

First Semester Test Window:

December 3, 2018 – January 11, 2019

Second Semester Test Windows:

English Language Arts – March 25, 2019 – April 26, 2019

Mathematics, Science & Social Studies – April 1, 2019 – May 10, 2019

**School-Based ACT Testing Window: October 2, 2018  
School Testing Code 363-320**

**OTHER TESTING DATES:**

**\*American College Test (ACT)**

**Registration**

<u>Deadline</u>	<u>Test Date</u>
Aug. 10	Sept. 8
Sept. 28	Oct. 27
Nov. 2	Dec. 8
Jan. 11	Feb. 9
March 8	April 13
May 3	June 8

**Scholastic Aptitude Test (SAT)**

**Registration**

<u>Deadline</u>	<u>Test Date</u>
Sept. 7	Oct. 6
Oct. 5	Nov. 3
Nov. 2	Dec. 1
Feb. 8	Mar. 9
Apr. 5	May 4
May 3	June 1

**\*PSAT**

TBA

**\*Advanced Placement**

May 6-17, 2019

\*Test can be taken in Athens, Marietta, and Zanesville.

**FIRST SEMESTER EXAM SCHEDULE**

Monday, January 7, 2019	English & Physical Education
Tuesday, January 8, 2019	Mathematics & Career Tech
Wednesday, January 9, 2019	Science, & Electives
Thursday, January 10, 2019	Social Studies, Foreign Language
Friday, January 11, 2019	Make-ups

**SECOND SEMESTER EXAM SCHEDULE - SENIORS**

TBA

**SECOND SEMESTER EXAM SCHEDULE**

TBA

**\*Note: Exam Schedule is subject to change.**

**ADVANCED PLACEMENT COURSES**

Enrollment is open to any student who believes he/she can meet the expectations of challenging work. The minimum enrollment will be ten (10) students. We may be able to hold the class if enrollment is smaller only if there are enough faculty to cover regular course offerings. All students will be expected to take the AP exam. Cost of each exam (approximately \$91.00) is covered by the district. A weighted scale will be used to calculate grades.

## **POLICY FOR EARNING CREDIT WHILE NOT IN THE CLASSROOM**

There are times when school credit must be earned outside of the regular classroom; for example, a student may need home instruction because of an illness or injury that prohibits him or her from attending school.

The following rules apply when earning school credit outside the regular classroom:

1. Approved cases of home instruction must be handled through certificated tutors (who must be approved by our school) and arranged through the guidance department. Instruction cannot take place on school property.
  - A. 20 hours of private instruction and 40 hours of homework per 1/2 unit of credit.
  - B. The final exam is to be taken at the high school under the supervision of the guidance staff. This requirement is waived if the student's physical condition precludes such testing. In this case, the tutor will be responsible for obtaining final exams from the guidance staff.
2. Students may not take a required course as a new course through tutoring or correspondence (home instruction exception), through their four-year tenure in high school without permission from the school principal.

### 3. COLLEGE CREDIT PLUS

The **College Credit Plus** program will govern those arrangements where a student is engaged in nonsectarian, non-remedial educational coursework while in high school that automatically results in transcribed high school and college credit at the successful conclusion of that coursework.

Since there are several conditions that must be met, students interested in participating in College Credit Plus must see their guidance counselor for full details. **April 1 is the deadline for students to declare their intent to participate in College Credit Plus by taking courses at a college or university.**

### 4. Senior Early Release Work Program

Seniors **enrolled in co-op or other job placement** may be excused from school up to two (2) periods in order to go to work, provided he/she has earned at least 16 credits and is classified as a senior and has met one of the Graduation Options as outlined by the Ohio Department of Education. Students who develop attendance problems or become behavior problems will be pulled from the program and placed into Raider Net, AEP or Raider Academy until such time as they return to approved standing.

### 5. Credit Flexibility

The intent of Credit Flexibility is to allow student to learn in an "independent" or "individual" setting and to study or work with recognized experts in specific fields, subject to school and parental approval. Students must obtain prior approval of student-proposed educational options plans to be eligible for credit.

Credit Flexibility Plans may be discussed in the following areas:

- Testing out or demonstrating master of course content;
- Pursuing one or more "educational options"

## GRADE REPORTS

Grade reports will be distributed the second Friday following each nine weeks grading period.

Final grades at the end of the school year will be mailed to the residence of each student. **Please remember that all semester and/or final exams must be taken to receive credit for the course.** If a student is absent on the day an exam is given, it is his/her responsibility to request a make-up date with the classroom teacher.

Grades and credits will be withheld if a student has obligations, including but not limited to school hours to be made-up due to attendance issues, financial, etc. Grade reports will be issued immediately upon receipt of money owed or completion of other obligations.

## GRADING SCALES

<b>HIGH SCHOOL REGULAR GRADING SCALE</b>						
LETTER GRADE	PERCENTAGE	POINT VALUE		LETTER GRADE	PERCENTAGE	POINT VALUE
A	93-100%	4.000		C	73-76%	2.000
A-	90-92%	3.670		C-	70-72%	1.670
B+	87-89%	3.330		D+	67-69%	1.330
B	83-86%	3.000		D	63-66%	1.000
B-	80-82%	2.670		D-	60-62%	0.670
C+	77-79%	2.330		F	0-59%	0.000

<b>HIGH SCHOOL WEIGHTED GRADING SCALE (HONORS/AP/CCP)</b>						
LETTER GRADE	PERCENTAGE	POINT VALUE		LETTER GRADE	PERCENTAGE	POINT VALUE
A	93-100%	5.000		C	73-76%	3.000
A-	90-92%	4.670		C-	70-72%	2.670
B+	87-89%	4.330		D+	67-69%	2.330
B	83-86%	4.000		D	63-66%	2.000
B-	80-82%	3.670		D-	60-62%	1.670
C+	77-79%	3.330		F	0-59%	0.000

Nine week's grade, semester, and/or final exam will receive values as follows:  
 Each 9 weeks = 2/5, final exams = 1/5 of the student's semester grade.

*Students will receive credit for each semester of successfully completed work in a course. Students, therefore, need to successfully complete and pass both semesters of a yearlong course in order to receive full credit for that class.*

Students who are absent shall be allowed an equal amount of time to make up work as the number of days missed. A student out for two days shall be given two days to make up work missed during that period of sickness. This policy does not apply to student assignments with pre-determined due dates (e.g. speeches, term papers, etc...). Students are accountable for meeting these due dates.

The building principal must approve any exceptions to the grading policy and a letter placed in the student's permanent file explaining the decision.

## NINE-WEEK ACADEMIC HONORS

All A's List	4.0 or better
Principal's List	3.5-3.99
Honor Roll	3.00-3.49

## **INCOMPLETES**

At the end of a grade period, a teacher may assign an incomplete (I) for missing work, missing homework, incomplete tests etc... Incompletes will only be given for extenuating circumstances (i.e. medical condition). Incompletes must be made up within five (5) days of the end of a grade period or the "I" will equate to an "F" for that grading period or exam grade. **With regard to athletic eligibility, once an "F" has been given, it cannot be changed to regain eligibility (by OHSAA Rule).**

## **FAILING CLASSES**

Students who fail either semester of a required class or classes will make up the class on Raider Net. The credit recovery grade will be added to the student's transcript.

A review of student work, grades and behavior, will be examined each grading period. In the event improvement is not being made and the student is on a work permit, that work permit may be revoked by the Superintendent of Morgan Local Schools. Students who leave school early to go to work will be pulled from the program and placed into AEP until such time as they return to approved standing.

## **ELIGIBILITY FOR SCHOOL SPONSORED ACTIVITIES**

All students belonging to a school sponsored organization must meet eligibility requirements as stated below. All students that wish to run for a class office, or any office in any activity, must have at least a 2.25 cumulative GPA, and will have their eligibility determined on a nine weeks basis.

Ineligible students will be allowed to participate in activity meetings during activity period, but will be denied participation in activity functions occurring after school hours. In addition, ineligible students could be denied activity functions that would remove them from class.

All signs and posters must be approved by the school administration. Signs may be displayed for five school days.

**Athletics** - In order to be eligible to participate in our school sponsored extra-curricular program a student must have passed the equivalent of 5.00 units of credit for the previous nine week grading period. Student athletes must also meet all eligibility criteria as defined by the OHSAA.

No player may transfer from one sport to another prior to the first scheduled contest without a release from his or her coach. If a player quits, or is removed from a team, he/she may not join another sport or participate in any preseason conditioning, open gym, etc., until the season, which they are no longer participating in, is complete.

1. An ineligible athlete may regain eligibility during the season.
2. If any athlete is declared ineligible before the conclusion of a season, the athlete cannot earn a letter or any other awards.
3. All students must be eligible to take part in any off-season programs.

**Extra-curricular activities** - All students should realize that participation in extra-curricular activities is a privilege and not a right. This includes activities such as dances (including prom), class trips, graduation exercises, etc. This right could be denied by any misconduct, not only on school property, but also misconduct that occur off property during school-sponsored activities. Any person employed by the Morgan Local School District to direct, supervise, or coach a student activity program, has the authority to prohibit a student from participation in extra-curricular activities.

**Some of the activities to be involved in:**

Art Club	Business Professionals of America
Class Officers	Drama
French Club	FFA
Spanish Club	National Honor Society
Key Club	Student Council
Skills-USA	

**Field Trips/College Visits/Job Shadowing** – Participation is subject to administrative approval. Students not in good standing academically and/or those who have attendance problems or behavior problems could be denied the privilege of an “excused” absence from school for a field trip or college visit. Juniors may request up to three (3) excused days for college visits and seniors may request up to two (2) excused days for college visits. See guidance counselor for a college visitation form.

### **WITHDRAWING FROM SCHOOL**

If a student withdraws from Morgan High School, it is the responsibility of the student to report this to the guidance office immediately. On the last day of school the student will report to the office for a withdrawal slip. The withdrawal slip is taken to each classroom teacher, and the media specialist. The student turns in his/her books, each teacher will check the withdrawal slip to indicate release from each class, or the library. The student must also have his/her withdrawal slip signed accordingly. If the student owes any fees for books or other supplies or obligations, he/she may not officially withdraw from school until these obligations are discharged. All Career-Technical (CTE) students must also have the CTE Director or Principal sign their withdrawal slip.

### **TEXTBOOKS**

All textbooks are issued in usable condition and must be returned in the same condition. Damaged books or lost books must be paid for before the student receives credit for his/her courses, which is in accordance with the Ohio School Law.

### **USE OF THE LIBRARY/COMPUTER LAB**

The library/computer lab is a place to do research and study. Wandering around, talking, loitering and distracting others may cause a student to lose his/her library privileges.

The library/computer lab facilities are for those who wish to use dictionaries, encyclopedias, do research for special assignments, read library books or magazines and check out books.

1. The library/computer lab hours are during school hours.
2. Special arrangements to use the library may be scheduled by students, faculty or community for special projects.
3. Students wishing to use the library or computer lab without a teacher must sign in upon arrival from classroom. Failure to sign in will mean loss of privileges to use both facilities.
4. Any infraction of rules will result in loss of privileges to the library and computer lab. These rules are: no gum chewing, noisy, nothing to do, being abusive on the Internet or of library materials, disrespectful to teachers, students and any other school rules.
5. Students are responsible for all materials checked out. If lost they must pay for them. If overdue materials are ignored, after three notices, the student will be charged for the price of the materials. The fine will be put in the student's file and it must be paid when the student graduates, if not before.
6. Students not signing out library materials will lose library and computer lab privileges.
7. Any student destroying library property will lose library/lab privileges.

8. Teachers using the library must schedule the class. If the teacher wants students to use the library from a class - they must first check with the librarian to determine space availability then write a pass for the student. The teacher should notify the librarian of the assignment involved.
9. Students may use the library and computer lab as often as needed during the day as long as the student is working the first time that day, if not; they will not be allowed to return to the facilities that day.
10. It is important that a student abide by the contract they signed to use the Internet. If this is not obeyed, the student will lose Internet privileges.
11. At graduation, all students must clear all library-computer lab fines in order to graduate. Fines not paid may be obtained from the student's school office file.
12. All library materials have a two-week loan period.

### **ACCEPTABLE USE AND INTERNET SAFETY POLICY**

Computer network use requires efficient, ethical, and legal utilization of the network resources. Use of the network/internet is a privilege NOT a right. Inappropriate use of the network will result in suspension of privileges and/or other action determined by the District.

Examples of appropriate use of the network/internet:

- Retrieval of information for a class assignment
- E-mailing individuals for information pertaining to a class assignment

Examples of inappropriate use of the network/internet:

- Retrieval of information not related to a class
- E-mailing persons not involved with the class assignment
- Use of "chat rooms"
- Harassing of others inside or outside the building
- To make threats of violence of any kind

In order to use computers/internet at Morgan High School, students must have completed and signed the Morgan Local District's Acceptable Use and Internet Safety Policy. The Morgan Local School District's Acceptable Use and Internet Safety Policy may be picked up from your teacher/advisor or downloaded from the District Webpage. Check that you have read and understand the policy on [page 39](#) of this handbook. Failure to comply will result in the inability to use any technology at any Morgan Local School District facility.

### **MORGAN HIGH SCHOOL STUDENT CODE OF CONDUCT**

We, the students of Morgan High School, will conduct ourselves in a courteous and cooperative manner. We will not violate or help another to violate this code of conduct or the rules and regulations of Morgan High School. We recognize the need to maintain a controlled, organized atmosphere in our school in which each of us can pursue our right to a good education. Misconduct and/or disciplinary infractions WILL result in a verbal reprimand, lunch detention, after-school detention, Saturday School, Alternative Educational Placement (AEP), Raider Academy Placement **or** Out-of-School Suspension. Students assigned to lunch detention, after-school detention, Saturday School, AEP, Raider Academy, or OSS will be expected to complete class work and/or other assignments. Failing to meet standards on assigned work may cause the student to be reassigned one of the above disciplinary actions. The administration may, at their discretion, replace or interchange AEP, Raider Academy, and OSS.

### **DETENTION**

Held every day during lunch and Monday through Thursday from 2:00 to 4:00 p.m.

1. May be assigned by any staff member or administrator

2. Detentions can be for 1 or 2 hours and should be served within 2 school days of the infraction.
3. Missed detention will be reassigned.
4. Missing a detention a second time will result in the student being assigned to 1 day of AEP

### **SATURDAY SCHOOL**

Held from 8:00 a.m. until noon.

1. May be assigned by an administrator.
2. Failure to serve Saturday School will be considered “insubordination” and will result in:
  - 1<sup>st</sup> time – 1 day AEP, Saturday School reassigned
  - 2<sup>nd</sup> time – 2 days AEP, Saturday School reassigned
  - 3<sup>rd</sup> time - 3 days Out of School Suspension

### **ALTERNATIVE EDUCATIONAL PLACEMENT (AEP)**

The purpose of the AEP is to provide an alternative to Out-of-School suspension (OSS) that will make it easier for students to keep up with their course work when involved in a disciplinary incident.

Students assigned to AEP will be expected to complete class work and/or other assignments. Failing to meet standards on assigned work will cause the student to be reassigned to AEP until standard has been met. Students will not be permitted to use any personal electronic device while in AEP. Such devices must be given to the AEP teacher/supervisor and will be given back to the student at the end of the school day. Should a student need an electronic device to complete classwork, one will be provided for use during the time the student is assigned to AEP.

Students assigned to AEP will be expected to report to the high school main office, even if they drive, to be escorted to the AEP. (Students should not be anywhere else in the high school building.)

In the event of any disruption by the student in AEP: 1) Parents will be called to remove the student from school. 2) The student may be placed at Raider Academy or on Out-of- School Suspension to replace the remaining days of assigned AEP. 3) The student may be recommended to the Superintendent for possible expulsion.

### **RAIDER ACADEMY**

The Raider Academy is an off-campus Alternative School designed to reduce the number of Out-of-School Suspensions, reduce the number of dropouts and help students achieve more academic success, thereby increasing our graduation rate. The Academy is set up to serve two types of students; students who need long-term respite and support and students who are placed there temporarily as they work their way back into the regular school. The overall goal is to help students learn skills and strategies that will enable them to be successful in the regular school environment.

Characteristics of long-term students may include:

- Have had multiple out-of-school suspensions
- Have been expelled and are transitioning back to regular school
- Have continually demonstrated an inability to get along with adults and peers
- Have significant credit deficiencies and are not making progress toward graduation

Characteristics of short-term students may include:

- Have committed offenses that normally would result in an out-of-school suspension such as fighting, tobacco violations, or multiple “Code of Conduct” infractions.

Students assigned to Raider Academy will be expected to report to the high school main office, even if they drive. Students will be bussed to and from Raider



Academy. Students will not be permitted to use any personal electronic device while at Raider Academy. Such devices must be given to the teacher and will be given back to the student at the end of the school day.

## **SUSPENSION, EXPULSION AND REMOVAL**

### **Important facts concerning**

#### **1. SUSPENSION**

- A. The Superintendent, Principal or Assistant Principal may suspend.
- B. The student must receive WRITTEN notice of intention to suspend and the reasons why.
- C. No suspensions are to be longer than 10 SCHOOL DAYS.
- D. A suspended student will be given an opportunity to complete all assignments, quizzes, and tests missed during an out-of-school suspension. Completed assignments are due on the day the student returns from the suspension. All work not completed as prescribed above will be recorded as an "F".

#### **2. REMOVAL FROM CLASS/SCHOOL/ACTIVITY**

- A. If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, then
  - 1) The Superintendent, Principal, or Assistant Principal may remove the student from the premises, curricular or extra-curricular activity.
  - 2) A teacher may remove the student from curricular or extra-curricular activities under his/her supervision but not from the premises.
  - 3) The provisions of HB 421 apply to all suspension including "in school" suspensions.
  - 4) In an emergency removal, a student can be kept from class until the matter of his/her misconduct is disposed of, either by reinstatement, suspension, or expulsion.

#### **3. EXPULSION**

- A. Only a Superintendent may expel.
- B. The Superintendent must give the student AND his parent or guardian written notice of the intended expulsion. The notice is to include reasons for the intended expulsion.

Administrators will follow the above procedures and adhere to all requirements of law in suspending and expelling students. Students have the right of appeal as stated in the code of student conduct. Suspended students will serve suspensions during any pending appeal. If an appeal is upheld, the student records will be cleared and credit will be given for all work completed. Administrators with knowledge that a violation of the Ohio Revised Code has been or is being committed, shall report such information to law enforcement officials. In order to protect the health and/or safety of its students and other individuals, the Morgan Local School District reserves the right to file complaints in the appropriate County Juvenile Court regarding any violations of this regulation.

## **STUDENT DISCIPLINE INFRACTIONS**

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

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

2. **Disrespect**- a student shall not display any type of disrespect toward teachers or any other school staff, including but not limited to name calling, threatening, severe back-talk, inappropriate language or harassment.
3. **Insubordination**- A student shall not fail to comply with the reasonable request of any school personnel.
4. **Excessive Tardiness (per 9 weeks grading period) - (See page 27)** A student shall not be excessively late to school, late to class, or leave before 1:30pm.
  - A. 1<sup>st</sup> offense- verbal reprimand
  - B. 2<sup>nd</sup> offense- a one hour detention may be assigned
  - C. 3<sup>rd</sup> offense- a two hour detention may be assigned
  - D. 4<sup>th</sup> and all subsequent offenses- may be Saturday School
5. **Cutting Class and/or Leaving School without Permission**- A student shall not be absent from class without permission from the teacher. After arriving on school property, a student shall not leave without school authorization.
6. **Loitering or Being out of Assigned Area**- A student shall not loiter in the hallways or other areas of the building. A student must remain in his/her assigned area unless given written permission by school personnel.
7. **Dress Code Violations- (See pp. 28-29)**
  - A. 1<sup>st</sup> offense- Student will be asked to correct infraction. (If not corrected, student will be referred to the administration.)
  - B. 2<sup>nd</sup> offense- Staff member will write a discipline referral. (Infraction must be corrected.)
  - C. 3<sup>rd</sup> offense and all subsequent offenses- Student will be sent to the administration. (Infraction must be corrected.)
8. **Cell Phone/Electronic Device Usage- (See pp. 21)** a student must follow the rules regarding proper usage of electronic devices as set forth in this student handbook.
9. **Cheating/Academic Misconduct- (See p. 7)** Cheating, plagiarism, and/or forgery are considered severe offenses that are contrary to Morgan High School's mission statement.
10. **Use of Profanity**- A student shall not use profanity or obscene language, either written or verbal, in communicating with others. This prohibition includes the use of obscene gestures, signs, pictures, or publications.
11. **Possession of Obscene Material**- A student shall not display or possess words, objects, pictures, photographs, or videos that could be considered immodest, indecent, obscene, or lewd while under the jurisdiction of the school. Nor shall a student share such materials with another student.
12. **Gambling/Unauthorized Sales**- A student shall not gamble for money or valuables, buy, sell, or trade items or exchange money with other students while under the jurisdiction of authorized school personnel.
13. **Theft of School or Private Property**- A student shall not steal or attempt to steal school property or private property. A student also shall not be in possession of any property belonging to anyone other than themselves without specific permission of the owner.
14. **Vandalism/Damage to School or Private Property**- A student shall not attempt to defacing or damage school property. A student shall also not cause or attempt to cause damage to private property, including that of other students, teachers, administrators, or other school employees.
 

\* **Note:** Students and/or their parents or guardians will be held responsible financially responsible for any vandalism damage, damage, or destruction

the student commits against school or private property. Remuneration for the complete restoration of the damage will be required. Legal action may also be taken if vandalism is of a criminal nature.

15. **Physical Contact/Horseplay/Displays of Affection-** A student may not, by means of physical contact or horseplay, engage in any activity that is potentially harmful to others. A student also shall not participate in displays of affection (kissing, embracing, etc.) on school grounds before, during, or after normal school hours.
16. **Intimidation/Aggressive Behavior or Threats-** A student shall not by any means of physical contact (touching or pushing), invasion of personal space, loud voice, or aggressive language, attempt to influence the behavior or attitude of a fellow student, school employee, or any other person.
17. **Fighting (Shared Responsibility)-** A student shall not attempt to resolve a conflict through physical means.
  - A. 1st Offense- 3-5 days at Raider Academy (May be placed in AEP, on Out-of-School Suspension, or recommended for expulsion.)
  - B. 2nd Offense- 5-10 days at Raider Academy (May be placed in AEP, on Out-of-School suspension, or recommended for expulsion.)
  - C. 3rd Offense- 10 days of Raider Academy, (May be placed in AEP, on Out-of-School suspension, or recommended for expulsion.)
18. **Physical Assault (Sole Responsibility) - (See p. 19)** a student shall not cause or attempt to cause physical injury or intentionally behave in a manner that could reasonably be anticipated to cause physical injury to another person.

**The following types of misconduct WILL result in 5-10 days suspension with possible recommendation for expulsion from school (students may be required to go to the Raider Academy before returning to school):**

1. Drugs and Alcohol - No person shall possess, use, sell, buy or show signs of consumption of any intoxicant, narcotic, look alike drug, or other dangerous drug. This includes any student who appears at school, or a school approved activity with intoxicants or drugs or giving the evidence of having consumed alcoholic beverages or having used drugs.  
-1st offense and all subsequent offenses - 10 days of OSS with possible recommendation for expulsion and the possibility that law enforcement will be contacted and charges filed.
2. Any immoral acts.
3. Possession of a dangerous weapon or instrument.
4. Physical assault on any employee of the Morgan Local School District.
5. A **physical assault** of another student on school property, at a school sponsored activity, while coming to school, or while returning home will result in the following consequences:  
\* 1st offense and all subsequent offenses—Student may be assigned 10 days of OSS with possible recommendation for expulsion and the possibility that law enforcement will be contacted and charges filed.
6. Threats of extreme violence, verbal or written, made against another student, District personnel and/or property.

### **BUS CONDUCT**

To prevent unnecessary delays, students who ride a bus to school must be at the designated “point of safety” at least 5 minutes prior to the scheduled bus arrival time. The bus drivers are responsible for the bus and the safety of all students on the bus; therefore, their directions must be followed. The driver may assign seats. Misconduct on a bus will result in the driver reporting the incident to the principal/assistant principal. The

principal/assistant principal, upon the driver's recommendation, will take action. According to Board Policy, the bus driver can suspend a child from riding any Morgan local bus. If suspended from the bus for misconduct, a student is still required to attend school. Depending on the infraction, students may be subjected to bus and school discipline.

**Note:** To ride a different bus: You must present a note requesting permission to ride a different bus, written by a parent/guardian to the office before school. Notes presented later, will require school personnel to call parent/guardian to secure approval.

#### Driver Responsibilities:

1. Drivers will establish procedures for seating, loading and behavior.
2. A driver shall have the authority to take such means as may be necessary to control disorderly conduct of students.
3. Drivers will report discipline problems and/or bus damage to the building administrator.
4. A driver may request that a disorderly student be denied transportation.
5. Possession of tobacco products is not permitted.
6. Drivers are not permitted to make stops (other than for emergencies) at any place except pick-up points for students as shown on the bus time schedule. Other stops can be made only when authorized by the principal or transportation supervisor.
7. Students will not be left on a bus unattended.
8. Drivers are to treat students and parents with dignity and courtesy in expectation that such treatment will bring the same behavior toward them.

#### Pupil and Parent Responsibilities:

1. Students and parents must assume that school bus transportation is a privilege, not a right.
2. Students will ride on assigned buses. Parents must request in writing any deviation from this rule. Requests shall be made to the building administrator. In case of emergency, the parent should contact the building administration to make arrangements.
3. Parents are responsible for the safety and conduct of students while going to and from pick-up points and for meeting the bus on time.
4. No electronic devices, headphones, etc... may be used on the bus unless permission has been granted by the driver.
5. Eating/drinking and littering are not permitted on buses.
6. Possession and/or use of tobacco products is not permitted on buses.
7. Noise must be kept to a minimum to assure safety of operation. Absolute quiet must be maintained at railroad crossings and other dangerous areas.
8. Nothing shall be thrown out of the bus nor anything held so it extends out of the window.
9. All parts of students' bodies must be kept inside the bus at all times.
10. Students shall not stand up or be out of his/her seat while the bus is in motion.
11. While students are riding on the bus, objects that may interfere with safe operation (i.e. animals, balloons, firearms, explosives, etc...) shall not be transported.
12. Students may transport items (i.e. musical instruments, class projects, etc...) if they can be held in the student's lap and do not block the driver's view.
13. Students shall be required to perform rear door emergency evacuation drills and will be supervised by the driver.
14. Parents are responsible for the transportation of their student when he/she is suspended from the bus. Suspension dates count only when student is in attendance at school. If the student is not present, then the suspension date will be moved to the next day/date the student is present.

### **BUS DISCIPLINE Consequences:**

1. Warning
2. Detention- Parents Contacted
3. Bus Suspension - One day, emergency removal by driver
4. One to ten-day bus suspension, depending upon the nature of the infraction.
5. Any serious infraction may result in possible expulsion from the bus by the Superintendent of Morgan Local Schools.

### **ELECTRONIC POLICY/CELL PHONE USE**

Cell phone/electronic devices may serve as an outstanding instructional tool and learning resource if used appropriately. We encourage our staff members and our students to use electronics and other 21<sup>st</sup> century devices to supplement instruction and learning. In order to preserve the teaching and learning environment, all are expected to follow the plan outlined below:

- Cell phones/electronic devices may only be used for educational purposes in the classroom setting. If a student wishes to use their device for non-educational purposes, they may do so before the morning bell, during class changes, during lunch and after school...Monday through Friday.
- Teachers may permit the use of cell phones/electronic devices for academic activities related to curriculum and will notify students when this type of use is authorized.
- If a cell phone/electronic device rings, vibrates, is used without teacher permission or is disruptive to the educational process, or is visible anytime during class time or if you are caught using it on campus during class time, a staff member may confiscate the device.
- Refusal to surrender your phone when asked is considered insubordination and may result in disciplinary consequences, including suspension.

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

#### **Possible Consequences for Violating Electronic Device/Cell Phone Use Policy:**

- First Infraction – Device will be confiscated and returned at the end of the class period. A one hour detention may be assigned.
- Second Infraction – Device will be confiscated and sent to the main office. The student may pick up the device at the end of the school day. A 2-hour detention may be assigned.
- Third Infraction- Device will be confiscated and sent to the main office. Parent/guardian may be required to pick up the device at the end of the school day. A Saturday School will be assigned.
- Fourth and subsequent Infractions – Device will be confiscated and sent to the main office. Parent/guardian will be required pick up the device at the end of the school day. Student will be assigned AEP, Raider Academy, or OSS.
- If a student refuses to surrender the device immediately, an administrator or designee (i.e. SRO) will be called to assist, and the student will be escorted to the office. Refusal to surrender a cell phone will be considered insubordination and the student may be subject to additional disciplinary action.

\*\*Due to the evolving nature of emerging technologies, additional rules and regulations may be added throughout the school year.

## **TOBACCO POLICY**

MLSD Board Policy prohibits smoking or the use or possession of tobacco in any form including, but not limited to, cigarettes, cigars, clove cigarettes, chewing tobacco, snuff, alternative nicotine products, electronic cigarettes and any other forms of tobacco by any student in any area or vehicle under the control of the District or at any activity supervised by any school within the District. Items confiscated will be turned over to law enforcement. Disciplinary measures taken against students for violations of this policy comply with the requirements of State law and related District policies:

- 1<sup>st</sup> offense- 3 days of AEP. Completion of tobacco intervention program,
- 2<sup>nd</sup> offense- 3-5 days of AEP. Reported to Sheriff's Office for a citation.
- 3<sup>rd</sup> offense- 5-10 days of AEP. Reported to Sheriff's Office for a citation.
- 4<sup>th</sup> and subsequent offenses- 10 days of OSS with a recommendation for expulsion and reported to the Sheriff's Office for a citation.

Any student attempting to sell or selling will receive 5 days of AEP for the first offense, 5 days of OSS for the second offense, and 10 days of OSS with a recommendation for expulsion for the 3<sup>rd</sup> offense.

## **STUDENT DRUG, ALCOHOL AND SUBSTANCE ABUSE POLICY**

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical and social implications for the whole school community. A major role of the school is to provide education and prevention programs for the children and adolescents at school and support the family and community efforts to address problems at home. It is also a responsibility of the school to provide early identification of high risk and at-risk students and to assist with intervention and referral of those students for treatment at community resources.

For purposes of this policy, "drugs" shall mean:

1. All dangerous controlled substances as so designated and prohibited by Ohio statute
2. All chemicals, which release toxic vapors
3. All alcoholic beverages
4. Any prescription or patient drug, except those for which permission to use in school has been granted pursuant to Board policy
5. "Look-a-like" and/or "designer" drugs

Counterfeit Controlled Substance: (Look-a-like drugs)

"Counterfeit controlled substance" is defined in the following ways:

1. Any drug or drug container or label that bears a trademark, trade name or other identifying mark used without the owner of the rights to such trademark's authorization.
2. Any unmarked or unlabeled substance that is represented to be a controlled substance that is manufactured, processed, packed or distributed by a person other than the person with legal rights to manufacture, process, pack or distribute it.
3. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different substance.
4. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

In accordance with Federal law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student

handbook, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials. The district is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which he or she receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

### **Substance Violations**

It is a primary objective of Morgan Local Schools to assure that the education of all shall proceed in an efficient, orderly and non-disruptive manner. The sale, use or possession of intoxicants, illegal drugs or other controlled substances on school premises is an obstacle to that objective and an interference with the rights of students to receive quality academic instruction. While student drug education and referral to community resources will continue to be made available, such measures should be viewed as instructional or rehabilitative and will not ordinarily be considered as an alternative to the disciplinary measures.

No student shall knowingly possess, use, or show signs of consumption of, sell, offer for sale, purchase, offer to purchase, give, receive, or transmit any substance which is, represented as, or understood to be any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, opiate, opium derivative, alcoholic beverage, stimulant or depressant of any kind while at school, on school property or in close proximity to the school, at any school-related function, or on a school bus or rented carrier. (The only exception to this policy is the student who is taking prescribed medication under the direction of a physician.) Nor shall a student knowingly have in the student's possession, drug-related paraphernalia as defined by the Ohio Revised Code while at school, on school property, or in close proximity to the school, at a school-related function, or on a school bus or rented carrier.

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

**Prescription Medication** is defined as a drug authorized by a medical prescription from a licensed physician and shall not be considered a violation of this rule as long as a signed parent/physician statement, and/or prescription label is presented to the principal's office. Such medication shall be kept in the security of school personnel, and dispensed per Morgan Local School Board Policy.

**Drug Related Paraphernalia** is defined as any instrument used for drug abuse, or paraphernalia, including but not limited to hypodermic needles, syringes, pipes, bongs, and rolling papers, etc.

**Violations** of these rules are cumulative during a student's high school career.

1. Possession, purchase, use, application or being under the influence:

A. **First Offense**

- 1) A parent or custodian (hereafter referred to as "parent") of the student will be notified of the incident and law enforcement will be directed to remove the student to their facility from school pending a suspension hearing, which shall be held within seventy-two (72) hours of the order of removal.
- 2) The principal or principal's designee will notify the student and the student's parent in writing of an intent to suspend and will schedule a suspension hearing including: the student, the student's parent or guardian, and the principal.
- 3) LAW ENFORCEMENT OFFICIALS WILL BE NOTIFIED AS PERMITTED BY LAW.

- 4) The principal will suspend the student for ten (10) days with possible recommendation for expulsion in compliance with all requirements of law. An initial, self-referred violation of section A shall not be deemed a first offense under part 1(a) if the following occur:
    - a. The student proceeds to be evaluated by a chemical dependency professional approved by the Morgan Local School District;
    - b. The student agrees to follow any appropriate treatment, which may include but not be limited to required attendance at support groups; and
    - c. The professional satisfactorily notifies the principal of the foregoing. For any offense after a self-referral, it will be treated as a second offense.
- B. Second or Subsequent Offenses**
- 1) A parent of the student will be notified of the incident and law enforcement will be directed to remove the student to their facility from school pending an expulsion hearing, which shall be held within seventy-two (72) hours of the order of removal.
  - 2) The principal will suspend the student for 10 days with a recommendation that the superintendent expel the student up to the maximum permitted within all requirements of the law.
  - 3) LAW ENFORCEMENT OFFICIALS WILL BE NOTIFIED AND CHARGES FILED AS PERMITTED BY LAW.
  - 4) The superintendent will notify the student and the student's parent in writing of intent to expel and will schedule an expulsion hearing including: the student, the student's parent or guardian, the principal and the superintendent.
  - 5) The superintendent may expel the student up to the maximum number of days permitted within all requirements of law.
2. Selling, Supplying, or Transmitting:
- A. The first incident of selling, supplying, or transmitting alcoholic beverages, illegal drugs and controlled substances shall be treated as a second offense as described above.
3. Procedures to be followed in dealing with drug related paraphernalia:
- A. First Offense
    - 1) The student may be suspended for up to ten days with possible recommendation for expulsion.
  - B. Second Offense
    - 1) A parent of the student will be notified of the incident and law enforcement will be directed to remove the student to their facility from school pending a suspension hearing, which shall be held within seventy-two (72) hours of the order of removal.
    - 2) The principal will suspend the student for ten (10) days and recommend that the superintendent expel the student up to the maximum number of days permitted within all requirements of the law.
    - 3) LAW ENFORCEMENT OFFICIALS WILL BE NOTIFIED AND CHARGES FILED AS PERMITTED BY LAW.
    - 4) The superintendent will notify the student and the student's parent in writing of an intent to expel and will schedule an expulsion hearing including: the student, the student's parent or guardian, the principal and the superintendent.
    - 5) The superintendent may expel the student up to the maximum number of days permitted within all requirements of law.

All staff members of the Morgan Local School District will be responsible for reporting any violations of this policy to a building administrator and/or counselor. Administrators will follow the above procedures and adhere to all requirements of law in suspending



## **WEAPONS**

Students shall not possess, transmit, conceal, handle or sell any kind of firearm, knife, razor, club, chain, or other look-alike (replica) object or any item, which could be considered a weapon or used as a weapon. This includes bringing such items into the school for another person, to a school sponsored activity, having such items at one's desk or placing them in a locker or a hiding place on school property (including buses). A student charged with any of these behaviors shall be subject to removal from school immediately and subject to suspension with recommendation for expulsion from Morgan Local School District for a period of one year. Student may be recommended for permanent exclusion.

## **BULLYING, HARASSMENT and HAZING**

Morgan High School is committed to eliminating and preventing all forms of harassment. Hazing, bullying behavior and/or dating violence by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Hazing, bullying and/or dating violence means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including by not limited to District e-mail accounts and/or computers; on school-provided transportation or at any official school bus stop.

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

1. Physical violence and/or attacks;
2. Threats, taunts and intimidation through words and/or gestures;
3. Extortion, damage or stealing of money and/or possessions;
4. Exclusion from the peer group or spreading rumors
5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as "cyber bullying"), such as the following:
  - a. Posting slurs on web sites, social networking sites, blogs or personal online journals;
  - b. Sending abusive or threatening e-mails, web site postings or comments and instant messages;
  - c. Using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and
  - d. Using web sites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate gossip and rumors to other students.
6. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

### **Formal Complaints**

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

#### Informal Complaints

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

#### Anonymous Complaints

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

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

**Any student found guilty of bullying, harassment or hazing could be assigned to Saturday School, AEP, OSS, or recommended for expulsion. The student's parent(s) will be notified. All incidents will be reported to the Superintendent of Morgan Local Schools and law enforcement may be notified.**

### NON-DISCRIMINATION

The Morgan Local School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

If, however, students feel they have a complaint and are unable to resolve the issue with the building principal, they may address the complaint in writing to Ms. Beverly Steinbrecher, Director of Special Programs, PO Box 509, McConnelsville, Ohio 43756, 740-962-2377.

### ATTENDANCE POLICY

Regular school attendance is necessary for total success in school and is required by state statute. Failure to attend regularly disrupts the continuity of the instructional process, denies the student the rewards of classroom interaction, and minimizes the benefits derived from schooling.

Absences from school fall into one of two categories: excused or unexcused. Any absence that meets one of the following five criteria will be considered excused: a signed medical excuse, court subpoena, death of a relative, religious observance consistent with student's creed, or extraordinary circumstances deemed worthy by the administration. Documentation for excused absences must be turned into the school office within two weeks of the absence. Failure to submit appropriate documentation in a timely fashion may cause absence to be classified as unexcused. If, however, a student accumulates more than five excused absences in a given semester, the administration may require more specific information in order for the student to have any additional absences excused. All other absences will be unexcused. When a student is absent from school without a valid excuse or his/her parents or guardians are unaware of the absence, this absence may be considered TRUANCY. Any student who is absent from school without legitimate excuse for more than 60 consecutive hours or a total of at least 90 hours in a semester may have their driver's permit or license revoked.

Any student who accumulates more than **30 hours** unexcused absences during a SEMESTER will not receive credit for his/her courses unless the time missed is made up.

Students who need to make up class time in order to earn credit for their classes must attend Extended Day.

1. Extended Day will be held Monday through Thursday from 2:00 until 4:00 and/or on select Saturdays from 8:00 a.m. until noon. Each student, however, will be required to stay only for the amount of time that he/she needs to make up beyond the limit of 30 hours UNEXCUSED ABSENCES for each SEMESTER.
2. Students must bring schoolwork with them to Extended Day/Saturday School. Failure to do so will result in hours served not being counted toward missed time.
3. Students will have until the end of that semester to make up time for excessive absences.
4. Extensions of make-up time:
  - A. Granted only by the administrator in charge of attendance.
  - B. No more than 1 week after the end of the Semester.
5. The administrator in charge of attendance may assign specific make-up dates during Extended Day hours or Saturday School.
6. Pre-arranged absence: The Board does not believe that students should be excused from school for non-emergency trips out of the District. The school does not give permission when students are taken out of school for trips or vacations. The responsibility for such absence resides with the parent(s), and they must not expect any work missed by their child to be re-taught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent. **Even though pre-arranged, students will still have to make up hours absent beyond the 30-hour limit.**
7. Returning from an absence: A student shall turn in absence documentation to the office.
8. Tardy, Half Days or Leaving Early: Students need an Admit Slip to enter the first class of the day when late to school. This pass should be secured from the main office. A student will be considered tardy between 7:34 - 8:00 a.m. and from 1:30 -2:00 p.m. Any student arriving after 8:00 will be counted as absent for half a day, and anyone arriving after 10:12 will be counted as absent for the entire day. Multiple tardies will result in detention or Saturday School.

Doors Open	7:00 a.m.
School Day	7:30-2:00
Tardy a.m.	7:34-8:00
Half-Day Absence a.m.	8:01-10:12
Half-Day Absence p.m.	10:13-1:29
Tardy p.m.	1:30-2:00

**Under the new legislation, a child is designated as “habitually truant” if they are absent for 30 or more consecutive hours, 43 or more hours in a school month, or 72 or more in a school year, without a legitimate excuse. Once the student has been designated a “habitual truant” the school shall assign the student to an absence intervention team.**

**ATTENDANCE OFFICER**

School authorities have a responsibility of checking on students who are absent from school without a legitimate excuse or have had excessive absences. By Ohio Law, all students between the ages of six and eighteen are required to attend school unless excused by local policy or Ohio Law. Therefore, students who are truant from school or

have excessive absences, may not only be disciplined at school, but may also be required to answer to charges of truancy or excessive absences in juvenile court proceedings.

1. Minors may be filed into Juvenile court for violation of O.R.C. 3321.02, excessive absences.
2. Students with signed medical or Health Department excuses have two school days from the last day of absence to turn in those excuses or the absence will be counted as unexcused.

### **DRESS CODE**

The Morgan Local Board of Education has adopted this policy, and all students are expected to comply with the dress code beginning with the first day of school. The objective of this dress code is to provide an appropriate educational environment while allowing students to dress comfortably within limits to facilitate learning. Students' attire can have a positive or negative effect on the learning process, contribute to students' success, and generate a safe and positive learning environment. We expect students to maintain the type of appearance that is not distracting to students, teacher, or the educational process of the school. Parents and children are equally responsible for the appearance of the child. There is appropriate and inappropriate attire for all of life's activities. Keeping these in mind, please help your student adhere to these guidelines.

**The specific Dress Code Requirements are as follows:**

#### **GENERAL GUIDELINES**

- All clothing must be of appropriate size and fit neatly.
- Shoes or sandals MUST be worn at all times.
- Oversize clothing, saggy or baggy pants, plunging necklines, tops with holes in the midriff and midriff shirts will not be permitted.
- Tops and bottoms must overlap at all times, including when arms are raised and when seated.
- Clothing with sexually suggestive or obscene words and or pictures including; any item promoting racial or ethnic disrespect; items promoting violence, illegal acts, or unethical behavior is not permitted at school.
- Coats are to be kept in lockers.
- Hats, caps, bandanas, are not permitted at school. Hats worn to school must be kept in the student's locker. Hats required for lab classes (e.g. agriculture, automotive) are to be kept in that classroom/lab.
- Hooded sweatshirts (hoodies) may be worn as long as the hood of the sweatshirt is not on your head while in the building.
- Sunglasses are not to be worn in the school building.
- Articles of apparel, clothing, or accessories that present a hazard to the individual or to other people will not be permitted.
- **NO BLANKETS** should be brought to school

#### **PANTS, SHORTS, CAPRIS, SKIRTS, SKORTS, DRESSES**

- Shorts, skirts, skorts, or dresses must reach mid-thigh or longer (below outstretched fingers). Distressed pants/jeans must not have holes that expose bare thigh above the knees.

#### **TOPS, DRESSES, COLDWEATHER WEAR**

- Shirts must have short or long sleeves. Bare shoulders are not permitted. All tops should be of an appropriate size and fit; no form-fitting or excessively baggy shirts will be permitted.

- Any material that is sheer or lightweight enough to be seen through will not be permitted.
- Shirts with reference made to alcohol, tobacco, drugs, sex, pornography, cults, gangs, racist symbols or messages, are not permitted.
- Shirts that do not meet all the previous guidelines may not be worn under sweaters, sweatshirts, or pullovers.

Failure to follow dress code will result in:

- Expectation to change into appropriate attire
- May result in disciplinary action (detention, Saturday school, AEP, OSS)

## **GENERAL SCHOOL PROCEDURES**

### **STUDENT DRIVING and PARKING POLICY**

Students are reminded that State law prohibits student drivers under the age of 17 from transporting more than one person who is not a family member unless the driver is accompanied by his/her parent, guardian or custodian. Students are not permitted to transport other students to school activities, events and programs. Students, who drive to school and park on school grounds, **must**:

1. Purchase a hang tag and register their vehicle(s) with the office before the fair.
  - a. Students who become eligible to drive after school begins must purchase a hang tag and register their vehicle(s) before they start driving.
2. Display the hang tag (with numbers facing forward) from the front inside mirror.
3. Park in student parking areas only.
4. Report to the building upon arriving at school and not sit in a vehicle or loiter in the parking lot.
5. Operate vehicle in a safe and responsible manner.
6. Leave vehicle in the student parking area when staying for after school activities

Failure to follow the student driving and parking policy will result in:

1 <sup>st</sup> infraction	driving privileges revoked for 2 weeks
2 <sup>nd</sup> infraction	driving privileges revoked for 3 weeks
3 <sup>rd</sup> infraction and all others	driving privileges revoked for 4 weeks

### **LOCKERS AND LOCKS**

Morgan High School will provide you with a locker and a combination lock for the school year. Students are expected to store books and class materials in the locker assigned to them. Students **should not** share lockers. If you use your own lock, you must return the school issued lock and leave the combination or spare key in the main office where it will be kept confidential. If you are careful and do not damage the locker beyond its normal use, there is no charge for its use. You will be charged \$5.00 for lost locks. If the door on the locker sticks or if the locker needs other repairs from normal use, report it to the office and it will be taken care of.

All lockers at Morgan High School remain the property of the Morgan Local Board of Education. The student should be reminded that his or her locker and its contents could be inspected at any time by school officials or by law enforcement officers through the direction of school officials.

Students may go to their lockers during the following times:

1. before school
2. during class changes and before and after lunch
3. after School.

If a situation should arise where you might need to go to your locker at any other time, you must have a pass from one of your teachers for that purpose.

### **PASSES**

1. **Tardy or Late to school:** Students need an Admit Slip to enter the first class of the day when late to school. This pass should be secured from the main office. A student will be considered tardy between 7:34 and 8:00 a.m. Any student arriving after 8:00 will be counted as absent for half a day, and anyone arriving after 10:12 will be counted as absent for the entire day. Multiple tardies will result in detention or Saturday School.
2. **Late for class:** If a teacher detains you, you should secure a pass from that teacher. Coming from the restroom shall not be considered an acceptable excuse. A valid pass for the above must be dated, timed, and signed by a teacher and it must also designate the reason a student is late to class or needing to leave a class.

3. If you must leave school during the day: You must have permission (blue slip) from the office, which will be given only if you have a written note to the office in the MORNING so your name can be listed on the early dismissals list. Notes and excuses will not be received after 7:35 a.m. without verifying it by a phone call to the student's parent, legal guardian, or another individual listed on the student's Emergency Medical Card. Under special circumstances, an administrator may also grant permission.
4. If a teacher wishes to see you: That teacher will write a pass, which you will present to your teacher. Do not tell teacher "A" that you must see teacher "B" unless teacher "B" has given you a written pass. You must sign out from the area you are leaving and sign in to the room where you are reporting.
5. If you must be excused from physical education classes: You must have a written note from home, from the school nurse, and, in some cases, from a physician. You will need a doctor's excuse if you need to be excused for an extended period of time.
6. Parking Lot: The parking lot is considered off limits to students during the school day unless an early dismissal excuse, work excuse, or an office parking lot pass is obtained from an administrator.
7. To use the library: You may use the library during your lunch period and sometimes during advisory. To go to the library during lunch, you must secure a pass from the administrator on duty. You must sign in to the library when you arrive. To go to the library during advisory, you must secure permission and a pass from your advisor. You must sign in to the library when you arrive. Should you leave before the class period is over, you must secure a pass from the librarian and return to advisory. Students, who leave the library to go to lunch early, will have their library use privileges revoked.
8. To ride a different bus: You must present a note requesting permission to ride a different bus, written by a parent/guardian, to an administrator or the office before school. Notes presented later, will require school personnel call parent/guardian to secure approval.

### **USE OF SCHOOL TELEPHONES**

Please do not ask to use the school phones for personal business. These phones are to be used for emergency calls only. Plan all of your affairs at home so that parents and students won't tie up school phones. **You will not be permitted to use the phone during class time unless a teacher or staff member writes you a pass or you receive permission from the administration.**

### **CAFETERIA AND LUNCH PERIOD**

Students are not to leave school grounds during the lunch period and are not permitted to be in the parking lot during the lunch period without special permission. Students should be in the cafeteria and west patio only. Other areas are considered "unauthorized" areas. All food and drinks (except bottled water) must stay in the cafeteria. Students are expected to return lunch trays and dispose of trash properly.

Students eating breakfast must report to the cafeteria *immediately* upon arrival to school and must be on time for their first period class. Those not complying will lose breakfast privileges.

The price of lunch for students in grades 7-12 is \$2.65. The price for adults is \$2.85. Lunch charges are limited to three (3) trays and/or milk per student. No charging of à la Carte items is permitted.

### **CLASS/CLUB MEETINGS**

It may be necessary for classes/clubs to meet in a group to conduct class/club business. It is the responsibility of the class/club advisors to make arrangements for class/club meetings through the cooperation of the class/club officers and the assistant principal. All classes and clubs should arrange for the election of officers by October 1st. A list of officers is to be submitted to the principal.

## **SOCIAL AFFAIRS**

Classes or clubs that wish to schedule a social function or fund-raisers must first check with the administration to avoid conflicts. A request for a fund raising activity must be completed and signed before any fund raising activity begins. No items may be sold on school property without prior approval. All school policies apply to any organization.

High school dances (including Prom) are for high school students only. Any student in grades 9 or 10 is not eligible to attend the high school prom unless he/she is going as the date of a current 11<sup>th</sup> or 12<sup>th</sup> grade student. Junior high and elementary students are not permitted to attend high school dances. All outside guests are subject to prior approval and the administration reserves the right to deny admittance. Tickets for all dances will be sold in advance. No tickets will be sold at the door. Students must sign for their ticket and must register any guest at the time of purchase.

## **VISITORS**

All visitors must report to the high school office upon entering the building. Students absent from their own school are welcome ONLY if they are here as official representatives of their school with prior approval of the principal. **No student visitors will be allowed during regular school hours.**

## **ILLNESS/MEDICATIONS**

1. Emergency Medical Cards
  - A. At the beginning of each school year, Emergency Medical Cards shall be completed on each student in high school and filed in the main office.
2. General Policies for Illness or Accidents
  - A. The student is too ill to remain in school if he/she has indications of a fever or other symptoms of illness are present.
  - B. An ill student may go to the sick room and remain there for a maximum of a 1/2-hour, after which he/she must either call, to go home or return to class.
  - C. An accident report must be completed and turned into the main office when a student is involved in any type of accident while on school property.
3. Medications
  - A. All medication must be registered in the main office by a parent/guardian.
  - B. In order for a student to take a prescribed medication at school, the physician must complete the "*Authorization for the Administration of prescription Medication by School Personnel,*" form as required by Section 3313.713 ORC. School personnel are not permitted to give prescribed medication to any student without the completed form.
  - C. Under no circumstances will a student be permitted to give or sell another student any form of medication. Failure to follow this policy **may** result in a suspension or expulsion from school.

Remaining in the restroom for a class or homeroom is considered truancy and will be treated as any other truancy. Should you become ill in the restroom, please have someone notify the office for help or go directly to the office to sign in to the sickroom.

The school has a sick room facility, which includes the use of a private lavatory. The sick room area is located in the main office. The procedure is to come to the counter of the main office and tell a school official or counter worker that you are ill. You must sign your name on the sign-in sheet form in order to have sickroom privileges. You must also sign out when you leave the sick room.

## **FIRE EXITS**

Exit signs are in the corridors throughout the building. Notice the arrows under the exit sign and follow these directions in case of a fire or an emergency make it necessary to evacuate the building.

PLEASE REMIND THE RIGHT PEOPLE TO:



1. Close windows
2. Shut doors
3. Turn off utilities

### **TORNADO SAFETY RULES**

During a tornado watch, activity will proceed as normal except persons should be alert that threatening weather may occur. Tornado watch means conditions exist which could develop into a tornado. A siren will be used to signal for a tornado warning or drill

During a tornado warning, activity will be interrupted and persons in the school building will follow the tornado safety rules listed below. A tornado warning means that a tornado has been sighted and could affect our area. During such a situation, students will follow the safety rules for a minimum of 15 minutes.

1. Follow the instructions of your supervising teacher in whatever room you are located at the time of the warning.
2. General things to remember are to get down low to the floor, protect your eyes and head, and stay away from glass areas.
3. Stay out of the gymnasium, auditorium, cafeteria, second floor shops or other structures with wide, free span roofs.
4. Don't forget to remind the right people to:
  - a) Open windows
  - b) Open doors
  - c) Turn off utilities

### **MEDIA COVERAGE**

Please check the box on p. 40 to grant permission for your child to be interviewed, photographed or video recorded at activities sanctioned by the school. Morgan Local School District interviews, photographs, and make video recordings of students involved in school activities throughout the year for submission to newspapers, television, radio, school and district publications, websites, and other media and affiliate organizations. Information released about students may include student's name, school, grade, awards, and participation in officially recognized school and district activities and sport. If you have any questions, please contact the principal of your child's school.

### **TRANSCRIPT RELEASE**

I give permission for Morgan High School to release high school transcript, grades, GPA and official academic records to scholarship selection committees and/or Colleges/Universities. I understand that this information is necessary for scholarship applications, post-secondary enrollment, and annual performance reports required by the Ohio Department of Educational Options (CCP) and College Tech Prep.

\*\* Please check the box on page 40.

### **BED BUG POLICY**

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

If a student has been positively identified as a host for bed bugs, whether it is the actual bug or physician-diagnosed bites, that student will be asked to follow precautionary guidelines to prevent the spread of bedbugs in the schools. It is the parent's responsibility to treat their home and the student's belongings. There is a checklist of appropriate

inspection and cleaning details that parents must complete and sign in order for the student to be allowed to remain in the school setting. In the event of any actual bug sighting, parents of the students in the identified location will also be notified for precautionary purposes only.

The source of bed bugs often cannot be determined. Bed bugs may be found in many places, including hotels, planes, and movie theaters. They can be found anywhere, not only in “dirty” locations. It is unlikely for bed bugs to be spread in schools, however the Morgan Local School District Board of Education will conduct appropriate inspections as needed and, if indicated, treatment of the area where the bug was found will be conducted by licensed pest control specialists.

If you have any questions regarding bed bugs in your home, refer to the Central Ohio Bed Bug Task Force website at [www.centralohiobedbugs.org](http://www.centralohiobedbugs.org).

## **STUDENT AND PARENT RESOURCES**

### **STUDENTS WITH FOOD ALLERGIES AND/OR SPECIAL DIETARY NEEDS**

The Morgan Local School District is happy to accommodate students with special dietary needs. Students must provide written medical documentation from the treating physician in order to provide for this accommodation. Students with food allergies also must provide written documentation from their doctor. This documentation includes, but is not limited to: a statement of what the allergy is, what dietary changes from the traditional school meal are necessary, and what specific foods must be omitted or substituted. This documentation should be given to the cafeteria manager, classroom teachers, the principal and the school nurse.

At the beginning of each school year or at the time of enrollment, parents are responsible for communicating any special dietary needs of their child, including food allergies, to the district. Food allergies can be life threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work with students, parents/guardians, and physicians to minimize risks and provide a safe educational environment for food-allergic students.

### **PARENTAL INVOLVEMENT IN EDUCATION**

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

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

1. establishing the learning outcomes for their child with the goals of developing a responsible, adult member of society;
2. developing and implementing appropriate strategies for helping their child achieve the learning objectives that lead to accomplishing the learning outcomes;
3. providing a school and home environment which encourages learning and augments, at home, the learning experiences provided by the school;

4. establishing and supporting a consistent and shared approach to child guidance and discipline, and;
5. providing for the proper health, safety and well being for their child.

### **RELATIONS WITH PARENTS**

The Board feels that it is the parents who have the ultimate responsibility for their children's behavior, including the behavior of students who have reached the legal age of majority but are still, for all practical purposes, under parental authority. During school hours, the Board, through its designated administrators, recognizes the responsibility to monitor students' behavior and, as with academic matters, the importance of cooperation between the school and the parents in matters relating to conduct. For the benefit of the child, the Board believes that parents have a responsibility to encourage their child's career in school by:

1. supporting the schools in requiring that their child observe all school rules and regulations, and by accepting responsibility for their child's willful in-school behavior;
2. sending their children to school with proper attention to his/her health, personal cleanliness, and dress;
3. maintaining an active interest in their child's daily work and making it possible for him/her to complete assigned homework by providing a quiet place and suitable conditions for study;
4. reading all communications from the school, signing and returning them promptly when required and;
5. cooperation with the school in attending conferences set up for the exchange of information of their child's progress in school.

### **THE OHIO PARENT INFORMATION AND RESOURCE CENTER**

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

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

Parents and community members may contact any of the agencies listed above by calling 1-888-253-1829 (toll free) or by logging on the Ohio Department of Education's website at [www.ode.state.oh.us/students-families-communities](http://www.ode.state.oh.us/students-families-communities). Your child's school also has a wide variety of resources available for parents. Please contact your building's principal with any request for information about student services, or contact Susan Troutner, Curriculum Director at 962-2377.

### **COMPLAINT PROCEDURE**

Morgan Local Schools have provided parents and other stakeholders concerned with the appropriate delivery of services to children a simple method for considering their claims of inappropriate district or Ohio Department of Education (ODE) action. These procedures allow for the timely resolution of complaints at little or no cost to either the person filing the complaint or to the district.

Before submitting a complaint about a school or district action, the ODE requires that all complainants first contact the appropriate personnel at the building or district where the child attends and attempts to resolve issues at the local level first. If they cannot be resolved, these discussions will help clarify the issues for ODE so that a

complaint can be more quickly considered, investigated and resolved according to the procedures listed below.

A complaint is defined as a written allegation that a school district or the ODE has violated the federal and/or state laws and/or rules/regulations.

Complaints must be mailed to the ODE at the following address:

Ohio Department of Education  
Office of Federal Programs  
Attention: Complaint Coordinator  
25 South Front St., MS #404  
Columbus, Ohio 43215-4104

The ODE will issue a letter of acknowledgement to the complainant and send a copy of the letter to the district superintendent. The letter will contain the name of the consultant assigned to investigate the complaint, a statement of the ways in which the ODE may investigate a complaint, and the ODE's commitment to issue a resolution in the form of a "Letter of Findings".

### **THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT** **(FERPA)**

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

1. The right to inspect and review the student's education records within 45 days of the day the school receives the request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901

### **PROTECTION OF STUDENT RIGHTS**

The Protection of Student Rights Amendment (PPRA) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

1. It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
2. It seeks to ensure that schools and other contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:
  - Political affiliations
  - Mental and psychological problems potentially embarrassing to the student and his/her family;
  - Sex behavior and attitudes;
  - Illegal, anti-social, self-incriminating and demeaning behavior;
  - Critical appraisals of other individuals with whom respondents have close family relationships;
  - Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
  - Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents must be consulted before the administration of invasive physical examinations or screenings that the school may administer to a student. Parents will be informed about the collection, disclosure or use of personal information from students for the purpose of marketing or selling that information.

Parents or students who believe their rights under PPRA have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred. For additional information or technical assistance, you may contact the following address:

Family Policy Compliance Office  
U. S. Department of Education  
400 Maryland Ave., SW  
Washington, D. C., 20202-5920

### **RIGHT TO KNOW TEACHER QUALIFICATIONS**

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

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

4. Whether your child is provided services by instructional paraprofessionals (sometimes called teacher's aides) and their qualifications.

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

### **SCHOOL-PARENT COMPACT**

The purpose of the School-Parent Compact, found in the Elementary and Secondary Act (ESEA), Title 1, Part A is to outline how parents, teachers, other school staff, and students will share the responsibilities for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state standards. Please check and sign on p. 40 that you agree to this compact.

#### School Responsibilities The **school staff will:**

1. Share responsibility for excellence in education
2. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the student to meet the state standards.
3. Hold parent-teacher conferences two times during which items contained in this compact will be discussed as it relates to the individual child's achievement.
4. Provide parents with frequent reports on their child's progress.
5. Provide parents reasonable access to staff. Staff will be available for consultation, by appointment, during teacher's conference and at other times per arrangement.
6. Notify parents of changes affecting attendance, achievement, grades or behavior.
7. Provide parents opportunities to volunteer and participate in their child's class and activities. (Please contact your principal if interested. Fingerprinting and background checks are required for volunteers.)

#### Parent Responsibilities The **parent will:**

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

#### Student Responsibilities The **student will:**

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

Message from the Principal and Title I Coordinator:

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

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

### **EMERGENCY OPERATIONS PLAN**

Morgan High School has developed a comprehensive Emergency Operations Plan that outlines planned response to extraordinary emergency situations associated with all hazards including natural disasters, technological emergencies and biological incidents. It is the principle guide for mitigating emergencies and incidents; ensuring protection of life, health, safety and property and aiding in the recovery operations to ensure that the school returns to pre-emergency operation. This plan is intended to facilitate coordination with local first responders and establish a framework for an effective system of comprehensive emergency management.

In order to execute this plan effectively and mobilize available resources, all school personnel and students must have knowledge of the procedures set forth in this plan and be trained in its use. Morgan High School will conduct regular training exercises to ensure that all school personnel and students are prepared to respond appropriately in the event of a real emergency. Should such an emergency situation/event occur parents/guardians will be notified through any/all means of communication. Morgan High School Administration may respond to questions regarding this Emergency Operations Plan.

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

(Please check all that apply)

**Hand Book Policy:**

- I have read and understand the expectations and responsibilities outlined in the Morgan High School Student Handbook.

**Student Computer Network/Internet Acceptable Use Policy:**

- Yes I have read and understand the Student Computer Network/Internet Acceptable Use Policy and I agree to all its terms and conditions for the 2018-19 school year. I confirm my child's intentions to abide by the terms and conditions therein.

**School-Parent Compact**

- Yes, I have read and understand the School-Parent Compact and will uphold the responsibilities outlined for parents.

**Media Coverage:**

- By checking this box you grant permission for your child to be included in interviews, pictures, or videos, used in newspapers, television, radio, school and district publications, websites, and other media and affiliate organizations.

**Transcript Release Form:**

- I give my permission for Morgan High School to release high school transcript, grades, GPA and official academic records to scholarship selection committees and/or Colleges/Universities.

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Parent Signature*

\_\_\_\_\_  
*Date*

*\*\*Please remove this page and return to the main office by August 31, 2018.*