

Miller City – New Cleveland Local Schools Student Handbook



2015-16

Miller City - New Cleveland Local School

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Miller City - New Cleveland Local School

Mission:

The mission of Miller City-New Cleveland School is to establish and to improve the basic skills of all children. We exist to provide an environment that creates positive experiences that contribute to each child's self-worth. We will foster a climate conducive to learning by encouraging high scholastic standards, good citizenship, and good attendance. It is our belief that all children can learn. It is our hope that through our efforts, our children will become responsible, contributing members of society.

School Web Page – <http://web.ml.noacsc.org>
(419) 876-3173 Superintendent/High School Office
(419) 876-3174 Elementary/Middle School Office
200 N. Main Street Miller City, OH 45864
School Hours: 8:00 a.m. – 2:51 p.m.

School Board

Mr. Ray Gerschutz, President
Principal
Mr. Jeff Hermiller
Mr. Michael Klear
Mrs. Karen Niese
Mrs. Julie Schroeder, Vice-President

Administration

Mr. Kerry Johnson, Superintendent/High School
Mr. Michael Siebeneck, Treasurer
Mr. Dustin Pester, K-8 Principal

XV. MISCELLANEOUS INFORMATION

- A. WELCOME:** The faculty and staff of our school are sincerely interested in the welfare and progress of your child. We urge parents to become active in school affairs through the various booster clubs, board meetings, parent conferences and student activities. All visitors must enter through the main entrance, sign in and sign out at the school office.
- B. COMPLAINT PROCEDURE:** If you have a problem with a student or a teacher, for whatever reason, the following chain of communication is to be followed. If the problem is not resolved at the first level, ask to talk to the person at the second level, and soon through all four levels if necessary.
- Level 1: Teacher, coach, advisor
 - Level 2: Principal
 - Level 3: Superintendent
 - Level 4: Board of Education
- C. ELEMENTARY FOUNDATION:** Our elementary students are taught basic rules that serve as guidelines for the upper grades.
- 1. Keep hands, feet and objects to yourself.
 - 2. Respect adults and each other by speaking nicely and acting in kind ways.
 - 3. Respect school property and each other's property.
 - 4. Use the problem-solving model to work out problems peacefully.
 - 5. Use active listening.
 - 6. Walk quietly in the hallways.
- D. FUND RAISERS:** Students participate in limited fundraisers. Money raised from school sponsored fundraisers are used to support programs and activities. Persons wishing to engage in sales projects not related to the school, on school grounds, must have permission from the principal.
- E. GENERAL INFORMATION:** The Miller City-New Cleveland Board of Education, in compliance with the Ohio Revised Code, shall provide for the education of residents of school age. The school shall abide by all the legal rights guaranteed to students. Each student has the right to all educational resources necessary to operate an instructional and extracurricular program. Students attending Miller City-New Cleveland Local Schools have the responsibility to act in such a way as not to interfere with the rights of others. By accepting the right to participate in school-sponsored activities on or off school property, the students shall also accept the responsibility to conduct themselves according to the rules, regulations, and provisions governing these programs. Effective discipline is an important and necessary prerequisite for effective learning. The intent of rules and regulations is to create a positive educational environment that holds young adults responsible for their own behavior and teaches them to live with the consequences of their decisions. The school

administration shall establish rules and regulations that will produce the best possible learning environment for students and will make them responsible for their behavior.

- F. GUIDELINES AND POLICIES:** The following guidelines are to assist in understanding the operation, expectations, and procedures at our schools. The administration reserves the right to determine any guidelines that are not covered or those that may need to be revised in the best interest of the students.
- G. KINDERGARTEN POLICY:** Students must be five by September 30th to enter kindergarten. A birth certificate, and immunization records must be submitted within 14 days of registration or the child cannot attend classes (ORC 9.52). Law requires attendance in a Kindergarten program prior to a student enrolling in first grade.
- H. PUBLICITY:** Any articles for the news media must be cleared in advance with the principal.
- I. RIGHTS OF EXPRESSION:** The principal must approve any petitions, leaflets, or other printed materials a student may want to distribute in advance. A student may not distribute anything that contains profanity, obscenity, vulgarity or libelous statements.
- J. SCHOOL DELAYS AND CANCELLATIONS:**
1. Please listen to radio stations for announcements of delays or cancellations. The following radio stations will have information regarding school delays or cancellations:
RADIO: WIMA-AM 1150, WMIT – FM 102.1, WZRZ – FM 107.5, WMLX – FM 103.3, WILD 93.9, WDFM – FM 98.1, WNDH – FM 103.1, WONW – AM 1280, WZOM – FM 105.7
TV: WTOL – 11, WTVG – 13, WLIO - 35
 2. Check the school website for the latest in delays and cancellations.
 3. Parents/students wishing to subscribe to the Miller City - New Cleveland text alert system should go to the following website to subscribe:
<http://ohioalerts.org/MillerCityNewCleveland>
 4. Written instructions should be submitted to the office for early dismissal arrangements. We make every effort to make sure an older sibling or an adult will be present when we have an early dismissal due to severe weather. However, it is the responsibility of the parent to have emergency plans in place for his/her child.
 5. A three-hour delay may result in an extension of the school day by one hour.
 6. Please do not call the superintendent, principal, or school offices.
- K. STUDENT ACTIVITIES:** All students are encouraged to participate in band, choir, athletics, contests and any other school activities.
- L. SUPPORT SERVICES:** The Miller City-New Cleveland Local Schools strive to provide all students with the necessary services to allow them to be successful in school. The following services are provided.
1. Speech and hearing – A licensed speech therapist is available part-time for those students qualifying for these services.
 2. Health nurse – Our school has the services of the county health personnel on an "on-call" basis.
 3. School Psychologist – A school psychologist is employed by the county educational service center to work with the students who may have learning problems.
 4. Guidance – Guidance counselors are available to provide individual, small group counseling, and class guidance sessions. Parents are encouraged to contact the guidance counselor when there are concerns that may affect the student's performance or attitude.
 5. Intervention – The district employs special education teachers to work with those students who have been identified as having a learning disability.
- M. SURVEILLANCE AND STUDENT PRIVACY:** Portions of the school, its grounds, and all school buses are under electronic surveillance. Any tape used in the surveillance of our building is the property of the school and may not be shared with parents or legal guardians if the tape has images of other students. The tape will be treated as any other student record. When a tape shows evidence of a student violating the Student Conduct Code the tape may be used in a disciplinary action against the student, however, the tape will remain confidential. In the event the tape may become evidence in a criminal prosecution, the tape will be under the control of the courts and not the school.

- N. TITLE IV REQUIREMENTS:** No person in the United States may, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. Miller City-New Cleveland Local Schools compliance officer is the superintendent who may be reached at 419-876-3172.
- O. VISITORS AND GUESTS:** The school policy is to welcome only those visitors who have legitimate business to attend to at the school. Guests and visitors must report to the office for authorization before proceeding through the school. Visitors are expected to leave promptly once their business has been completed. Students are not allowed to bring a guest to school without prior permission.

XVI. EMERGENCY PROTOCOLS/PROCEDURES

A. BUILDING EVACUATION:

- 1. The announcement for building evacuation will be made over the P.A. system.

B. LOCKDOWN:

- 1. The announcement for lock down will be made over the P.A. system.
- 2. Once the announcement is given, teachers and staff are to lock all doors into their rooms and close the blinds on their windows.
- 3. Directions should be given to students to move to a corner of the room that is not readily visible from the hallway
- 4. Silence is to be maintained in the room.

- C. SEARCH AND SEIZURE:** It is the responsibility of the principal to take prudent and reasonable action to protect the health, safety and welfare of all students. Lockers, desks, and similar items are the property of the Board of Education and are provided solely as a convenience for the students to use. Searches of lockers, as well as general searches of school property, may be conducted any time there is a reasonable cause or suspicion to do so with or without the student present.

- 1. Search of a particular locker: In addition to conducting blanket or random searches, the school principal or his/her designee may conduct a reasonable search of a particular locker when there is reasonable suspicion that the locker contains contraband.
- 2. Seizure: When conducting locker searches, the principal may seize any contraband. Any items seized by a school official may be removed from the locker and held by the school official for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor student, or the student if he or she is 18 years of age or older, shall be notified by the school official of items removed from the locker.

- D. TORNADO/FIRE DRILLS:** State law requires that monthly emergency drills be done. All students are expected to know the location of emergency exits and to comply with emergency procedures and directions given during all fire and tornado drills. Exit instructions are posted in every room. Tornado alert procedures are posted in every room.

XVII. ACADEMICS

A. ACADEMIC AWARDS:

- 1. Awards are presented annually in the spring.
- 2. High school students are presented their awards at a Scholastic Awards Ceremony.

B. CHEATING/PLAGIARISM:

- 1. Students who use plagiarized papers or projects or are involved in any form of cheating will be subject to the following for the first offense:
 - a. a reduction of their grade to zero in that assignment, quiz, or test
 - b. a disciplinary action
- 2. Students who use plagiarized papers or projects or are involved in any form of cheating will be subject to the following for a second offense:
 - a. removal from course in which the infraction was committed
 - b. loss of credit and/or a failing grade for the rest of the academic year
 - c. increased disciplinary action

- d. ineligibility to gain credit using Summer School for the course in question

C. COMMENCEMENT SPEAKERS:

1. Miller City High School will adhere to the Valedictorian and Salutatorian scoring system adopted by the Miller City-New Cleveland Board of Education. The scoring system layout may be found in the Appendix section (Appendix F) of this handbook or in the Curriculum Guide on the school website's Guidance Page.
2. The top two students in the graduating class will be invited to deliver the valedictory and salutatory addresses.
3. Overall class rank is determined by cumulative GPA computed at the end of seven semesters.
4. For a student to be eligible for valedictorian or salutatorian, he or she must complete 3 of the 7 semesters at Miller City High School.
5. In the event of a tie, the Valedictorian and Salutatorian honors could be shared.

- D. GRADE APPEALS:** If you feel a grade has been given unjustly or unfairly, you may request a conference with the principal, the student's parent/guardian and the teacher involved. The principal will make the final decision on the appeal.

E. GRADING SCALE:

1. All high school and middle school grades are figured numerically, and converted to the following letter scale, unless specified otherwise:

100 – 93 = A	4.0
92 – 83 = B	3.0
82 – 73 = C	2.0
72 – 68 = D	1.0
67 – 0 = F	0.0
I = Incomplete	

2. All elementary grades have the following accepted marking system:

A – Excellent	D – Poor
B – Good	F – Failure
C – Average	I – Incomplete

100 – 99 = A+	82 – 80 = C+
98 – 95 = A	79 – 76 = C
94 – 93 = A-	75 – 73 = C-

92 – 90 = B+	72 – 71 = D+
89 – 86 = B	70 = D
85 – 83 = B-	69 – 68 = D-
	67 – 0 = F
	I = Incomplete

3. Explanation of scale/policies:
 - a. Final grades for all classes will be determined by taking the first semester and second semester averages.
 - b. The semester averages are calculated using two quarter grades and an exam grade.
 - c. The first and second semester averages are added and divided by two. The answer is the final grade average. A letter grade will be issued that is representative of the final grade average.
 - d. An incomplete is given only in those cases where illness, emergency, or by prearrangement, the student has not been able to complete his/her assignments.
 - e. An incomplete on the report card becomes an "F" four weeks from the date it is issued.
 - f. Make-up work is the complete responsibility of the student.

F. GRADUATION WITH HONORS:

1. To be eligible for designation of graduation honors, a student must have a minimum GPA of 3.3.
2. Graduating honors will be received as follows:
 - a. Top 10%: Graduate with the **Highest Honors**

- b. Top 11-15%: Graduate with **High Honors**
 - c. Top 16-20%: Graduate with **Honors**
 - d. Any student attaining a 3.8 GPA or better who is not in the top 20% will be designated as graduating with **Honors**
3. Rank is determined by cumulative GPA computed at the end of seven semesters

- G. HOMEWORK:** The Board of Education (Adoption 6-18-90) acknowledges the educational validity of out-of-school assignments as adjuncts to and extensions of the instructional program of the schools.
- 1. Homework should be a properly planned part of the curriculum, extending and reinforcing the learning experience of the school
 - 2. Homework should help children learn by providing practice in the mastery of skills, experience and the gathering and integration of knowledge, and an opportunity to remediate learning problems.
 - 3. The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the student and take into account other activities which make a legitimate claim on the student's time
 - 4. The schools should recognize the role of parents by suggesting ways in which parents may assist the school in helping a child carry out assigned responsibilities.
 - 5. Homework should always serve a valid learning purpose; it should never be used as a punitive measure.
- H. HONOR ROLL:**
- 1. An Honor Roll will be developed at the end of each nine-week grading period and will be posted in the hallways.
 - 2. High/Middle school students must have a 3.0 GPA or higher to qualify for the Honor Roll.
- I. INCOMPLETE GRADES:** An incomplete grade must be converted to a grade within four weeks of the end of the quarter. If work is not completed to remove the "I", the grade will be converted to a "0" or an "F".

J. MINIMUM GRADUATION REQUIREMENTS:

Class of 2014 and beyond

1. English	4 units
2. Math	4 units
3. Social Studies	3 units
4. Science	3 units
5. Health/Phys. Ed.	1 unit
6. Electives	6 units
7. Total units	21

K. NATIONAL HONOR SOCIETY:

- 1. Applications:
 - a. All applications are to be typed
 - b. All applications are to be signed and dated
 - c. All applications are to be turned in two weeks prior to the selection date, so that teachers will have ample time to review them.
- 2. Selection Process:
 - a. All 9-12 grade teachers may vote
 - b. Each teacher may select up to 50% of the eligible candidates from each grade
 - c. To be accepted, a candidate must appear on 50% of the ballots turned in
 - d. A student must have a 3.3 GPA to be eligible
 - e. A student must have completed 2 semesters of high school to be eligible
 - f. A candidate must exhibit evidence of leadership, strong character, and school and/or community service to be accepted
- 3. Removal process
 - a. A member who falls below the 3.3 GPA criteria will be placed on probation
 - b. A member will be notified immediately when his or her GPA falls below 3.3

- c. If at the end of the subsequent semester, the member's GPA is still below the minimum, he or she will be removed from the National Honor Society
- d. If a student has been removed from the National Honor Society, he or she may reapply at the next scheduled time, provided the grade deficiency has been corrected
- e. If a student has been removed a second time, due to GPA deficiency, there will be no option of reinstatement
- f. Since "strong character" is criteria for acceptance, failure to maintain the proper image may lead to probation and eventual dismissal. The following transgressions are cause for such disciplinary action:
 - i. A suspension from school
 - ii. Two detentions in a semester
 - iii. Dismissal from an athletic team
 - iv. Dismissal from a co-curricular activity
 - v. Cheating
 - vi. Conviction of a misdemeanor
 - vii. Stealing of school/student property
 - viii. Vandalizing school, teacher, community, student property
 - ix. A first offense of any of the above items will lead to probation. A second offense will lead to automatic dismissal.
 - x. Conviction of a felony will lead to automatic dismissal.
- g. The advisor will present all discipline situations to the Faculty Advisory Board, and the high school principal will hear all appeals
- h. If so inclined, a member may present a written notice of an intent to appeal within three days.

L. PROMOTION AND RETENTION:

1. **Assignments of Pupils to Grades:** Grade placement of pupils is to be made on the basis of consideration for the best interest of each individual pupil. Factors other than academic achievement should be considered in **some** cases.
2. **Elementary:** It will be the recommended policy not to retain a pupil in the same grade more than **two years in grades 1 through 5.**
3. **Middle School:**
 - a. It will be the recommended policy not to retain a pupil in the same grade more than **two years in grades 6 through 8.**
 - b. A student needs to pass 3 of the 5 major courses (Reading, English, History, Math, Science) to be promoted; however the final decision will be made by the principal.
4. **High School:** Students in grades 9-12 must earn an average of 5 1/4 credits per year to progress satisfactorily.
5. At the close of a school year a pupil may be retained, placed, or promoted.
6. The use of retention has been greatly reduced in recent years. Effort is being made to make instruction appropriate for the student within his/her age level setting rather than trying to match the student's achievement level with that of other students without regard to factors of age maturation or development.
7. Individualized instruction and special education assignments will be used where necessary to assist each child in developing his learning ability.

M. REPORT CARDS/PROGRESS REPORTS:

1. Written reports of grades and absences will be issued to parents/guardian at least once during each nine weeks.
2. At the midterm of each grading period, a progress report will be sent home to all students in grades K-8.
3. Grade cards will be held at the end of the school year until all books are returned and all fines and school fees have been paid.
4. Parents and students can monitor grades via ProgressBook

N. SCHEDULE CHANGES AND FEES:

1. There will be no schedule changes permitted in the high school **five days** after the start of the school year.

2. Changes after such time should only be considered if a student's ability does not meet the academic standards in any given classes, if a student would like to take a class instead of a study hall, or if a post secondary class is added to a student's schedule.
3. The principal may grant permission when special circumstances warrant such a change.
4. Report cards/transcripts etc. will be held until all fees are paid.

O. SCHEDULING RESTRICTIONS

1. Each student in high school must be enrolled in seven of the eight periods. Parent/guardian, guidance counselor and administration must approve any exceptions to this.
2. **Students will make their course selections with the assistance of the high school guidance counselor. Students and parents will have the opportunity to make any changes at that time, and both will sign that these are the courses they so desire.** Conferences with parent/guardian, student and teacher may be requested at this time.
3. Where a scheduling conflict occurs between a required course and an elective the student will be scheduled into the required course
4. Acceptance into classes will be based on the following criteria:
 - a. Seniority
 - b. GPA of coursework in that particular academic area
 - c. Overall GPA
 - d. Biomedical/Engineering courses will enroll students in grade 9 first, followed by 10th grade and so on.
5. Students attending Millstream have ten (10) days during which a transfer to Miller City - New Cleveland can be made. Due to differences in vocational vs. general education courses and the difficulty in making up missed work, transfers after this time will be considered only in extreme cases.
6. A limit of only one (1) unit of credit through a correspondence course will be accepted as make-up for students who have completed, but not passed a required course. Exception may be granted only by the high school principal under extreme circumstances. A locally administered final exam may be required. For seniors, the credit/grade certificate from the correspondence school must be received by **May 15** for them to participate in graduation ceremonies. It takes 4-6 weeks for the correspondence school to process your work so the work needs to be completed by **March 31**.
7. Other requirements/criteria:
 - a. Students must take and pass all parts of the Ohio Graduation Test (OGT).
 - b. Seniors must complete a Career Passport.
 - c. Students attending Millstream need 21 credits to be eligible for graduation.
 - d. Students completing Post Secondary Options FULL-TIME need 21 credits to be eligible for graduation.

P. STUDY HALLS:

1. Each 9-12 student is permitted twofull study halls in his or her schedule.
2. Study hall time is devoted for the purpose of studying or reading
3. Students are required to bring academic materials each day to study hall
4. The following behaviors are prohibited in study hall areas:
 - a. Socializing
 - b. Lounging
 - c. Eating/Drinking
 - d. Non-academic use of electronic devices

Q. SUMMER SCHOOL:

1. Students must have a minimum of 50% in a failed course to be eligible for summer school.
2. Students will be allowed to make up a maximum 2 high school credits through Summer School throughout their high school experience.
3. Students who fail a required course and have already used up their 2 Summer School credits must repeat the failed course the following school year.

R. TEXTBOOKS:

1. All basic textbooks are loaned to students for their use during the school year.
2. Students are asked to use these books carefully.

3. All textbooks should be covered.
4. If a book is damaged or lost, the student will be expected to pay damage or replacement costs.
5. If a book is damaged when it is given to the student, the student should report it to the teacher immediately.

S. TITLE I IMPLEMENTATION/PARENTAL INVOLVEMENT POLICY: During an annual public meeting, the parents of eligible Title I children will participate in the design and implementation process of their child's instructional Title I program. The parents will be notified as soon as possible concerning the eligibility of their child into the program and the specific instructional objectives their child requires.

1. Progress reports will be sent home 8 times through the course of the school year, stating the child's academic status.
2. There will be one parent-teacher conference scheduled. The conference will take place the first quarter of school.
3. Materials will be provided for the parents to use in helping their child at home. These materials will be available at the annual meeting, and parent-teacher conference. Special materials for the summer will be sent home at the end of the year.
4. At the end of the current school year, the parents will be notified by letter of their child's accomplishments through the year. The letter will ask for parent input as to the effectiveness of the program and any recommendations as to how the program can be improved. If at all feasible, and if the recommendations received have merits, they indeed will be implemented and placed into operation for the following year's Title I program.

T. VIRTUAL LEARNING/ONLINE COURSEWORK: The Board of Education recognizes the value to students and to the District for students to participate in online coursework for the purpose of recovery credit (Summer School only) and/or supplemental credit. The Miller City - New Cleveland Local School Board and Administration approves student enrollment in select online/virtual coursework.

1. Full-year Coursework Grade Entry:
 - a. The student's quarter one grade will be reflected by their score at the 25% completion point
 - b. The student's quarter two grade will be reflected by their score at the 50% completion point
 - c. The student's quarter three grade will be reflected by their score at the 75% completion point
 - d. The student's final grade will be reflected by their score at the 100% completion point
 - e. Any student who has failed to meet the percentage threshold outlined in items a-d above by the grading period deadlines set forth by the school will receive no credit for any and all assignments/assessments which are incomplete unless extenuating circumstances exist.
2. Half-year Coursework Grade Entry:
 - a. The student's quarter one grade will be reflected by their score at the 50% completion point
 - b. The student's final grade will be reflected by their score at the 100% completion point
 - c. Any student who has failed to meet the percentage threshold outlined in items a & b above by the grading period deadlines set forth by the school will receive no credit for any and all assignments/assessments which are incomplete unless extenuating circumstances exist.
3. Summer School Coursework Grade Entry:
 - a. The student's final grade will be reflected by their score at the 100% completion point
 - b. Any student who has failed to meet the percentage threshold outlined in item a above by the grading period deadline set forth by the school and the Putnam County Educational Service Center will receive no credit for any and all assignments/assessments which are incomplete unless extenuating circumstances exist.

XVIII. STUDENT TRANSPORTATION

A. OHIO PUPIL TRANSPORTATION LAWS AND REGULATIONS:

1. While riding on a school bus, reasonable conversation is permissible and may be regulated by the school bus driver
2. The school bus driver shall be in charge of the bus at all times and shall be responsible for order; he or she should not exclude a pupil from the bus. He or she shall report the unmanageable pupil to the proper authority. Disorderly conduct shall be sufficient reason for refusing transportation service to any pupils.
3. Whenever it becomes necessary to refuse a pupil transportation, the school authorities shall notify the parents in writing of such refusal with a full explanation. Until such time as the school authorities have received assurance from the parents of future good conduct on the part of the pupil and the bus driver has been so advised, the driver shall not permit the pupil to board the bus.

B. CODE OF CONDUCT – SCHOOL BUS BEHAVIOR:

1. The school bus driver's authority and/or responsibility to maintain control of pupils (Section 3319.41 of the Ohio Revised Code)
2. The pupil's rights to "due process" as provided for by the local board of education policy and procedure.
3. Pupil management regulations, which shall include the following:
 - 1) Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
 - 2) Pupils must wait in a location clear of traffic and away from the bus stop.
 - 3) Behavior at the bus stop must not threaten life, limb, or property of any individual.
 - 4) Pupils must go directly to an available or assigned seat.
 - 5) Pupils must remain seated keeping aisles and exits clear.
 - 6) Pupils must observe classroom conduct and obey the driver promptly and respectfully.
 - 7) Pupils must not use profane language.
 - 8) Pupils must refrain from eating and drinking on the bus except for prescription medication required for a student.
 - 9) Pupils must not throw or pass objects on, from, or into the bus.
 - 10) Pupils may carry on the bus only objects that can be held in their laps.
 - 11) Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
 - 12) Pupils must not put head or arms out of the bus windows.
 - 13) Guidelines will be formulated for the use and storage of equipment and other means of assistance required by handicapped pupils.
 - 14) Proper steps will be taken to collect, store and use medical information related to pupils known to have medical problems which may require driver attention.
4. Suspension, expulsion, or immediate removal from the bus.
 - 1) The provisions of Section 3313.66 of the Ohio Revised Code shall apply to suspension, expulsion, and immediate removal of a pupil from school bus riding privileges.
 - 2) The superintendent, superintendent designees, principal, or assistant principal are authorized to suspend or remove pupils from school bus riding privileges.
 - 3) Immediate removal of a pupil from transportation is authorized. A pupil removed immediately from transportation must be given notice as soon as practicable of a hearing, which must be held within 72 hours of the removal. The notice shall also include the reason for removal. Immediate removal is authorized when in accordance with school district policy but not more than 10 days.
 - 4) Suspension of riding for rule violation or conduct not considered a danger to person or property or a threat to the safe operation of the school bus may not exceed the ten days. Suspension of riding privileges by the superintendent, superintendent designee, principal, or assistant principal, shall be in accordance with Section 3313.66 of the Ohio Revised Code and school district policy related to due process.
 - 5) Expulsion of a pupil from riding privileges shall be by the superintendent in compliance with Divisions B, D, and E of Section 3313.66 of the Ohio Revised Code.

- 6) School bus drivers shall report in writing to the appropriate administrator all rule violations or conduct that justify immediate removal, suspension, or expulsion.
- 7) Suspension or immediate removal of handicapped pupils may require a modification of the above procedures and shall be accomplished in accordance with the law.

C. CHANGE IN TRANSPORTATION:

1. Students who ride the buses are expected to ride the bus they are assigned each day.
2. Students are not permitted to change their stop unless it has been cleared through the principal.
3. Students must bring a note prior to a change in their usual method of transportation to or from school. If a note is not presented and a parent cannot be reached, the student will be sent home in their usual fashion.

D. CLASS/FIELD TRIPS:

1. Class trips must be approved by the principal and suitably chaperoned by the classroom teacher, class advisor, club advisor, and/or administrator.
2. Admission/meal costs will ordinarily be incurred by the student.
3. Field trips are optional and are aimed at enriching the student's academic experience.
4. Two-thirds of all senior students must participate in order for the senior trip to become a reality.
5. If the percentage of seniors not attending the trip exceeds 20% then those students not attending the trip are required to attend school during the day(s) of the senior trip.

E. DISTRICT RESPONSIBILITY:

1. The District's responsibility is to transport students from home to school and back home again.
2. For students in grades PK-6, transportation can be arranged between a child-care provider and the school provided a regular schedule is established.
3. A student is not permitted to change a stop or ride a different bus unless it has been cleared through the principal.
4. Any changes require a note from all parents involved at least 24 hours prior to the change.
5. The District's responsibility for students begins when they board the bus and ends when they are discharged and are on the correct side of the road.
6. Parents/guardians are responsible for the safety of their children while going to or from the bus stop and while waiting for the bus.
7. All students are to be reminded that the bus driver is in complete charge once the student has boarded the bus.
8. Bus safety rules are posted on each school bus and students are expected to obey these rules at all times when they are on the bus.
9. Riding the bus is a privilege, not a right.
10. Continued misbehavior may result in a bus suspension and discipline according to the Student Code of Conduct.

XIX. GENERAL BUILDING RULES

A. ASSEMBLIES & EXTRA-CURRICULAR EVENTS

1. Various assemblies and extra-curricular events of both an educational and entertaining nature are held during the course of the year.
2. The conduct of the student body is highly important at assemblies and extra-curricular events.
3. Often the only impression that a visitor will get of the school and community is at an assembly or extra-curricular event.
4. Good conduct and manners are a sign of an appreciative and mature student body.
5. Students are subject to the student code of conduct at all school assemblies and extra-curricular events, whether on or off school property.

B. CAFETERIA:

1. All students must eat in the cafeteria.
2. Students may pack their lunch or purchase it.

3. Students eligible for free or reduced lunches are to complete an application at the beginning of each school year. Applications must be properly completed and approved prior to receiving benefits.
4. Students are expected to use good manners and respectful behavior while eating.
5. Students are responsible for keeping the cafeteria clean; that is, cleaning the tables, picking up paper, and throwing away trash.
6. Daily lunches and/or extra items may be purchased through the cashier in the cafeteria.
7. When finished eating, students should throw away only paper products and plastic ware in the trashcans.
8. A la Carte items are available for grades 6-12.
9. Students are prohibited from bringing fast food items (Subway, McDonald's, etc.) into the cafeteria.
10. Students are prohibited from bringing dessert items (cake, brownies, etc.) into the cafeteria without prior permission from the principal.
11. Parents are welcome to have lunch with their children. Please call ahead to make those arrangements.
12. The school district operates a "closed" lunch period. Students are not permitted to leave the school building during the lunch period unless special permission is granted.

C. CLASS CHANGE:

1. Please be courteous when changing classes.
2. Move quietly.
3. Stay to the right side of the halls.
4. Do not run or push.
5. Please keep locker visits to a minimum.

D. DRIVING/PARKING REGULATIONS:

1. Parking is limited to designated student parking areas. Faculty and visitor parking are off limits.
2. All student drivers must be licensed and covered by insurance. The school is not responsible for the vehicle or its contents.
3. All student-driven automobiles are to be registered in the office prior to receiving driving privileges.
4. Students are not to loiter in the parking area.
5. There is to be no driving during the school day unless the student has signed out.
6. Student vehicles may be subject to search if there are reasonable grounds.
7. Vehicles will be appropriately parked on arrival.
8. Student parking is designated for the spaces north of the median triangle.
9. Parking spaces to the south of the median triangle are designated for staff and visitors
10. Students are expected to drive in a safe manner at all times.
11. Reckless or irresponsible operation of vehicles is prohibited.
12. All-Terrain Vehicles (ATVs) are not street legal. These vehicles are not permitted to be operated on any street, highway or byway. Operation of these motorized vehicles is limited to off-road areas. Only licensed vehicles categorized as "street legal" are permitted on school property.
13. It is a felony to bring a firearm onto school grounds. This includes firearms used for hunting even if they are being transported legally in a truck or car. Students who intend to hunt after school should make arrangements to pick up their firearms from home after the school day.
14. It is a privilege to park on school grounds. There will be disciplinary action for violating the Driving/Parking Regulations.
15. Students driving to and from school must have a proof of insurance card in their possession.
16. The school will not be held liable for damages to vehicles or individuals while being driven on school grounds.

E. EATING IN THE BUILDING:

1. The consuming of food and drink during the school day is limited to the cafetorium, unless otherwise authorized.
2. There is to be no food or drink taken from the cafetorium before school or at lunch.

F. GYMNASIUM:

1. No street shoes are permitted on the gym floor.
2. Food and beverages are prohibited in the gymnasium

G. MEDIA CENTER: The media center provides a source of information and reading material in many formats to broaden the educational opportunities of all students in the Miller City-New Cleveland School System.

1. The media center is open each day from 8:00 a.m. until 3:00 p.m.
2. The media center is also open on Tuesday and Thursday evenings from 5:15 p.m. – 8:15 p.m.
3. Nothing is to be removed from the media center by students or staff unless the librarian or an assistant properly signs it out.
4. Books, magazines, newspapers, and other materials are available to students in support of class assignments, research projects, personal interest and recreation.
5. Reference books may be borrowed on an overnight loan only.
6. All other books may be borrowed for two weeks, unless they are on reserve.
7. Books must be returned on the due days in order to be reserved for a longer time period.
8. An overdue notice will be sent to the student on the morning following the due date.
9. Failure to make returns will result in loss of library privileges and/or fines.
10. Students who lose or damage media center materials must pay the cost of replacement.

H. PERSONAL PROPERTY:

1. All found articles are to be turned in to the principal's office.
2. Students should check for lost articles and claim the same by proper identification.
3. Students are asked to label or mark all articles of value (coats, shoes, book bags, etc.) with their names.
4. All items for those students, who have lockers, must fit inside the locker including gym bags.
5. It is best not to bring anything of value to school.
6. Money for lunch should not be put in your locker.
7. Please take care of your supplies, textbooks, and personal items so these things do not get lost or stolen.
8. The school is not responsible for any personal property lost or stolen.

I. PLAYGROUND/RECESS RULES: All students are asked to use care and common sense when on the playground. Students are expected to obey all supervisors on the playground. The supervisors will designate areas for each grade level and inform students of the rules. The following rules apply whenever students are on the playground before, during or after school:

1. All students are to go outside for recess unless they have a parent or doctor excuse.
2. Students will not be permitted to go outside for recess when the temperature drops below 20 degrees.
3. When the playground bell rings all students are to line up quietly according to their homeroom.
4. Students must stay on school property
5. Respect all playground equipment.
6. No climbing up slides.
7. No standing on swings.
8. Only one person in a swing at a time.
9. Do not jump out of swings.
10. Do not crawl inside or up the outside of tunnel slide.
11. No throwing of snow or snowballs at any time.
12. Dodgeball is prohibited.
13. Report all problems to playground monitor.

J. POSTING OF SIGNS, BULLETIN BOARDS AND HANGING MATERIALS ON WALLS:

1. Scotch tape and masking tape are not allowed in the hanging of materials on walls and lockers
2. The principal must approve all signs posted in the building.
3. Information relative to classes, social functions and extra-curricular activities are posted on a regular basis.
4. Signs, banners, etc. should be in good taste and appropriate to the message and purpose.

K. SCHOOL PROPERTY:

1. The Board of Education has made every effort to make Miller City-New Cleveland Schools pleasant and comfortable for all students.
2. New equipment and materials are added each year.
3. It is important that every student treat school items as they would their own things at home.
4. If a student marks or damages school equipment or property in any way, he/she will be required to clean the article and/or pay for the damage.
5. The law specifically provides that students and their parents/guardian are responsible for materials loaned to them.

L. SCHOOL VISITORS: Parents, student teachers and others who have an interest in education are always welcome to visit Miller City-New Cleveland Schools.

1. Immediately upon entering the building, any visitor should report to the office.
2. The principal may request identification from any person on school property and may ask any person not having legitimate business to leave school and/or the school grounds.
3. Student visitors are not permitted during the school day.

M. STUDENT USE OF TELEPHONES:

1. Student use of telephones in the classroom is strictly forbidden.
2. Students wishing to use the telephone during the school may only do so during study hall and lunch in the main office.
3. No long distance charges will be permitted.

XX. STUDENT LOCKERS

A. LEGITIMATE USE:

1. Students are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch.
2. Students shall not use their lockers to store contraband-meaning illegal or unauthorized items, items in violations of board policy or rules, or any other items reasonably determined by the principal to be a potential to the safety or security of others.
3. Students are solely responsible for the contents of their lockers and should not share their lockers with other students, nor divulge locker combinations to other students, unless authorized by the school principal.

B. LOCKERS ARE SCHOOL PROPERTY:

1. All lockers assigned to students are the property of the school district.
2. Students have no expectation of privacy with regard to items kept in school lockers.
3. School personnel will not be responsible for lost or damaged articles.

C. LOCKS:

1. The school principal shall have custody of all combinations and copies of keys to all locks on lockers.
2. Students are prohibited from placing locks on any locker without the advance approval of the school principal.
3. Only locks owned by the school can be used on lockers.

D. RANDOM/BLANKET SEARCHES:

1. Random or blanket searches of school lockers and their contents help deter violations of school rules and regulations, ensure proper maintenance of school property, and provide greater security for students and personnel.
2. Accordingly, the board authorizes the school principal or his/her designee to search lockers and their contents at any time on a blanket or random basis, without notice, and without parental/guardianship or student consent, and without reasonable suspicion of the presence of contraband.
3. The principal or designated employee may request the assistance of a law enforcement officer in conducting a locker search.
4. In the course of a locker search, the principal or designated employee shall respect the privacy rights of the students regarding any items discovered that are not contraband.

XXI. STUDENT HEALTH AND WELFARE

A. EMERGENCY MEDICAL FORMS:

1. An emergency medical form will be given to every student at the beginning of the school year.
 2. This must be filled out and returned to school as soon as possible.
- B. EMERGENCY REMOVAL:** If the student's presence poses a continual danger to other students or property, or is disrupting the academic process, the student may be removed for a period of twenty-four (24) hours and will be prohibited from attending any school-related activities.
- C. HEAD LICE POLICY:** Head lice is a communicable disease against which personal cleanliness is no safeguard. It occurs worldwide and infects people regardless of age, sex, or socioeconomic background. Man is the only host and it is spread from person to person by direct contact with the head of infested individuals. Head lice are black insects, flattened in shape from top to bottom. They have no wings and do not jump or fly. The adult female head louse lays eggs (nits) which she glues to the hair shaft with a tenacious material applied near the root of the hair. If untreated, the nits hatch approximately 10 days later. During its 20-30 days of life, the female louse can deposit as many as six eggs per day, so there may be hundreds of nits in a single infestation. Itching is the main symptom; a manifestation of the feeding process of the mite (biting the scalp). A thorough examination of the head will reveal the yellowish-brown to white nits or louse.
1. If any student is found to have lice or nits he or she will be asked to stay at home until he or she has been treated and all nits removed.
 2. A doctor's note or a note from the Putnam County Health Department is required, stating a student has been treated and is nit free, before they may return to school.
- D. ILLNESS OR INJURY:**
1. Students must report to the office if they are ill or injured.
 2. The office will then determine what course of action will be taken.
 3. The clinic is provided for students to use until they are able to arrange transportation home.
 4. Students will only be sent home due to injury or illness with permission of the principal.
- E. IMMUNIZATIONS/HEALTH SCREENINGS:**
1. All students are required by state law to have basic immunizations against diphtheria, tetanus, whooping cough, mumps, measles, rubella, and polio prior to entering school.
 2. Immunization records must be submitted within 14 days of registration, or the child cannot attend classes.
 3. The County Health Department at various times during the elementary and middle school years provides booster shots for these diseases.
 4. Vision exams are given to all K, 1st, 3rd, 5th, & 7th grade students.
 5. A second MMR is required of all 6th grade students before they enter the 7th grade.
 6. A postural screening exam, to detect possible spinal problems, is given to all students in 6th, 7th, and 8th grades.
 7. A hearing screening exam is given to all K, 1st, 3rd, 5th, and 9th grade students.
 8. These services are free and students are encouraged to take advantage of them.
 9. Results from any hearing tests or other tests administered to students by County employees must be shared with the school and parents.
- F. MEDICATION:**
1. If possible, all medication should be taken at home.
 2. Ohio School Laws require that any medication container present in school must be the same container as the one dispensed by a pharmacist or physician labeled with the student's name, medication name, dosage and frequency of dosage.
 3. Students requiring medication should notify the office and a record of each application must be recorded.
 4. School personnel are NOT permitted to dispense any medication without written or oral permission from parents.
 5. If not possible, the parent/guardian shall fill out the Authorization for Prescribed Medication or Treatment Form available in the office. It will be done in accordance with administrative guidelines, board policy and the O.R.C.
 6. All prescription or non-prescription medication, which needs to be taken at school, must be stored in the clinic in its original container and dispensed by the principal or designee.
- G. WITHDRAWALS:** If a student withdraws from school or transfers to another school district, the student should notify the office at least one day prior to leaving so the proper forms may be completed. Before leaving, all materials that are the property of the school district must be turned in and any financial obligations must be taken care of.

XXII. ATTENDANCE

All students in Ohio are required to go to school until they are 18 years of age. Between the ages of 16 and 18 students may withdraw if they have a job and a working permit. Good attendance is a requirement.

A. APPOINTMENTS:

1. If an elementary student has an appointment during the school day, they must bring a note signed by a parent/guardian no later than the morning of the appointment.
2. If a middle/high school student has an appointment during the school day, a parental phone call is required no later than the morning of the appointment.
3. Notes need to be turned in to the homeroom teacher who will forward them to the office.
4. Students must sign out in the office before leaving and sign in when returning to school.
5. The appointment should be verified with the principal prior to the absence.

B. ATTENDANCE POLICIES:

1. All parents must telephone the school office prior to 8:30 if their child is absent. When calling parents should please state the following:
 - 1) Student's name
 - 2) Grade
 - 3) Reason for absence
2. Students are permitted three excused absences per quarter via parental phone call.
3. If a phone call is not received, parents will be notified.
4. If parents have an unusual circumstance that would prevent them from calling the school when their child is absent, they should contact the school to discuss the problem.
5. If a student is absent beyond the three days per quarter, a doctor's excuse must be obtained to be excused. The doctor's excuse must be submitted to the office within 2 school days of the student's return to school.
6. Students are to leave the school grounds at the end of the day unless they are involved in a school-related activity or under the direct supervision of school personnel. Loitering is not permitted.
7. Parents must notify the office prior to absences except in the case of student illness or death in the family.
8. Students may not leave the school grounds during the day without permission from the principal.
9. Excused absences are granted only for personal illnesses, death in the family, and medical and dental appointments. Other requests for excused absences are at the discretion of the principal and must be submitted prior to the absence. Work missed during an excused absence must be made up. The teacher may require work missed during an unexcused absence, but credit will not be given towards the cumulative grade.

C. ABSENCES OF LESS THAN A DAY

1. Students are designated as tardy until 9:00 a.m.
2. The time from 9:00-11:45 is designated as a half-day absence.
3. Students arriving between 11:45-3:00 will be considered absent a whole day.
4. If a student leaves before 11:45 and does not return, the student will be counted absent for the full day.
5. If a student leaves between 11:45 a.m & 1:30 p.m. the student will be counted absent for a half-day.
6. If an elementary student leaves after 1:30 p.m., no absence will be counted
7. If an elementary student leaves school for an appointment and returns within 90 minutes, no absence will be counted, however the student must be in school for the morning attendance count.
8. Middle and high school students who leave school at any time during the day (medical appointments, etc.) and return will be marked absent for the periods in which he or she misses.

- D. ATTENDANCE POLICY REVISION (Result of Senate Bill 55):** This policy shall prohibit the promotion of a student to the next grade level if the student has been truant for more than ten percent of the required attendance days of the current school year, and has failed two or more of the required curriculum subject areas in the current grade. The student's principal and

teachers of any failed subject areas may agree that the student is academically prepared to be promoted to the next grade level.

E. COLLEGE VISITATION:

1. College visitations for high school students should be arranged through the guidance office 3 days prior to the college visit.
2. Verification of such visits is the responsibility of the student.
3. College visitations will be limited to two school days or fewer for seniors and one day for juniors in the second semester ONLY.
4. Absences due to college visitations will be marked as "other" as long as students have previously completed and returned a College Visitation Form that may be obtained in the guidance office.
5. Failure to fill out the form in advance of the absence will result in the absence being considered unexcused.
6. No college visits will be approved during the last two days of each grading period, during count week and/or during the month of May.
7. In order for a student to qualify for a college visit, he or she must be currently passing all courses but one. Two failing grades will automatically disqualify a student from a college visitation.
8. When a college representative visits the MCHS campus, students are allowed to sign up to attend a maximum of five sessions each school year.

F. EXCUSED ABSENCES (Must fall within the guidelines of the Ohio Revised Code)

1. Personal illnesses may require a physician's statement.
2. An illness in the family will not apply to children under 14 years of age.
3. Quarantine of the home is limited to the length of the quarantine as set by the proper health official.
4. Death of a relative is limited to a period of three days unless the applicant can show a reasonable cause for a longer period.
5. Observance of a religious holiday.
6. Emergency or set of circumstances, which in the judgment of the principal constitutes a good and sufficient cause for absence.
7. Reasons other than those listed above are to be cleared with the principal by the parent/guardian, prior to the absence.
8. Under the provisions of Senate Bill 181, failure by a parent/guardian to make sure their truant child is attending school can result in a contempt of court charge.
 - a. First offense would be a fine of up to \$250 and 30 days in jail.
 - b. Second offense would be a fine of up to \$500 and 60 days in jail.
 - c. Third and subsequent offense would be a fine up to \$1000 and 90 days in jail.
 - d. The bill expands the definition of delinquent child, and permits joint filings against both the child and parent/guardian if the child is found to be a habitual (absent without excuse five or more days in a row, seven or more days in a month, or 12 or more days in the school year) or chronic (seven days in a row, ten or more days in a month, or fifteen or more days in a year) truant.

G. EXTRA-CURRICULAR PARTICIPATION:

1. If a student has an unexcused absence on the day of an athletic event, school production or any other extracurricular activity, the student will be ineligible to participate in that day's event.
2. As a student athlete, cheerleader, student manager, statistician, band or choir member, you must be in attendance for one half of the school day in order to participate/practice in any school athletic or music event scheduled.
 - i. Half of a full day = 3 1/2 hours
 - ii. Half of a 2-hr. or 3 hr. delay day = 2 1/2 hours
3. Exceptions would be a student leaving school for a doctor's appointment, funeral, college visitation or other justifiable absence other than illness that has been **pre-approved** by the school administration.

H. MAKE-UP WORK:

1. For Excused Absences
 - a. When absent from school, it is the student's responsibility to contact the teacher(s) to make arrangements for make-up work as soon as they return to school.
 - b. If a student is absent for an extended period of time (three days or more), the assignments can be obtained upon request from the office.

- c. Students have one day for each day they are absent to make up the work they have missed.
 - d. When on vacation, make-up work must be completed within five school days after the student's return.
 - e. Excused absences from school either for one period or for a whole day does not excuse a student from making up the work that is missed.
2. For Unexcused Absences
- a. The student may not make up the work missed
 - b. The student will receive a "0".

I. PARENT REMOVAL/VACATIONS:

- 1. Students will be permitted five excused absences for vacation days per school year.
- 2. Any vacation days past the five will be considered an unexcused absence.
- 3. Parents who wish to take students out of school must submit the request in writing and receive approval at least three days in advance.
- 4. Requests must be on file in the office.
- 5. Any absence taken without prior approval will be considered unexcused.
- 6. In all cases, if students are absent other than those reasons listed on the previous page, only five days will be excused during the school year and the student must be accompanied by a parent/guardian for the absence to be excused.
- 7. Missed schoolwork will be given to the students before they leave or when they return. **Student homework requests made prior to the approved vacation should occur no earlier than the student's last school day before their departure.**
- 8. All missed work must be completed within five school days of the student's return. The principal may waive this requirement if adequate justification can be shown.

J. SCHOOL ACTIVITIES:

- 1. Students are encouraged to attend all school-related activities.
- 2. The Student Code of Conduct is in effect at all school-related activities.
- 3. Once a student has been admitted to the activity, he/she will not be permitted to leave and return, unless the supervisor grants permission.

K. TARDIES:

- 1. Students who are tardy to 1st period must sign in at the office.
- 2. Students who are tardy to 1st period three times within one academic quarter will receive a written form of discipline. Multiple subsequent violations of this policy will be subject to progressive discipline.

L. UNEXCUSED ABSENCES (Must fall within the guidelines of the Ohio Revised Code)

- 1. Common Examples (the following list includes Unex. Absences but is not limited to this list)
 - a. Missing the bus
 - b. Baby-sitting
 - c. Car problems
 - d. Shopping
 - e. Hair appointments
 - f. Oversleeping
- 2. Addressing attendance problems
 - a. 3 days of unexcused absence:
 - 1. The school sends a letter of concern about attendance.
 - 2. A copy of the letter will be sent to the County Attendance Office
 - 3. A possible home visit or phone call from the County Attendance Office
 - b. 4 days in a row of unexcused absence:
 - 1. A possible home visit and phone call from the County Attendance Office.
 - 2. The County Attendance Officer will send a warning letter.
 - c. 5 days of unexcused absence:
 - 1. A home visit and/or phone call from the County Attendance Officer.
 - 2. The County Attendance Officer will send a warning letter
 - d. 5 days in a row or 7 days of unexcused absence in one month or 12 unexcused absences in 1 year:
 - 1. Filing of a complaint with the Juvenile Court

NOTE: One warning letter will be sent per student per school year. After three (3) days of unexcused absence or habitual tardiness within a nine-week grading period, the student may be referred to the County Attendance Officer and subject to disciplinary action or court referral.

XXIII. DISCIPLINE

A. MISSION STATEMENT: The school district has authority and control over all students attending Miller City-New Cleveland Schools during the regular school day and while going to and from school on school transportation. **This jurisdiction includes any activity during the school day, on school grounds, attendance at any school related activity, regardless of time or location, and any school- related misconduct, regardless of time or location. Students may be subject to school discipline for any harassment, vandalism, physical abuse or other disruptive behavior toward school personnel during non-school time.** All students are responsible to know and understand the Student Code of Conduct. The administration reserves the right to exercise flexibility and individuality in interpreting and implementing the rules of the Student Code of Conduct in compliance with the Miller City-New Cleveland Local Board of Education Policy, unless through the appeals process the administration may determine that circumstances warrant a reduced action. The administration, likewise, may develop appropriate rules and regulations as called for by various situations. In addition, the administration may, when it is in the student's best interest, discipline students in ways other than those stated in the Student Code of Conduct. In all cases when disciplinary action is taken, the guidance counselor can intervene to assist the student in not becoming a repeat offender. It is important that each student assume responsibility for his/her own actions in accordance with socially acceptable conduct and rules, regulations and policies of the school. Students are expected to behave within the bounds of law and order and to respect the rights of others. While in school, members of the school staff will act in place of the student's parents in maintaining discipline. Members of the school staff are expected to make every effort to correct and effectively resolve discipline problems that occur within their range of responsibilities. They shall have the authority necessary to maintain a proper learning climate using reasonable enforcement to prevent and stop any act that may interfere with the scholarly and disciplined atmosphere of the school. They may also call upon other school personnel to assist them in their responsibilities. Teachers may refer students to the building principal who is then responsible for determining the appropriate disciplinary action. Classroom rules are posted in each classroom. Disruptive or incorrect behavior may result in loss of privileges, a reprimand from the teacher or principal, and notification of the parents. More serious incidents will require implementation of the disciplinary code. Specific disciplinary rules are found under the student code of conduct.

B. DUE PROCESS:

1. Protection of a student's rights in disciplinary rights is assured and due process procedures must be followed at all times.
2. A student may appeal a disciplinary action in the following manner only:
 - a. Teacher
 - b. Principal
 - c. Superintendent
 - d. Board of Education

C. DISCIPLINARY ACTIONS/PROCEDURES:

1. One or more demerits
2. One or more Saturday Schools/After-School Detentions
3. One or more days of in-school suspension/Alternative Opportunities Center
4. One or more days of out-of-school suspension
5. Recommended expulsion

Note: Repeated violations or severity of misconduct may accelerate the above actions/procedures

Note: In addition to the above, the students may also be prohibited from attending any school-related activities.

D. DEMERITS:

1. Issued for student misbehavior
2. Principal places demerit on file
3. Four demerits result in Saturday School/After-School Detention
4. Every two demerits after that results in a Saturday School/After-School Detention

E. AFTER SCHOOL DETENTION:

1. Philosophy: The After-School Detention is an attempt to provide an alternative to in-school and out-of-school suspensions. It will not be used in place of suspension but as an intermediate method to enable a student to attend school and not lose any class time. After-School Detention is a positive attempt to encourage behavioral change without invoking the academic penalties that accompany a suspension. This will be used for both MAJOR and MINOR misconduct.
2. Rules: The rules of the school as listed in the Miller City-New Cleveland Student Handbook will apply to the After-School detention program
 - a. The hours for the After-School Detention program will be from **3:00 - 4:00 P.M.** Students who are late will **NOT** be admitted to the After-School Detention. If a student is tardy, he/she will be referred for further disciplinary action.
 - b. Students may not use the telephone or go to lockers during After-School Detention hours.
 - c. Students **MUST** bring appropriate books and materials to read/study and must remain seated during the entire time. Students are not allowed to talk, put their heads down or sleep. Students not prepared to study will not be admitted and will be referred for further disciplinary action.
 - d. No food, beverages, radios, cards, or games will be allowed in the room.
 - e. Students assigned to After-School Detention will not be dismissed early except for an emergency.
 - f. If a student cannot attend After-School Detention because of illness or emergencies, the PARENT must call the high school office @ 419-876-3173 any time before 3:00 P.M. the day of the assigned after-school detention.
 - g. Students who fail to attend After-School Detention without an excuse approved by the building administrator will automatically face another After-School Detention and/or suspension from school.
 - h. Transportation will be the responsibility of the student or parents/guardian. Arrangements must be made for the students to be picked up right at 4pm. We urge parents to pick up their child on time, especially during colder weather.
 - i. If weather is questionable and cancellation of After-School Detention is necessary, the school will contact the students in advance.

F. SATURDAY SCHOOL:

1. Philosophy: The Saturday School is an attempt to provide an alternative to in-school and out-of-school suspensions. It will not be used in place of suspension but as an intermediate method to enable a student to attend school and not lose any class time. Saturday School is a positive attempt to encourage behavioral change without invoking the academic penalties that accompany a suspension. This will be used for both MAJOR and MINOR misconduct.
2. Rules: The rules of the school as listed in the Miller City-New Cleveland Student Handbook will apply to the Saturday School program
 - a. The hours for the Saturday School program will be from **8:00-10:00 on the third Saturdays of each academic month.** Students who are late will **NOT** be admitted to the Saturday School. If a student is tardy, he/she will be referred for further disciplinary action. Doors will be opened at 7:55 and locked at 8:00.
 - b. If a student cannot attend Saturday School because of illness or emergencies, the PARENT must call the high school office @ 419-876-3173 between the hours of 8:00 A.M. – 8:30 A.M. on Saturday.
 - c. Students will be allowed one locker/restroom visit during Saturday School hours.
 - d. Students **MUST** bring appropriate books and materials to read/study and must remain seated during the entire time. Students are not allowed to talk, put their heads down or sleep. Students not prepared to study will not be admitted and will be referred for further disciplinary action.
 - e. No food, beverages, radios, cards, or games will be allowed in the room.
 - f. Students assigned to Saturday School will not be dismissed early except for an emergency.

- g. Students who fail to attend Saturday School without an excuse approved by the building administrator will automatically face another Saturday School and/or suspension from school.
- h. Transportation will be the responsibility of the student or parents/guardian. Arrangements must be made for the students to be picked up right at 10:00 A.M. We urge parents to pick up their child on time, especially during colder weather.
- i. If weather is questionable and cancellation of Saturday School is necessary, the school will contact the students in advance.

G. IN-SCHOOL SUSPENSION:

1. Philosophy: An in-school suspension is an alternative to an out-of-school suspension. If a student is assigned to an in-school suspension, it provides the school an opportunity to administer immediate, effective and corrective discipline when a student has broken school rules. It allows the student to pay the assessed penalty without interrupting his/her educational program.
2. Rules: The rules of the school as listed in the Miller City-New Cleveland Student Handbook will apply to in-school suspensions
 - a. An in-school suspension can be for a length of time to be determined by the principal with input from the classroom teacher.
 - b. If a student is assigned to an in-school suspension, he/she will be given class assignments to be done while serving and receive credit for work completed.
 - c. The principal is to establish administrative guidelines for the proper operation of such programs.
 - d. As long as the in-school disciplinary alternatives are served entirely in the school setting, they will not require any notice, hearing or appeal rights.
 - e. A student serving an in-school suspension may not attend any school – related activity, either at home or away, during the length of the suspension.

H. OUT-OF-SCHOOL SUSPENSION:

1. Philosophy: An out-of-school suspension removes the student from the educational program for a brief period of time. Students who receive an out-of-school suspension as punishment have violated the code of conduct in a serious and possibly threatening fashion and should therefore be removed from the building for temporary amount of time.
2. Rules: The rules of the school as listed in the Miller City-New Cleveland Student Handbook will apply to out-of-school suspensions
 - a. If a student is given an out-of-school suspension, they must remain off school property and may not attend any school-related activity, either home or away, during the length of the suspension.
 - b. If the student violates this condition, he/she may be charged with trespassing.
 - c. If the student is suspended from school, they will receive 0's in all classes during the suspension and will not be allowed to make up the work missed.
3. Due Process: Out-of-school suspensions will be handled as follows:
 - a. Written notification of the reasons and the intention to suspend must be given to the student.
 - b. An informal hearing will be given to the student to challenge the reasons for the intended suspension or otherwise to explain his actions.
 - c. The school official intending to suspend the student will hold the hearing.
 - d. The student has the right to rebut adverse testimony
 - e. The student has a right to be represented by qualified counsel at a hearing
 - f. If the suspension is to be carried out, within twenty-four (24) hours of the suspension, the parent/guardian of the student must be notified in writing.
 - g. The principal may call the parents prior to the written notice being sent.
 - h. The notice must include the reasons for the suspension and the right of the student, parent/guardian, to appeal the action to the board of education or its designee, the right to be represented in the appeal and the right to request that the hearing be held in executive session.

F. EXPULSION:

1. Philosophy: The superintendent may expel a student from school for major or repeated offenses. A student has the right to appeal the decision to the board of education.

2. Rules:
 - a. The student will be prohibited from participating in any extracurricular activities.
 - b. The student must remain off school property and may not attend any school-related activities, either home or away, during the length of the expulsion.
 - c. If the student violates this condition, they may be charged with trespassing.
 - d. An expulsion can carry over from the first to the second semester and may also carry over to the next school year.
 - e. Expulsions could be for a maximum of one (1) year.
 - f. If a student is expelled from school, they will receive "0's" in all classes during the suspension and will not be allowed to make-up the work missed.
3. Procedures: Expulsions will be handled as follows:
 - a. The superintendent must give written notice to the student and his/her parents/guardian.
 - b. The notice must include the written reasons for the intended expulsion and that the student and his/her parent/guardian or representative has the opportunity to appear before the superintendent or his/her designee to challenge the expulsion or explain the student's action.
 - c. The notice should reference the specific section in the Student Code of Conduct and must state the time and place to appear, not less than three (3) nor later than (5) days after the notice is unless the superintendent grants an extension of time.
 - d. The student or his/her parent/guardian or representative may request an extension of time.
 - e. The superintendent is required to notify the student and his parent/guardian or representative of the new time and place.
 - f. A hearing is held before the superintendent or his/her designee at the appointed time and place.
 - g. The student and/or his/her parent/guardian or representative is given the opportunity to defend against the charges.
 - h. Written notification of the decision and the right to appeal to the board of education or its designee is required, as if for a suspension.
 - i. The notice must include the reasons for the expulsion, the right to be represented in the appeal and to request the hearing is held in executive session.
 - i. The student has the right to rebut adverse testimony
 - j. The students has a right to be represented by qualified counsel at a hearing

G. POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS AND LIMITED USE OF RESTRAINT AND SECLUSION

1. The Board is committed to the District-wide use of Positive Behavior Intervention and Supports ("PBIS") with students. Student Personnel shall work to prevent the need for the use of restraint and/or seclusion. PBIS emphasizes prevention of student behavior problems through the use of non-aversive techniques, which should greatly reduce, if not eliminate, the need to use restraint and/or seclusion.
2. Professional staff members and support staff determined appropriate by the Superintendent are permitted to physically restrain and/or seclude a student, but only when there is immediate risk of physical harm to the student and/or others, there is no other safe and effective intervention possible, and the physical restraint or seclusion is used in a manner that is age and developmentally appropriate and protects the safety of all children and adults at school.
3. All restraint and seclusion shall only be done in accordance with this Policy, which is based on the standards adopted by the State Board of Education regarding the use of student restraint and seclusion.
4. Training in methods of PBIS and the use of restraint and seclusion will be provided to all professional staff and support staff determined appropriate by the Superintendent. Training will be in accordance with the State's Standards. Only school staff who are trained in permissible seclusion and physical restraint measures shall use such techniques.
5. Every use of restraint and seclusion shall be documented and reported in accordance with this Policy.
6. This Policy shall be made available to parents annually and shall be published on the District's website.

7. Please see policy 5630.01 at <http://www.neola.com/millercity-oh/> for further information

XXIV. STUDENT CODE OF CONDUCT

- A. Rule #1 – Insubordination:** All students are to follow the directions of the principal, teachers, substitute teachers or any other school personnel during any period of time when they are under the authority of school personnel. The following are common examples of insubordination:
1. Causing class disruption
 2. Behaving in a rude or unruly manner
 3. Being disrespectful toward a staff member
 4. Failing to comply with a reasonable request given by a staff member
- *Repeated violations of any minor rule, directive or disciplinary procedure will also be considered insubordination.**
- B. Rule #2 -- Profanity/Abusive Language:** Students are not to use profane, indecent or obscene language, either verbally or in writing, toward any student, teacher, school personnel or guest. This also includes obscene gestures, signs, pictures or publications.
- C. Rule #3 -- Fighting:** Engaging in adversarial physical contact (including but not limited to poking, pushing, shoving or scuffling) in which one or the other parties or both contributed to the situation by verbally instigating a fight and/or physical action. Promoting or instigating a fight (i.e., contributing to a fight verbally or through behavior.)
- D. Rule #4 -- Physical Abuse/Verbal Harassment/Threatening Behavior/Assault:** Students are not to cause or attempt to cause physical injury, verbally harass, or behave in such a manner, which threatens or could cause injury to students, school personnel, or visitors while under the jurisdiction of the school and/or on school property. In addition to sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, harassment shall also include any speech or action that creates a hostile, intimidating, or offensive learning environment.
1. Anti-Hazing Policy: It is the policy of the Miller City-New Cleveland Local Board of Education and School District that hazing activities of any type is inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage or engage in any hazing. Hazing is defined as the following:
 - a. Doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.
 - b. Permission, consent or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.
 - c. Administrators, faculty members, and all other employees of the school district shall be particularly alert to possible situations, circumstances, or events that might cause hazing.
 - d. If hazing or planned hazing is discovered, involved students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing activities immediately.
 - e. All hazing incidents shall be reported immediately to the superintendent. Disciplinary action for hazing can be found in Rule #4 of the Student Code of Conduct.
 2. Bullying: Harassment, intimidation, or bullying behavior by any student/school personnel in the Miller City - New Cleveland School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school.
 - a. Definition: "Harassment, intimidation, or bullying", in accordance with House Bill 276, means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate.
 - b. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

1. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property.
2. Is sufficiently severe, persistent, or pervasive that it creates and intimidating, threatening, or abusive educational environment for the other student/school personnel.

E. Rule #5 -- Disruption of School: Students are not, by use of violence, force, noise, coercion, threat, fear, intimidation, passive resistance of any other conduct, to cause the disruption or obstruction of the mission, process or function of the school. If this occurs, the appropriate law enforcement authority will be notified.

F. Rule #6 -- Truancy/Tardiness/Skipping School: Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for schoolwork that is missed. Students are not to be truant from or tardy to school or classes. Habitual truancy can result in disciplinary action according to the school attendance policy. Truancy is declared when you are absent from school, or any portion of the day, without school authorization. Excuses from school must meet with school attendance guidelines and must be approved by authorized school personnel.

1. Three documented tardies to class will result in a demerit.
2. Each subsequent documented tardy will result in accelerated discipline.

G. Rule #7 -- Stealing/Attempting to Steal/Receiving Stolen Property: Students are not to steal or attempt to steal, or receive, retain or dispose of the property of the school or another student.

H. Rule #8 -- Breaking and Entering: Students are not to break in or enter a locked school district building or other school facility at anytime. The appropriate law enforcement authority will be notified.

I. Rule #9 -- Vandalism: Students are not to knowingly damage school property or private property either on school grounds or during a school-sponsored activity off school grounds. If a student defaces or damages school property or the property of another student, he/she is obligated to notify the office and is liable to pay expenses. The appropriate law enforcement authority may be notified. A student who accidentally defaces or damages school property or the property of another student is obligated to notify the office and is liable to pay expenses. The appropriate law enforcement authority may be notified. Students may also be subject to school discipline for any vandalism of the property of school personnel during non-school time.

J. Rule #10 -- Leaving School Property/Exiting the building without permission: Once a student has arrived on the school premises, he/she may not leave unless the principal or his/her representative grants permission. Written permission or a phone call from the student's parent/guardian is necessary before the principal will consider these requests. Students must sign out in the office. Students may not leave the building to gain access to vehicles in the parking lots without permission from a teacher or administrator.

K. Rule #11 -- Misconduct in Non-instructional Areas: A student's behavior in a bus, restrooms, hallways, cafeteria, on school grounds and at school-sponsored events in and out of the school building, is expected to reflect the rules of good taste and respect for the rights and safety of others. Students are expected to comply with reasonable requests made by staff in all non-instructional areas willingly and quickly. Be reminded that the authority of the teacher does not end at the classroom door, and students are expected to cooperate with all school personnel. Remember the following behaviors are unacceptable:

1. Running, loud talking and/or yelling, and horseplay in the school building.
2. Public displays of affection
3. Linger in the restrooms
4. Having dress or appearance that disrupts the educational process and/or constitutes a threat to the safety of other individuals
5. Reckless operation of a motor vehicle on school grounds

L. Rule #12 -- Weapons and Dangerous Instruments: Students are not to bring to school, school activity or on the school bus, any object that can reasonably be considered a weapon. Weapons include any type of knife, gun, lighter, chain, club or lookalikes of the previous items. Common items that are not normally considered weapons may be under certain circumstances. The weapon will be taken and law enforcement authorities may be notified. Firearms are defined as the following:

1. Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
- 2 The frame or receiver of any such weapon
- 3 Any firearm muffler or firearm silencer
4. Any destructive device which means:
 - a. Any explosive or incendiary poisonous gas
 - b. Bomb
 - c. Grenade
 - d. Rocket having a propellant charge of more than four ounces
 - e. Missile having an explosive or incendiary charge of more than one-quarter ounce
 - f. Mine
 - g. Or a device similar to the devices described in the preceding clauses
- 5 Any type of weapons (other than a shotgun or a shotgun shell) by whatever name which will, or which may readily be converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch diameter
- 6 Any combination of parts either designed or intended for use in converting any device into any destructive device.

M. Rule #13 -- Fireworks or Explosives: Students are not to possess, use, or threaten to use any fireworks, explosives or devices capable of inflicting physical or bodily harm. The appropriate law enforcement authority may be notified.

N. Rule #14 -- Unauthorized Fire: Students are not to start, attempt to start or assist in starting a fire in the school building, on school grounds, or at a school sponsored activity at any time. The appropriate law enforcement authority may be notified.

O. Rule #15 -- False Alarm: Students are not to initiate a false alarm, discharge any type of emergency device, or initiate any type of emergency/disaster procedure. Appropriate disciplinary action will be taken and a law enforcement authority may be notified.

P. Rule #16 – Forgery: Students are not to fraudulently affix a parent or other authorized signature on notes or other school forms; nor shall they falsify grades, addresses, or other data on school forms or related items of correspondence.

Q. Rule #17 - Failure to Serve Saturday School: If a student fails to serve a Saturday School, he/she will have the Saturday School doubled and may be given either an in-school or out-of-school suspension.

R. Rule #18 - Eating Outside the Cafeteria: Students are not to carry food or drinks outside the cafeteria. Lunches brought from home and snacks or pop bought at school are to be eaten in the cafeteria. Food and drinks can only be eaten outside the cafeteria with the permission of the principal.

S. Rule #19 – Gum: Gum chewing is not permitted. It is a potential health problem and is expensive and time consuming to remove from furniture and floors.

T. Rule #20 -- School Transportation: If a student fails to cooperate in any way with our bus drivers, or fails to follow school bus safety rules, or violates the Student Code of Conduct, they will receive disciplinary action in accordance with the Student Code of Conduct. The student may be suspended from the bus.

U. Rule #21 – Misuse of School Resources: All resources and facilities of the Miller City-New Cleveland Local Schools shall be used solely for legitimate and authorized academic, instructional, research or administrative purposes. An unauthorized use of the resources and/or facilities shall constitute a violation of the Student Code of Conduct.

V. Rule #22 -- Inappropriate Behavior at Extracurricular Events: If a student violates the Student Code of Conduct or refuses to follow the instruction of authorities at school-sponsored activities, either home or away, he/she will receive disciplinary action in accordance with the Student Code of Conduct.

W. Rule #23 – Public Display of Affection: The administration and teachers at Miller City-New Cleveland Schools recognize that a natural part of growing up involves the demonstration of physical affection for members of the opposite sex. However, it is a question of propriety when such affection

is openly exhibited in school. Therefore, because of the example such actions set for younger students, and to reinforce the primary reason for attending school-that of acquiring and education-it shall be the policy of Miller City-New Cleveland Local Schools to notify parents of any public displays of affection which are unbecoming to the image of the school.

1. Examples of unacceptable forms of PDA
 - a. Kissing
 - b. Groping
 - c. Hugging
 - d. Hand-holding
2. Disciplinary procedures:
 - a. Warning
 - b. Demerit
 - c. Office Referral

X. Rule #24 -- Smoking/Use of Tobacco Products: Students are not permitted to smoke, possess, or use tobacco products in the school building or on school property at any time. Possession is defined as, but not limited to the following: on a student's person, in a student's locker, in a student's belongings, and/or in a student-driven vehicle that is on school property.

Y. . Rule #25 -- Alcohol/Drugs/Counterfeit Drugs/Drug Paraphernalia: A student shall not possess, use, exhibit evidence of use, transmit, purchase or sell any narcotic drug, controlled substance (drugs), counterfeit controlled substances (look-alike drugs or alcohol), any intoxicant, hallucinogenic drug, amphetamine, barbiturate, marijuana, tranquilizer, anabolic steroid, prescription drug, alcoholic beverage, or mood altering chemical of any kind nor shall they attempt to persuade others to do so, while under the jurisdiction of the school. Neither shall they be in possession of any drug related paraphernalia. Students who have consumed/ingested alcohol, drugs, or look-a-like drugs or alcohol prior to attending school or school-sponsored functions and/or activities will be in violation of this policy. Federal and state laws also proscribe the possession, use, sale and delivery of alcohol substances and controlled substances. The Miller City-New Cleveland local school district recognizes its responsibility to inform and involve the appropriate law enforcement officials of violations by adhering to the relevant provisions of the Miller City-New Cleveland Local Schools student code of conduct. Those found guilty of selling and/or transmitting alcohol, prescribed drugs, illicit drugs, and/or look-a-like drugs or alcohol will be prosecuted and/or referred to appropriate agencies. Students who use, exhibit evidence of use, who have used drugs or alcohol prior to attending school, school sponsored event/activity, or coming onto school grounds, or who are in possession of a mood modifier (drugs or alcohol) or drug related paraphernalia, will be immediately removed from school, or the activity/function/event, for the remainder of the day.

1. Policy Coverage:
 - a. Any place on school grounds, or in the school itself at any time including school activities, functions, or events.
 - b. Off school grounds at school activities, functions or events.
 - c. on board owned vehicles or board carriers.
2. Definitions:
 - a. Anabolic steroid – any substance that artificially increases the testosterone level in a person's body.
 - b. Drug (Controlled substance) – any mood altering chemical having a tendency to promote abuse or psychological dependence, or both. Specifically: alcohol and mixtures containing alcohol, amphetamine-type, barbiturate-type, cannabis-type, cocaine-type, hallucinogenic, morphine-type and other stimulant or depressant drugs.
 - c. Look-a-like Drug (Counterfeit controlled substance) – any substance that represents a controlled substance or which is represented in nature, appearance, or effect to be a controlled substance or if unpacked or packaged in a manner normally used in delivery of a drug or any substance that is not labeled in accordance with the Federal Drug Administration. If a person says that a substance may be resold at a price substantially exceeding the actual value of the substance (example: a small measure of powdered sugar being sold for \$1.00.)
 - d. Exhibit evidence of use – Manifesting one or more signs of alcohol and/or drug misuse such as: odor on breath, staggering, reddened eyes, odor of chemicals, nervousness, restlessness, falling asleep in class, memory loss, abusive language, or any other behavior unusual for the particular student which there is not other apparent explanation.
 - e. Paraphernalia – Drug paraphernalia means any instrument, device, article or thing that is used or intended for use of the following:

1. Preparing a controlled substance for ingestion, inhalation or other introduction into the human body
 2. Ingesting, inhaling or otherwise introducing a controlled substance into the human body
 3. Enhancing the effect of a controlled substance upon the human body.
 4. Testing the strength, effectiveness or purity of a controlled substance.
 5. Any equipment specifically for the production, preparation, and/or use of mood altering chemicals.
 6. Examples (but not limited to):
 - a. blenders
 - b. bowls
 - c. containers
 - d. miniature spoons
 - e. vials
 - f. hypodermic syringes/needles
 - g. pipes
 - h. tubes
 - i. roach clips
 - j. chillums
 - k. bonges
- f. Prescription Drug – when the student’s use of prescription drugs has been authorized by a licensed physician, the Principal or his/her appointed representative should be notified and written permission must be received from the parent(s) or legal guardian(s) of the student requesting that the school comply with the physician’s order. The use of nonprescription (over-the-counter) drugs also requires written permission. The Principal or his/her representative should be notified and written permission must be received from the student’s parents(s) or legal guardian(s). Use of a drug authorized for the student by a medical prescription form a licensed physician shall not be considered a violation of the rule so long as the parent’s statement, signed physician’s statement, and prescription label is presented to the Principal’s office, and the medication is taken in accordance with the physician’s prescription. If the student exceeds the prescribed dosage, the disciplinary action described shall be carried out.
- g. Possession – Under the control of he person; located on or about the person. (Includes, but not limited to: purse, wallets, lockers, desks, etc...).
- h. Selling – distribution of drugs:
 1. for use and/or
 2. for profit
- i. Counterfeit Drugs
 1. Definitions:
 - a. Any drug that bears, or whose container or label bears a trademark, trade name or other identifying mark used without authorization of the owner or rights to such trademark, trade name or identifying mark.
 - b. Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed or distributed by a person other than the person that manufactured, processed, packed or distributed it.
 - c. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance.
 - d. 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 or color, or its markings, labeling, packaging, distribution or the price for which it is sold or offered for sale.
 2. No student shall knowingly possess any counterfeit controlled substance, nor shall any student knowingly make, sell, and offer to sell, give, package or deliver a counterfeit controlled substance.

3. No student shall directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing, either in words or conduct, its effects as being the same or similar to the physical or mental effects associated with the use of a controlled substance.
4. No student shall falsely represent a counterfeit controlled substance as a controlled substance.

Z. Rule #26 – Dress Code: As a student attending Miller City-New Cleveland Local School, your dress and grooming should meet health standards, safety conditions, and enhance the positive image of our school. Any form of dress or grooming that detracts or disrupts the educational process is unacceptable. If you have a question as to whether or not clothing or dress is appropriate, please check with the principal prior to wearing it to school. Decisions regarding appropriate dress are under the jurisdiction of the principal. This dress code applies to in school, co-curricular, and extra-curricular activities.

1. Guidelines: Wear clothing appropriate for school activities. Shorts may be worn to school. Clothing should not be tight, baggy, or short. Clothing should be neat, clean, and socially appropriate for the gender of the student. Clothing should be hemmed and mended, free of slashes and tears.
2. Unacceptable forms of dress:
 - a. Clothing that depicts or refers to alcoholic beverages, drugs, tobacco, guns, nudity, death, or contains suggestive slogans is not acceptable.
 - b. Long chains (over ten inches in length) used for the purpose of decoration on clothing or securing of wallets are prohibited.
 - c. Gang attire or any such clothing or symbols that can be associated with gangs, is not acceptable.
 - d. Body suits, halter tops, see-through shirts or blouses, cut-off clothes, pajama pants or tops, plunging necklines and tops exposing midriffs are not acceptable. Revealing shirts must be worn with a cover under or a cover over them.
 - e. Hats, head coverings, and sunglasses are not to be worn in the building. Shoes, sandals, etc. must be worn at all times for health and safety reasons.
 - f. Roller blades, including those that snap out of the sole of a shoe, are not permitted.
 - g. Spiked necklaces and bracelets made of metal or hard plastic are prohibited.
 - h. Elementary students are forbidden from wearing flip-flops due to playground safety concerns
 - h. No visible body piercing will be allowed in any parts of the body with the exception of the ears. (This includes but not limited to nose, eyebrow, tongue and lip piercing)
 - i. Tank tops are acceptable provided the shoulder straps are the width of a standard credit card.
3. Disciplinary Procedures for a Dress Code Violation
 - a. Demerit or further discipline, asked to wear a cover-up, remove inappropriate items or sent home to change
 - b. A refusal of any requests in will result in a demerit, Saturday School, or in-school suspension
 - c. Repeated violations of the dress code will result in accelerated punishment

AA. Rule #27 Cell Phones And Other Electronic Devices:

1. Students are not permitted to use cell phones, pagers, or other electronic equipment, with or without headphones, in the school building during school hours or on the bus unless previously authorized by a staff member.
2. Radios, walkmans, cell phones, I-pods, MP3 players and cassette or CD players with headphones are allowed on the bus but must be kept in the book bag or locker during school hours, except if a teacher has provided authorization for educational purposes only.
3. Laptops can be used on the bus at the driver's discretion, but students must use headphones.
4. Students having cell phones out during the school day will have them confiscated. Lasers will be confiscated.
5. Cell phones used to cheat in classrooms will be confiscated.
6. Disciplinary Steps:

- a. First Offense: Demerit & students or parents may pick them up in the principal's office at the end of the day.
- b. Second Offense: Saturday School/After School Detention & the principal reserves the right to retain the cell phone for one week at which time the students or parents may pick them up.
- c. Third Offense: In-school suspension & the principal reserves the right to retain the cell phone for one month.

XXV. NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

A. DEFINITION: PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams.

B. INCLUDED RIGHTS:

1. *Consent* before students are required to submit a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:
 - a. Political affiliations or beliefs of the student or student's parent
 - b. Mental or psychological problems of the student or student's family
 - c. Sex behavior or attitudes
 - d. Illegal, anti-social, self-incriminating, or demeaning behavior
 - e. Critic appraisals of others with whom respondents have close family relationships
 - f. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
 - g. Religious practices, affiliations or beliefs of the student or parents
 - h. Income, other than as required by law to determine program eligibility.
2. *Receive notice and an opportunity to opt student out of:*
 - a. Any other protected information survey, regardless of funding
 - b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law
 - c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others
3. *Inspect*, upon request and before administration or use:
 - a. Protected information surveys of students
 - b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
 - c. Instructional material used as part of the educational curriculum

C. EXPLANATION OF RIGHTS: These rights transfer from the parents to a student who is 18 years old or an emancipated minor under state law. The Miller City - New Cleveland School District has adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Miller City - New Cleveland School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Miller City - New Cleveland School District will also directly notify, such as through U.S. Mail or e-mail, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Miller City - New Cleveland School District will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

1. Collection, disclosure, or use of personal information for marketing, sales or other distribution
2. Administration of any protected information survey not funded in whole or in part by the Department of Education

3. Any non-emergency, invasive physical examination or screening as described above.

**Parents who believe their rights have been violated may file a complaint with:*

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

XXVI. NOTIFICATION OF AND CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES

A. DEFINITION: The Protection of Pupil Rights Amendment (PPRA) requires Miller City - New Cleveland School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities.

B. INCLUDED RIGHTS:

1. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas:
 - a. Political affiliations or beliefs of the student or student's parent
 - b. Mental or psychological problems of the student or student's family
 - c. Sex behavior or attitudes
 - d. Illegal, anti-social, self-incriminating, or demeaning behavior
 - e. Critic appraisals of others with whom respondents have close family relationships
 - f. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
 - g. Religious practices, affiliations or beliefs of the student or parents
 - h. Income, other than as required by law to determine program eligibility.
2. This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing survey") and certain physical exams and screenings.
3. Please note that this notice or consent/opt-out transfers from parents to any students who is 18 years or an emancipated minor under state law.

**Parents who wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to:*

Miller City-New Cleveland Local Schools
C/O HS/MS/Elementary Principal
P.O. Box 38
Miller City, OH 45864

**The school principal will notify parents of the time and place where they may review these materials. Parents have the right to review a survey and/or instructional materials before the survey is administered to the student.*

XXVII. NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

A. DEFINITION: FERPA affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records

B. INCLUDED RIGHTS:

4. The right to inspect and review the student's educational records within 45 days of the day the school receives a request for access
 - a. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect.
 - b. The school official will make arrangements for access and notify the parent or eligible students of the time and place where the records may be inspected
5. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
 - a. Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed.
 - b. If the school decides not to amend the record as requested by the parent or eligible students, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment

- c. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing
- 6. 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
 - a. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests
 - b. 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 as its agent to provide a service instead of using its own employees or officials (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
 - c. 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
 - d. Upon request, the school discloses educational records without consent to officials of another district in which a student seeks or intends to enroll

**Parents who believe their rights have been violated may file a complaint with:*

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

XIV. PUBLIC'S RIGHT TO KNOW: Records pertaining to any individual students and other confidential materials are not released for inspection. Only that information deemed "directory information" may be released from an individual student's file, and only after complying with the regulations information is not released when parents have affirmatively withdrawn their consent to release in writing. Student records that consist of "personally identifiable information" generally are exempt from disclosure. The Board's public records policy is posted in a conspicuous location in the central office and in all other district buildings and employee handbooks provided by the district. The policy is distributed directly to the records custodian and receipt of the policy by the custodian is acknowledged. A copy of the records retention schedule will be maintained and readily available to the public in the central office.