

Margaretta High School

“Polar Bears”

2009-2010 Student Handbook

Margaretta High School
209 Lowell St.
Castalia, Ohio 44824
School Telephone: (419) 684-5351

Mr. Ed Kurt
Superintendent

Mr. Keith Bonnigson, *Principal*
Mr. Dale Sartor, *Assistant Principal*
Mr. Troy Roth, *Assistant Principal/A.D.*

Student: _____

Address: _____

Phone: _____ Grade: _____

GENERAL INFORMATION

Important Foreword

This student handbook was compiled to inform both students and parents of opportunities, as well as the rules and policies, at Margaretta High School. **The purpose of this code is to provide for an appropriate educational atmosphere.** The rules and policies at Margaretta apply to all students. Reaching age 18 does not exempt a student from school rules and policies.

All students are reminded that a registration form, birth certificate, and proof of custody must be on file upon entering school. The Emergency Medical Authorization form must be in the office by the second week of school!

Daily Time Schedule

<u>Period</u>	<u>Gr. 7-9</u>	<u>Gr. 10-12</u>
1	7:44-8:27	same
2	8:31-9:14	same
3	9:18-10:01	same
4	10:05-10:48	same
5	10:52-12:09	10:52-11:35
6	12:13-12:56	11:39-12:56
7	1:00-1:43	same
8	1:47-2:30	same

Margaretta School Calendar 2009-2010

Sept. 1	First Day for Students
Sept. 7	Labor Day – No School
Oct. 12	In-Service Day - No School for Students
Nov. 19/23	Parent/Teacher Conferences
Nov. 25-27	Thanksgiving Break - No School
Dec. 23-Jan 1	Winter Break - No School
Jan. 18	Martin Luther King Day – No School
Feb. 5	Teacher In-Service - 2 Hour Late Start
Feb. 15	President's Day – No School
April 1 - 5	Spring Break – No School
May 31	Memorial Day - No School
June 3	Last Day of School for Students
June 5	Graduation

School Policy

School policy is formulated for the ultimate benefit of the vast majority of students. Input for our school policy comes from administration and faculty, student government, and community members. It is approved by our local board of education, which in turn, is elected by our community.

It is our goal to cover as much as possible in this student handbook to help our students understand what it takes to succeed. But we also understand that we can not cover every possible situation. A more detailed list

of school rules and regulations can be obtained through the high school office or the board of education.

Non-Discrimination Statement

Margaretta Local Schools affirms that no person shall, on the basis of sex, race, color, national origin, or handicap be excluded from participation in, be denied the benefits of, or subjected to discrimination under any educational program or activity conducted under its auspices. This shall extend to employees therein and to admission thereto. Inquiries concerning the application of this policy may be referred to the Superintendent, the designated coordinator. This policy shall prevail in all Board policies concerning school employees and students.

The Board designates the Superintendent as the Title VI Coordinator (race, color, and national origin), the Title IX Coordinator (sex), and the Section 504 Coordinator (handicaps).

Complaints should be referred to the Superintendent at 419-684-5322 or at 305 S. Washington St., Castalia, Ohio 44824. A Discrimination Grievance Form, along with additional information, can be obtained from the Superintendent.

Safe and Drug Free School

Margaretta School firmly believes that students have the right to attend a safe, drug free school. Random locker searches and trained dog searches of school property will occur throughout the school year. Everyone's support and cooperation toward promoting a safe and drug free school is greatly appreciated.

Extra Student Handbook / Planner

Students can buy another student handbook/planner for \$5.

Parent Notification

Right to Request Teacher Qualifications

Our school receives federal funds for Title I programs that are a part of the No Child Left Behind Act of 2001. Throughout the school year we will continue to provide you with important information about this law and your child's education.

You have the right to request information regarding the professional qualifications of your child's teacher(s). If you request this information, the district or school will provide you with the following as soon as possible:

- if the teacher has met state licensing requirements for grade level and subjects in which the teacher is providing instruction;
- if the teacher is teaching under an emergency status for which state licensing requirements have been waived;

- c. the type of college degree major of the teacher and the field of discipline for any graduate degree or license; and
- d. if your child is receiving Title I services from a paraprofessional and, his/her qualifications.

If you would like to request this information, please contact your child's school.

If your child first-learned or home language is anything other than English please contact your school office for a Home Language Survey:

Grades PK-6 Margaretta Elementary (419) 684-5357
 Grades 7-12 Margaretta High School (419) 684-5351

Notification of Rights under FERPA

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

1. The right to inspect and review the student's educational records within 45 days of the day the School receives the request for access. Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's educational records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor,

medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with requirements of FERPA. The Office that administers FERPA is:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, DC 20202-4605

Notification of Rights under the Protection of PPR

PPRA (Pupil Rights Amendment) affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

* Consent before students are required to submit to 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 Education –

1. Political affiliations or beliefs of the student or students' parents;
2. Mental or psychological problems of the student or students' family;
3. Sexual behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

* Receive notice and an opportunity to opt a student out of :

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or required as a condition of attendance, administered by the school or its agent;
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

* Inspect, upon request and before administration or use:

1. Protected information surveys of students;

2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from parents to student who is 18 years old or emancipated minor under State law.

Margaretta Local Schools has adopted policies regarding these rights, as well as arrangements to protect students' privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information in distribution purposes. Margaretta Local Schools will annually notify parents of these policies. Margaretta Local Schools will make this notification at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys. For surveys or activities scheduled after the start of the school year, parents will be provided reasonable notification of the planned activities and surveys listed below, and are 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 specific activities and surveys covered under this requirement:

- * Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- * Administration of any protected information survey not funded in whole or part Education Department.
- * 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, DC 20202-5901

ASBESTOS

The Margaretta Board of Education retained the services of Martin Brumbaugh, a federally trained and licensed asbestos inspector, to perform a thorough asbestos inspection and to develop a complete management plan which will meet all Federal, State and Local requirements. The inspection report and management plan was formally accepted by the Board of Education on October 10, 1988 and mailed to the State Dept. of Health on the same day. A copy of this extensive report is on file in the superintendent's office for public inspection. The plan has been recently approved by the EPA.

Nearly all of the asbestos in our schools is located in ceiling plaster. Asbestos was encouraged to be used as a fire retardant in much of the construction which took place during the mid to late 1950's and early 1960's. Most of the remaining asbestos will be found in plaster

type coating covering the boilers and some steam pipe lines. A re-inspection to monitor the condition of our asbestos-containing materials will be conducted every six months by a trained member of our staff and every three years by a certified, outside inspector.

The inspector rated all asbestos containing materials on a scale of 1 (lowest) to 7 (highest). Most all of the asbestos in our schools was rated as 3 or 4 which means it is in a stable, non-threatening condition, given proper care and maintenance.

Building Entrances and Hall Procedures

Students are to enter the building through the front foyer doors or the side doors to the parking lots. Suggested arrival time for students is 7:29 a.m. Students arriving before 7:29 a.m. will wait between the front glass doors.

Hats should be removed and cell phones turned off once a student enters the building. Students who missed the previous school day must report to the Main Office with a note from parents. Students arriving late to school must also report to the Main Office to obtain a pass /detention slip to first period.

Once school begins, only the front foyer doors and the back door to the vo-ag building will remain unlocked. With the exception of students in vo-ag, students are not to leave the building to change classes.

Junior High students with classes in the high school (band, choir, science, etc.) are to use the gym tunnel instead of the senior hallway.

Visitors

All visitors must receive approval to be in the building from the Principal. If approved, all visitors will have a visitor's pass signed by the Principal. Anyone in the building without a signed visitor's pass should be reported the Principal's office.

Telephones

The office telephones are to be used for emergencies only. Students may use the pay telephones before school, during their lunch period, and after school. Phone use is limited to students with fewer than nine (9) demerits and calls should not last longer than five (5) minutes.

Medication Policy

Students on medication should follow these guidelines:

1. Pick up a medication form in the high school office or on the Margaretta Local Schools website.
2. Complete the medication form and return to the high school office, along with instructions.
3. Medication must be in its original container.
4. Inform the high school office of any changes in medication or changes with instructions.

It is the student's responsibility to come to the high school office when it is time to take the medication. The office will log dates and times medication was administered. Parents should call the high school office if they have any questions or concerns.

Student Fees

Student fees are to be paid on time in the high school office. There will be a \$25 charge for bad checks. High school transcripts will not be forwarded and a high school diploma will not be given until all school fees are paid in full.

Fines and Assessments

Fines and assessments will be made against students for mistreatment of equipment, materials and facilities.

Lost, destroyed or unaccounted for books and materials and equipment should be determined on its depreciated value, deducting 15% of original value per year for each year, up to 75% for five years or more. To determine furniture and building abuse assessments, the business manager will be contacted. High school transcripts will not be forwarded and a high school diploma will not be given until all assessments are paid.

Fire and Tornado Drills

Students should follow these guidelines:

1. Follow the directions for exits posted in each room.
2. Follow the directions of the teacher or administrator.
3. Please remain quiet and calm.

Computer Use Policy

Students and their parent/guardian are required to sign the Computer Network and Internet Acceptable Use Policy and Agreement Form in order to use our computers. This form is enclosed in the Margareta Handbook and will also be available in the library. Please read page 13 for rules and disciplinary policies regarding computer use.

Notification for Buildings Containing Asbestos

Asbestos found in our buildings is in stable, non-threatening condition and given proper maintenance. A complete inspection report and management plan can be obtained at the Board Office, 305 S. Washington St., Castalia, Ohio.

Procedures for State Mandated Testing

The Ohio Department of Education sets procedures for state testing by law. This law covers the Ohio Graduation Test (OGT), Proficiency Tests (OPT) and the State Achievement Tests. The law, Rule 3301-13-05 of the Ohio Administrative Code, requires that "Test Security" must be maintained at all times. This means that: NO PERSON SHALL DISCUSS, SHARE,

RELEASE, CAUSE TO RELEASE OR REPRODUCE ANY SECURE STATE TEST MATERIALS THROUGH ANY MEANS OR MEDIUM; ELECTRONIC, PHOTOGRAPHIC, WRITTEN OR ORAL. The Ohio Revised Code prohibits the disclosure of test questions, paraphrases, facsimiles, or any other material that would assist a pupil taking the state tests.

Students, teachers, and administrators are all responsible for insuring test security as mandated by the law. All state test questions and material considered part of the State Tests are considered secure materials as required by law. Building and District Test Coordinators monitor test security procedures. Violations shall be handled as outlined in the district procedures in compliance with the law. For further information contact the Test Coordinator through the Guidance Office.

Work Permits

An employed minor must secure a new work permit each time he/she changes employers. Application forms for a work permit may be obtained in the athletic office. During summer months, forms are available in the main office

"But, I'm 18"

Students who turn 18 years old are still expected to follow all rules, regulations, and procedures outlined in this student handbook.

Policy on Gifted Children

The district uses a three-part approach to identify students who perform or show potential for performing at high levels of accomplishment in the areas of superior cognitive ability, specific academic ability, creativity, and visual and performing arts.

The district ensures that there are ample and appropriate scheduling procedures for assessments. Referrals are accepted on an on-going basis using the process outlined in the 'Information for Parents' brochure available at the school office.

For further information regarding gifted identification, contact the building Principal.

Search and Seizure

Storage places, including lockers and desks, are property of the Board and, in accordance with law, may be subject to random search. The Board also authorizes the use of canines, trained in detecting the presence of drugs. Also, school authorities may search person or property, including vehicles, of a student, with or without consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of school rules. Administrators are authorized to arrange for the use of a breath-test instrument in cases where alcohol use is suspected. A complete explanation of the

Board's "Search and Seizure" policy can be obtained in the office.

Student Aides

Students must complete a student aide form and meet the following requirements:

1. No D's or F's the previous grading period, including semester and final grades.
2. Less than 9 demerits.
3. May only aide for offices, library, ISI, and P.E. classes.
4. Must obtain staff signature on an application to be turned into the office.
5. Must follow all student aide guidelines outlined on application.

Emergency Evacuation

In cases of emergency, students are to remain calm and quiet. Teachers and administrators will direct students to a location deemed safe and secure. Follow all directions given by school and law enforcement officials. Attendance will be taken so it is imperative that students stay with their group and teacher.

ACADEMICS

Foreword

Communication is the key to success when it comes to academic achievement. Communication between a student and teacher and between parent and teacher is essential. Please read all grade cards and interim reports carefully. Attend the two parent/teacher conferences during the year. Finally, call the school and set up an appointment if you have any questions or concerns.

Grading

A semester grade will be the average of all grades during the first two nine weeks. A final grade will be the average of the two semester grades.

For semester long courses, the semester grade is considered the final grade. For year long courses, academic credit is given at the completion of the course; thus, no single semester credit is awarded.

A - Excellent	90% - 100%
B - Above Average	80%-89%
C - Average	70%-79%
D - Below Average	60%-69%
F - Failing	59% or below
P - Passing	(For courses graded on Pass/Fail basis)

Requirements for Graduation

In order to graduate from Margaretta, a student must meet four requirements:

1. Seniors must pass four (4) credits their final year.
2. Proficiency Tests - Pass the State's proficiency tests and/or Ohio Graduation Test.

3. Credits - 21 credits

4. Financial obligations are to be paid.

The minimum credit requirements for graduation for the Class of 2003 and beyond are as follows:

English	-	4 credits
Social Studies	-	3 credits
Mathematics	-	3 credits
Science	-	3 credits
Health & P.E.	-	1 credit
Other Electives	-	7 credits
TOTAL		21 credits

Graduation Option

Students may graduate and receive a diploma without passing all five tests of the OGT if they meet ALL of the following requirements:

1. Pass four of the five tests and have missed passing the fifth test by no more than 10 points;
2. Have had a 97 percent attendance rate through all four years of high school and not have had an expulsion in high school;
3. Have a grade point average of at least a 2.5 out of a 4.0 in the subject area missed and have completed the curriculum requirement in the subject area missed;
4. Have participated in any intervention programs offered by the school and must have had a 97 percent attendance rate in any program offered outside the normal school day;
5. Obtain letters of recommendation from each teacher in the subject area not yet passed, as well as the principal.

Honor Roll and Merit Roll

To obtain a position on the honor roll, a student must have an average of 3.5 or better on their grade card. The appearance of an "F" or "D" on the report card means disqualification. To be on the merit roll, a student needs to have an average of 3.0 or better. Unlike the honor roll, an "F" or "D" does not mean disqualification.

Award of Merit and Honors Diploma

A complete list of requirements and criteria for various awards and scholarships can be obtained in the Guidance office. Students entering high school and wishing to qualify for the Award of Merit and Honors Diploma should make an appointment with the Guidance Counselor.

College Financial Aid and Scholarships

Students seeking financial aid for college should also make an appointment to discuss the available grants, loans, and scholarships. Parents and students alike are encouraged to attend the annual college financial aid meeting held in January.

College Visits

The college visit day privilege is limited to juniors and seniors with a 2.0 accumulative grade point average or better. No student will be allowed more than three (3) accumulated days over a two year period.

Students must follow these procedures prior their college visit:

1. Make appointment with college through Guidance.
2. Obtain a "blue slip" in the Assistant Principal's office 24 hours prior the visit. NOTE: Students with excessive absences will not be permitted to take off school time to make college visit.
3. Obtain a letter from the Guidance Office that must be signed by college personnel and returned to the Guidance Office.

Guidance Office and Scheduling

Understanding that each student has unique interests and abilities, it is the goal of the Guidance Office to help each student become aware of the many opportunities available. Whether it be preparing for college, pursuing a vocational program, or wanting to join the military, we advise all students to stay in close contact with the Guidance Office. Read the bulletin board postings carefully, listen for announcements, and attend the informational meetings as they come along.

When scheduling your classes, students and parents are advised to read the course description guide carefully. Let the Guidance Office know of your interests and future plans. Instead of scheduling classes based on friendships, schedule your classes based on your future plans.

Change of Class Schedule

Students are not permitted to change schedules or drop subjects without permission of the Guidance Counselor or Principal. Students should not register for classes with the attitude that if he / she does not like the course, he / she will drop it. If students register for a course, they are expected to complete the course.

No schedule changes or adjustments will be made until after the first week of school. If a subject is dropped after the second week of school, a semester mark of "W" will be recorded on the permanent record. If a subject is dropped after the third week of school, a grade of "F" will be recorded.

C.B.I. & EHOVE

Students of Margareta wishing to pursue a vocational program should see the Guidance office about the C.B.I. program and opportunities at EHOVE.

Tutoring

Students in need of additional help with coursework may see the Guidance Office about receiving tutoring.

Homework Policy

Mission

*To prepare students to function productively and responsibly in a changing society.

Purpose

- *To reinforce basic skills and concepts.
- *To complete assignments not completed during class time.
- *To develop and build basic study habits.
- *To complete projects or studies involving individual research.
- *To provide tools to enable students to become lifelong learners.

Teachers

- *Reserve new or very difficult work requiring teaching assistance for class.
- *Guide students to establish standards of good study habits, including writing assignments in planner.
- *Plan and assign homework.
 - a. Make assignments purposeful. Keep homework relevant to the students' needs and to the class.
 - b. Base the number, frequency, and degree of difficulty for homework assignments on the ability and needs of the students.
 - c. Provide clear instructions. Post assignment in room along with verbal reminder. Post or make assignments available to parents.
- *Be available to assist students with assignments and provide resources.
- *Hold students accountable for completing assignments, while at the same time considering individual circumstances.
- *Provide appropriate feedback.
- *Contact parents when the student does not complete assignments.

Parents

- *Ask to see homework assignments or student planner.
- *Contact the teacher if your child repeatedly says, "I have no homework," or when there are other concerns (e.g. textbooks not coming home, supplies needed).
- *Encourage the completion of homework assignments.
- *Provide a suitable place for your child to do his/her homework.
- *Show an active interest in the homework to be completed, but refrain from doing homework for them.
- *Encourage other outside school activities (e.g. reading, museums, plays) that help stimulate and/or enhance the learning process taking place at school.
- *Help students prioritize academics with extracurricular activities, social events, and work.

*Make it a priority to understand in what subjects your child does well and where they may need more encouragement or assistance. Remain involved in your students' academic program from seventh grade until graduation.

Students

*Be accountable for your actions regarding completion of homework, including recording assignments in planner daily.

*Complete the assigned homework and return it on time. Avoid procrastination.

*Submit quality work according to teachers' expectations.

*Seek help from the teacher when needed. Do not feel intimidated to ask for assistance, as both parents and teachers want you to be successful.

*Produce original, non-plagiarized work.

Class Rank

1) Grade point average shall be determined by totaling the number of quality points for each letter grade earned in grades 9 thru 12. The total quality points shall then be divided by the total number of credits earned.

a. Grades and credits earned from schools that are not accredited shall be excluded from the G.P.A. calculation.

b. Grades and credits earned in any program not offered during the school day shall be excluded from the grade point average calculation. Approved tutoring and state approved educational options may be included in the calculation of G.P.A. pending the principal's approval.

c. Correspondence courses shall not be included in the calculation of G.P.A.

d. Quality points will range from 1 to 4 points per credit. A.P. courses will receive a .0526 per unit addition to the final average.

2) Rank in class shall be determined by ranking the G.P.A. averages from the highest to the lowest.

a. Students who earn no credits from Margareta High or EHOVE during their senior year shall be excluded from class ranking.

b. In determining rank in class, the G.P.A. average shall be rounded off to the nearest hundredths place. Five and higher shall be rounded upward to the next higher hundredths place, four and lower shall be dropped.

c. Rank in class shall be automatically printed on the transcripts being mailed.

Educational Options

The guidance department will only recommend an educational option for one of our students if:

1) a particular course requested is not offered in our curriculum or

2) if the student has completed the course and has failed it.

Weighted Grades from Other Schools

Courses which are weighted at other schools may carry the weight to the Margareta Grade Point Average (GPA) to a limit of 4 points per unit of credit. As an example: If a student has a "B" in a course which carries 4 quality points (or its equivalent) they would receive the equivalent here as an "A" or 4 quality points. An "A" grade would also be limited to 4 quality points. A "C" grade would transfer as a "B" equivalent with 3 quality points and so forth.

Students, who have taken Advanced Placement Courses equivalent to those offered at Margareta would benefit from the .0526 per unit addition to the final average. (For the present American History AP, English IV AP, Calculus AP, French IV AP ('07) and Spanish IV AP are the only courses counted. The add on would be used as in our courses instead of the increased quality points above.)

Every effort will be made to give credit for the courses from other schools. If for some reason the additional weight is missed in the GPA calculation, it is up to the student to request a correction or further information from the old school in question.

Withdrawal from School

If you plan to withdraw from school, you must make an appointment with the Assistant Principal, obtain a form to take to all your teachers, return all your books, clean out your locker, and pay the balance of your bills in the high school office. Transcripts will not be sent to your next school unless all books are returned and the balance of bills is paid in full.

ATTENDANCE

Policy

In order to receive academic credit, a Margareta student must satisfy two (2) basic requirements:

1. Academic requirements set by classroom teacher
2. Attendance requirements set by Board of Education

The Margareta Board of Education supports and requires that students be absent NO MORE THAN EIGHTEEN (18) DAYS IN A SCHOOL YEAR, NINE (9) DAYS IN A SEMESTER.

But, if for some reason, a student goes over the allotted number of absences, the student will be afforded the opportunity to "make up" excessive absences in Extended School. This policy also includes student absences from individual classes. Any student who accumulates over eighteen (18) absences from an individual year long class or nine (9) absences from a

semester long class will receive no credit for the class unless the number of excessive absences is made up in Extended School. **FAILURE TO SERVE EXTENDED SCHOOL TO MAKE UP EXCESSIVE ABSENCES WILL RESULT IN THE LOSS OF ACADEMIC CREDIT!**

Extended School

Extended School will be offered on twenty (20) half days after the school day in the Spring and five (5) days in June. This makes for fifteen (15) total Extended School days. Therefore, ANY STUDENT WHO MISSES IN EXCESS OF THIRTY-THREE (33) DAYS DURING THE SCHOOL YEAR WILL LOSE ALL ACADEMIC CREDIT.

Extended School days and locations will be scheduled through the assistant principal's office. A Margareta teacher will be in attendance to help students with their school work. Failure to serve Extended School when it is assigned will result in an absence and an additional day of Extended School.

A complete list of rules and expectations for Extended School will be given to students prior to their first day in Extended School. A letter will also be sent home. Any questions about Extended School should be addressed in the Assistant Principal's office.

The eighteen (18) days of absences, nine (9) for a semester policy is not to be considered as approved days to miss school. These days should only be used for legal, authorized absences as described by the law.

The Law

Every child between the ages of 6 -18 who is not employed on an age and schooling certificate (full time work permit), and who has not been determined to be incapable of profiting by further instruction, must attend school. Legal, authorized absences, include:

1. Personal illness
2. Recovery from accident
3. Required court attendance
4. Death in the family
5. Such good cause as may be acceptable to the Superintendent or his/her designee

NOTE: Absence for any reason other than those cited in 1-5 above presumably is illegal and constitutes truancy. This would result in disciplinary consequences for an unauthorized absence. **Students with excessive absences may be turned over to the Erie County Juvenile Court.**

Tutoring for Extended Illness

A certified tutor may be obtained for any student with an extended illness or injury of at least 10 days or more. Parents are asked to notify the Assistant Principal previous to or as soon as possible when their child is placed in the hospital or when a medical doctor instructs the child to stay at home for a lengthy period of time.

Approved tutoring days will be deducted from a student's total days absent.

Procedure to Follow When Absent

1. Parent calls school (419-684-5351) first thing in the morning.
2. Signed note from the parent upon returning to school stating the number of days absent and the reason for the absence.

NOTE: Students should report to the Assistant Principal's office by 7:39 a.m. when returning from an absence. Students failing to follow the procedure described above will be subject to disciplinary consequences.

Absences and Make-Up Work

If a student is absent for an authorized reason and followed the procedure for being absent, the student will be permitted to make up the work missed. It is the responsibility of the student, not the teacher, to arrange for make-up work following an approved absence. If the student fails to arrange for making up the work within two days following his / her return to school, the privilege is forfeited and all work will be recorded as an "F."

In the case of absences that last more than one day, a student will have the same amount of days to turn in the make-up work as the amount of days absent. The student should find out from the teacher the exact date all make-up work is due! Failure to turn in make-up work on time will result in an "F."

Absences and Extra-Curricular Activities

If students are absent from school, they may not attend extra-curricular activities that evening!

A student may miss one half day of school and still participate one time in a sport season. Otherwise, a student must be in school a full day in order to participate in an extra-curricular activity or practice that day. Coaches and advisors are responsible for enforcing this policy, along with the Assistant Principal.

A student who is absent on Friday may attend or participate in extra-curricular activities on Saturday.

If a student is absent from school on a school related activity (field trip, college visit, mentorship, etc.), the student may still attend or participate that evening.

Students should check with the Assistant Principal concerning absences and participation in extra-curricular activities.

Field Trips, Mentorships, and Activities

Field trips, mentorships, and activities which cause students to miss classes may only be attended by students with fewer than nine absences for a semester or fewer than eighteen absences for the year.

Field trips, mentorships, and activities approved by the Guidance office or Assistant Principal's office will not be counted toward a student's total absences.

"Take a child to work" day, hunting trips, and vacations may be approved by the Guidance office or Assistant Principals office, but these days would count toward a student's total absences. We would encourage parents and students to plan these types of activities in the evening, on the weekends, or when we are not in school. These types of activities would not be approved for students with excessive absences.

Students with nine (9) or more demerits will not be allowed to attend or participate in field trips, mentorships and activities.

Hunting

Students wishing to go hunting must have less than 10 days absent, fewer than 9 demerits and must be passing all subjects. Hunting will be limited to 3 days. Students must get a form signed from all their teachers and complete all assignments missed.

Blue Slips

Students who need to leave school early for an appointment, personal illness, or emergency must follow these procedures:

1. Report to the Assistant Principal's office.
2. Provide signed note by parent, have parent call school.
3. Call home in cases of emergency or cases when school does not receive a note or a call.
4. Provide a signed document (doctor's written note) verifying that the appointment was kept.

NOTE: Students failing to follow the procedures described above will be subject to disciplinary consequences. Also, "needed at home" is NOT considered an excused absence unless the Assistant Principal approves the request as an emergency.

Tardiness

Tardiness is defined as, "not being in his/her seat by the time the tardy bell stops sounding."

Students who are tardy to school or tardy to first period class should report to the Assistant Principal's office. First period teachers should not admit students who are tardy unless they provide a detention slip from the Assistant Principal's office.

After first period, being tardy to class will result in a one hour detention, assigned by the classroom teacher.

Students must serve their one hour detention on one of the dates written on the detention slip.

If a student is tardy more than once on a particular day, the detention supervisor will reschedule the dates so all detentions can be served.

Absences

Arrive between 7:44am -8:06 am - Tardy

Arrive between 8:07am-10:48 am- 1/2 day absent

Blue Slip before 10:48 am - Full day absent

Blue Slip any time after 10:48 am - 1/2 day absent

Blue Slip leave and return within 3 hours- 1/2 day absent

Late Bus

Late bus students are to report to the office for an admit slip.

DISCIPLINE

Foreword

The rules and regulations at Margareta are designed to correct inappropriate behavior and are designed to promote a learning environment for the majority of students.

Assertive Discipline Plan

Each teacher and bus driver will post and review a list of rules, regulations, and procedures to be followed in their classroom or on their bus. This list of rules, along with a list of rewards for positive behavior, is called an "Assertive Discipline Plan."

Consequences for breaking a rule or misbehaving will become more severe each time a rule is broken or each time the student fails to behave. If a student gets to the end of the "Assertive Discipline Plan," the student will be referred to the Assistant Principal. The Assistant Principal will issue a consequence which reflects the Margareta Student Handbook. These consequences reflect the severity of the discipline problem and the number of instances of the discipline problem. Discipline problems, severe in nature, will be turned over directly to the Assistant Principal.

Demerits

The demerit system is a numerical method to fairly maintain an accurate account of a student's discipline record. Demerits are weighted to reflect the severity of an infraction and the frequency of an infraction. The more demerits a student accumulates, the more severe the consequences.

3 demerits - One hour of administrative detention.

6 demerits - One day of in-school isolation.

9 demerits - Three days of in-school isolation. Loss of all privileges, including extra-curricular activities, driving, prom, and graduation! Request for a parent conference.

12 demerits - Five days of in-school isolation. Continued loss of privileges. Possible request for an informal hearing with juvenile court.

15 demerits - Five days of out-of-school suspension.

Continued loss of privileges. Request for a parent conference. Request for an informal hearing with juvenile court.

18 demerits - Ten day suspension with a recommendation for expulsion.

Merits

A student who sustains a positive, acceptable pattern of behavior for a period of two weeks receives one merit. If a student is referred to the office for disciplinary reasons, the two week time period starts over, regardless of whether demerits were given. A merit cancels a demerit.

Teacher Detention

A part of each teacher's "Assertive Discipline Plan" will include a detention before or after school, either Wednesday or Friday. The teacher assigning the detention will supervise the detention and will inform the student as to where and when the detention is to be served. Students will be given at least 24 hours notice so they can inform their parents that they have to stay after school. Failure to serve a teacher's detention will result in administrative detention.

Administrative Detention

Administrative detentions are served on Mondays and Tuesdays from 2:35-3:35pm, Thursdays 2:35-4:35. Students must serve the detention on the date assigned by the Assistant Principal. Students may reschedule their detention ONE time without consequences. Failure to serve detention will result in a 2 hour detention, ISI, or 3 demerits and suspension.

In-School Isolation (ISI)

In-School Isolation (ISI) is an alternative to out-of-school suspension. Students are to get their assignments ahead of time from their teachers and take this list of assignments, along with all their books and a sack lunch to the ISI room on the day(s) assigned.

The Assistant Principal will give the student a complete list of rules for ISI when it is assigned. The ISI monitor will review these rules with the students when they arrive first thing in the morning. ISI does NOT count toward a student's total number of days absent and students may participate in activities that night. **Students who have been assigned to ISI on 3 previous occasions may be suspended out of school for further offenses.**

Emergency Removal

If a student's presence and behavior poses a continuing danger to persons or property, or is an ongoing threat to disrupting the instructional process taking place either within a classroom or elsewhere on

the school premises, an administrator may remove the student from the activity or from the school premises. This is not counted as a day of out-of-school suspension.

Out-of-School Suspension

In the case of a student's intended removal from school for purposes of suspension, the following procedure shall be enacted:

1. The student shall be informed in writing of the intended suspension and reasons for the proposed action.
2. The student shall be provided an opportunity for an informal hearing, normally with the Assistant Principal, to challenge the reason for the intended suspension and/or otherwise explain his/her actions.
3. An attempt shall be made to notify the parent/guardian by phone of the decision made and the reasons for it.
4. A letter will be sent to the parent /guardian within twenty-four hours stating the specific reason(s) for the suspension and include notice of their right to appeal such action to the Principal.

NOTE: Students suspended out-of-school are responsible for obtaining their school work. ALL work must be turned in on the day student returns to school or on the day assigned by the Assistant Principal or receive an "F" for all missed work. All tests/quizzes will be made up on the day of return or day assigned by the teacher. The days absent due to out-of-school suspension WILL count toward the total number of days absent. No suspension may exceed ten (10) school days. Students suspended out of school may not be on school property or attend Margareta activities, home or away.

Alternative School

An alternative school may be used in place of a out-of-school suspension or expulsion. Each case will be dealt with on an individual basis. Some cases may involve a court order, while others may be placed by the administration and/or a building assistance team.

Home Instruction

Students placed on home instruction for disciplinary reasons may NOT be on Margareta school property for any reason without prior approval of the Principal /designee. Violations will be considered trespassing and will be reported to local law enforcement. This holds the same for students expelled from school.

Expulsion

Expulsion is the involuntary removal of a student from school for no more than eighty days. Only the Superintendent may expel a student. Prior to an expulsion hearing, the Superintendent will enact the following procedures:

1. The student shall be informed in writing of the intended expulsion and reasons for the proposed action. A date and time for an informal hearing will be scheduled.
2. The student will be informed of his/her right to have a parent/guardian and/or representative present.
3. The student will be afforded an opportunity to speak on his/her own behalf and offer reasons against an expulsion.
4. Within twenty-four hours of the expulsion hearing, the Superintendent must notify the parent/guardian of the decision of whether to expel the student. This notice must include the reasons for the expulsion and the right of the parent/guardian to appeal to the Board of Education within 14 days.
5. Students returning to school after an expulsion hearing or an expulsion will have the same number demerits as when he/she was recommended for expulsion and a behavioral contract will be signed.

NOTE: Margaretta may honor expulsions from another school district. Expulsions may extend into the semester following the semester in which they begin. Students expelled from school may not be on school property or attend Margaretta activities, home or away.

Permanent Exclusion

Permanent Exclusion shall mean the student is banned forever from attending a public school in the State of Ohio. For further information on permanent exclusion, refer to the Bylaws and Policies of the Margaretta Board of Education or call the Superintendent.

Discipline & Due Process

When a student is referred to an administrator for a discipline reason the student will be given a "hearing." The student will be notified of the rule or policy he/she has violated and the administrator will listen to the student's testimony of the incident. A decision as to the consequences, if any, will be made. Students are entitled by law to "due process" and the hearing assures the compliance with these "due process" rights. Students who may be suspended or expelled will be notified of this intended action in writing at the time of the hearing. Students have the right to appeal the decision to suspend or expel to the Principal and Superintendent (Board Designee), in this order. The method of appeal will be described to the student in the hearing.

RULES & REGULATIONS

Foreword

The administration has made every attempt to develop rules and regulations which would address most of the situations at Margaretta High School.

If a situation occurs which is not covered in this "Rules and Regulations" section, it is the administration's responsibility to refer to board policy and exercise common sense and fairness when issuing consequences. **NOTE:** These rules and regulations pertain to school, on school vehicles, on school grounds and at school related activities (home or away). **Furthermore, this code applies to misconduct by a pupil that occurs off of property owned or controlled by the district but that is connected to activities or incidents that have occurred on property owned or controlled by the district. These rules and guidelines apply to misconduct by a pupil that, regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee.** The following is a list of the most common rule infractions and the subsequent consequences:

Violations which warrant administrative detention (assigned by staff):

Failure to Serve Teacher Detention (FTSD)

Each Offense: One hour administrative detention

Unprepared for Class (U)

First Offense: Warning
 Second Offense: Teacher Detention
 Third Offense: Phone call / note to parent
 Additional Offenses: One hour administrative detention

*Definition: Unprepared for class could include, **but not be limited to:** coming to class without books or materials, not dressing for P.E., etc.

Tardiness (T)

First Offense: One warning per semester
 Next Three Offenses: One hour administrative detention
 Additional Offenses: Minimum 3 dem., 1 hr. detention
 *Definition: In seat by end of bell sounding.

Public Display of Affection (PDA)

Each Offense: One hour administrative detention
 *Definition: Kissing, heavy petting.

Personal Appearance Code (PAC)

Each Offense: Minimum 1 dem., 1 hr. detention
*Definition: See detailed personal appearance code on page 33.

Basic Rules (BR)

First Offense: Warning
Additional Offenses: Minimum 1 hour detention
*Definition: May include, **but is not limited to**: running, using wrong door/hallway, cutting in line, littering, not following absence and blue slip procedure, pay phone procedure, “jamming” of lockers and/or other basic rules outside the classroom.

Electronic Device (ED)

First Offense: Warning, confiscate item
Additional Offenses: One hour detention, confiscate item
*Definition: If it needs batteries or electricity, it is an electronic device.

Cell Phones (CP)

Cell phones should be off, out of sight, **and not used** from the time the students enter the building until 2:30 p.m. Those showing evidence of use, such as ringing, talking, texting, “**blind texting**”, etc., are subject to 1 hour detention and confiscation of phone.
Each Offense: 1 hour detention and phone confiscated.

Violations which warrant administrative detention and demerits (assigned by administration):

Minor Vandalism / Litter (V)

Each Offense: Minimum 2 demerits, 1 hr. detention and restitution or clean up
*Definition: This could include, **but is not limited to**, writing on the desks, etc.

Hall Pass Violation (HP)

First Offense: Minimum 1 demerit, 1 hr. detention
Additional Offenses: Minimum 3 demerits, 1 hr. detention
*Definition: This could include, **but is not limited to**, being in the hall without a pass, misuse of hall pass, not following hall pass procedures, sneaking out before the bell, etc.

Step 5, Disruption of Class (DISR)

Each Offense: Minimum 3 demerits, 1 hr. detention
*Definition: After the teacher/staff member has gone through his/her “assertive discipline plan” and the disruptive behavior continues, the student will be sent to the Assistant Principal. Disruptive behavior could

include, **but is not limited to**: out of seat, talking, noises, horseplay, disobeying class rules, etc.

Dishonesty (D)

Each Offense: Minimum 3 demerits, 1 hr. detention
*Definition: This could include, **but is not limited to**, plagiarism, cheating, lying, forging a pass, etc. In cases of cheating or plagiarism, student will not receive credit for that work.

Violation of Driving Rules and Regulations (AUTO)

Note: Individuals driving to school will be subject to alcohol and drug screening. Drivers who test positive for alcohol or drugs in their system will be subject to denial of driving privileges and assessments set forth in the alcohol/drug screening policy. A complete explanation of this policy, along with the consequences, shall be given to each driver and must be signed by both parent and student in order to drive to school.
Driving Rules Offense: Min. 2 demerits, 1hr. detention
Positive Drug / Alcohol Screening: Loss of driving privileges.

Violation of Bus Rules and Regulations (BUS)

Each Offense: Minimum 3 demerits, 1 hr. detention
*Definition: Bus rules and regulations are posted in the bus. NOTE: Repeated or serious violation of bus rules could result in the loss of bus riding privileges.

Violation of Study Hall Rules and Regulations (SH)

Each Offense: Minimum 3 demerits, 1 hr. detention
*Definition: Study hall rules and regulations are posted in study hall.

Violation of Computer Use Policy (CUP)

First Offense: Minimum notification to parents and disable the account for two weeks.
Additional Offenses: Minimum notification to parents, disable account indefinitely, 3 days of in-school suspension.
Note: Inappropriate computer use deemed severe by the administration can result in a 10 day suspension with a recommendation for expulsion.
Students are NOT to share their password with others or impersonate another user. Intrusion into the network(s) of computers or any individual computer is strictly prohibited. Accessing or attempting to access any pornographic material or materials that encourage violation of the law is strictly prohibited. Students are to use the computers for their intended use and follow all directions given by staff members.

Violation of ISI Rules and Regulations (ISI)

Note: Students will complete all work, including teacher packets, before they are dismissed. Failure to successfully complete ISI will result in 3 demerits and (2)

days of out of school suspension for every remaining day of ISI assigned.

Incomplete ISI Sheet: Additional day of ISI assigned

No ISI Sheet: Additional day of ISI assigned

NOTE: Students who have been assigned to ISI on 3 previous occasions may be suspended out of school for further offenses.

Violations which warrant demerits and/or in-school-isolation (ISI) or suspension:

Failure to Serve ISI or Suspension (FTS)

Each Offense: Minimum 7 demerits, 10 day suspension with recommendation for expulsion

Failure to Serve Administrative Detention (FTSD)

First Offense: 1 Demerit, 2 Hr. Thursday Detention

Second Offense: 2 Demerits, 1 day ISI

Each Additional: 3 Demerits, 2 days ISI

Misbehaving for a Substitute (SUB)

Each Offense: Minimum 3 demerits, 3 days ISI

*Definition: This could include, **but is not limited to**, not following directions, sleeping, disruption of class, not being prepared for class, etc.

Disrespect / Insubordination (DI)

Each Offense: Minimum 3 demerits, 1 day suspension

*Definition: This could include, **but is not limited to**: talking back, raising voice, being argumentative, refusing to listen, etc. **Disrespect/insubordination includes misconduct by a pupil that, regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee.**

Unauthorized Absence (UA)

First Offense: Minimum 3 demerits, 5 days ISI.

Second Offense: Minimum 5 demerits, 5 days suspension.

Additional Offenses: Minimum 7 demerits, 10 days suspension with recommendation for expulsion.

*Definition: An example of an unauthorized absence would be when a student is absent from school without the parent's permission or knowledge (truancy).

Other examples include, but are not limited to: skipping class or portion thereof, leaving class without permission from the teacher, "skip day," or leaving school grounds without permission in any way. This includes study halls and lunch periods.

Theft (TH)

Each Offense: Minimum 3 demerits, 1 day ISI and restitution

*Definition: The taking of personal property or school property. This would include, **but is not limited to**, receiving stolen property and attempted theft. In all cases of theft, the complainant has the right to file charges against the offender.

Tampering with Media Equipment (TME)

Each Offense: Minimum 3 demerits, 1 day ISI and restitution

*Definition: No student shall adjust, vandalize, or tamper with the media equipment in any way.

Fire and Fire Alarms (F/FA)

Each Offense: Minimum 7 demerits, 10 day suspension, rec. for expulsion

*Definition: Starting a fire, tampering with fire alarms, triggering the fire alarm without cause. Charges may be filed.

Major Vandalism / Mischief (MV)

Each Offense: Minimum 5 demerits, 3 days ISI and restitution

*Definition: This would include, **but is not limited to**, vandalism deemed as malicious and intentional. This would also include the lighting of matches or lighters, throwing food, graffiti, etc. Charges may be filed.

Improper Language/Gesture (IL)

First Offense: Minimum 3 demerits, 1 hr. detention

Additional Offenses: Minimum 3 demerits, 1 day ISI

*Definition: No student shall write, use, or display improper language or direct an improper gesture to another student.

Improper Language/Gesture to Employee (ILE)

First Offense: Minimum 3 demerits, 3 days suspension

Second Offense: Minimum 5 demerits, 5 days suspension

Additional Offenses: Minimum 7 demerits, 10 day suspension with recommendation for expulsion.

*Definition: Improper language or gesture intended for the school employee to hear or see, whether it be direct or indirect. **This would include misconduct by a pupil that, regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee.** NOTE: A 10 day suspension and recommendation for expulsion may be invoked on the first or second offense if language is deemed blatant and/or threatening in nature.

Harassment/Bullying (H)

First Offense: Minimum Warning or 1 day ISI

Second Offense: Minimum 3 demerits, 3 days ISI

Third Offense: Minimum 5 demerits, 5 days suspension

Additional Offenses: Minimum 7 demerits, 10 day suspension with a recommendation for expulsion.

*Definition: Includes, **but is not limited to**, inappropriate sexual behavior. Includes behavior intended to bother or torment. Includes teasing and name-calling, inappropriate language, threats or inferences. **Includes "cyber-bullying" which is the above prohibited behavior perpetrated with computers, cell phones, internet websites, and/or any other electronic device.**

Cases of harassment involving racial slurs and/or hate related communication, whether it be written or verbalized, could result in 7 demerits, 10 day suspension with a recommendation for expulsion.

NOTE: The complainant should see the guidance counselor or an administrator to explain the nature of the harassment. Cases of harassment should be reported immediately. Harassment complaints will be documented and kept on file for future reference. The complainant has the right to file charges in cases of harassment.

Harassment of School Employee (HE)

First Offense: Minimum 5 demerits, 5 days out-of-school suspension

Additional Offenses: Minimum 7 demerits, 10 day suspension with recommendation for expulsion.

*Definition: To bother or torment; may include, **but is not limited to**, inappropriate language, gestures, threats or inferences. NOTE: The complainant has the right to file charges in cases of harassment. Also, a ten day suspension with a recommendation for expulsion may be invoked on the first offense if deemed blatant and /or threatening in nature.

Hazing (Z)

First Offense: Minimum 5 demerits, 5 days out-of-school suspension

Additional Offenses: Minimum 7 demerits, 10 day suspension with a recommendation for expulsion.

*Definition: Planning, encouraging, or participating in any act of initiation that could cause risk of mental or physical harm.

Threats (THR)

First Offense: Minimum Warning or 1 day ISI

Second Offense: Minimum 3 demerits, 3 days ISI

Third Offense: Minimum 5 demerits, 5 days ISI

Additional Offenses: Minimum 7 demerits, 10 day suspension with a recommendation for expulsion.

*Definition: An expression of intent to harm or inflict pain or injury (on person or property). NOTE: A ten day

suspension with a recommendation for expulsion may be invoked on the first offense if deemed serious in nature. Also, threats will be reported to local law enforcement.

Threats to a School Employee (TSE)

First Offense: Minimum 5 demerits, 5 days out-of-school suspension.

Additional Offenses: Minimum 7 demerits, 10 day suspension with a recommendation for expulsion.

*Definition: An expression of intent to harm or inflict pain or injury (on person or property). NOTE: A ten day suspension with a recommendation for expulsion may be invoked on the first offense if deemed serious in nature. Also, threats will be reported to local law enforcement.

Threats that Induce Panic (TIP)

Each Offense: Minimum 7 demerits, 10 day suspension with a recommendation for expulsion

*Definition: A student shall not cause a disturbance or obstruction to the school's operation by threat of the release or presence on any biological agent, hazardous substance, or poison, regardless of the circumstances of the threat. Because of the widespread terror that such threats produce it will be deemed to be of the most serious nature and will be punished accordingly.

This is also to include statements, written or verbal, which express intent to kill, destroy, eliminate, bomb, or do serious harm to individuals or property. This also includes tampering with the fire alarm system. All cases of this nature will be reported to local law enforcement.

Disturbance (DIST)

First Offense: Minimum 3 demerits, 3 days ISI

Second Offense: Minimum 5 demerits, 5 days ISI

Additional Offenses: Minimum 7 demerits, 10 day suspension with a recommendation for expulsion.

*Definition: An outbreak of disorder; may include, **but is not limited to**, yelling, improper language, instigating a fight, or threatening language. May also include inappropriate sexual behavior such as "flashing," or "mooning."

Fighting (F)

First Offense: Minimum 5 demerits, 5 days out-of-school suspension

Additional Offenses: Minimum 7 demerits, 10 day suspension with a recommendation for expulsion.

*Definition: A disturbance becomes a fight when one of the parties 'strikes' the other. If one individual strikes another, regardless of who hit first, he/she will be deemed to have fought. Fights deemed serious in nature will be reported to local law enforcement.

Assault (A)

First Offense: Minimum 7 demerits, 10 day suspension with a recommendation for expulsion.
*Definition: A pre-meditated and /or unprovoked strike on another person. Assaults will be reported to local law enforcement. The complainant has the right to file charges in cases of assault.

Weapons / Ammunition (W)

Each Offense: Minimum 9 demerits, 10 day suspension with a recommendation for expulsion.
*Definition: Any object which may resemble or may be considered a dangerous weapon or instrument of violence, including guns, look-a-like guns, knives, pocket knives, ice picks, razor blades, brass knuckles, bombs, look-a-like bombs, fireworks, firecrackers, ammunition, etc. Cases involving weapons will be reported to local law enforcement.

Tobacco (TOB)

First Offense: Minimum 3 demerits, 3 days ISI
Second Offense: Minimum 4 demerits, 5 days ISI
Additional Offenses: Minimum 5 demerits, 5 days out-of-school suspension
*Definition: No student shall smoke, chew, dip, or have in his/her possession a tobacco product or look-a-like tobacco product.

Drugs and Alcohol (DA)

Each Offense: Minimum 7 demerits, 10 day suspension with a recommendation for expulsion
Definition: No student shall use, exhibit evidence of use, possess, offer to another person, attempt to sell, purchase, transport, be under the influence of, have under his/her control . . . any drug, alcohol or paraphernalia, actual or look-a-like. NOTE: This policy includes all Margareta extra-curricular activities, both home and away. Cases of drugs and / or alcohol will be reported to local law enforcement.

Policy of the Erie County Family Court Concerning Drugs and Alcohol Judge Robert C. DeLamatre

The complete Erie County Family Court alcohol, drug, and substance abuse policy, along with the complete text of Ohio law relating to counterfeit drugs, can be obtained in the Assistant Principal's office. The following is a summation of the policy:

1. The juvenile is subject to immediate arrest. Upon arrest, such juvenile shall be transported directly to the Erie County Detention Home. Upon the juvenile's arrival, the parents shall be notified.
2. The juvenile is subject to all lawful dispositions, including but not limited to maximum fines, court costs, suspension and termination of driving

privileges, alcohol/drug evaluations, screenings and counseling, detention and probation.

3. The juvenile is subject to questioning regarding where and how the alcohol, drug or substances of abuse was obtained. The juvenile shall be subject to being called to court in order to testify as a witness.
4. Any person or business that furnishes, sells, or facilitates a juvenile in obtaining, using or consuming alcohol, drugs, or substances of abuse is subject to prosecution.

Personal Appearance Code (PAC)

The purpose of having a personal appearance code is to provide an atmosphere which is both conducive to learning and safe for all students.

GENERAL STANDARDS AND RULES:

1. **Clothing should be neat and clean, neither ripped, cut, nor torn.**
2. Clothing should not be tight fitting or revealing.
3. Clothing should not contain advertisements, symbols, words, or pictures that are sexually suggestive, obscene, profane, drug related, alcohol related, tobacco related or could detract from the educational process.
4. Clothing must cover all underwear (slips, bras, boxers, etc.), including when you bend over, reach, and move about.

SPECIFIC RULES ON CLOTHING:

1. Boys' pants must be pulled up. If your underwear shows, you will receive a minimum one demerit and one hour detention.
2. Girls' tops must cover the entire stomach area. If your belly button shows, your top is "inappropriate" and you will receive a minimum one demerit and one hour detention.
3. Shorts must have at least a four inch inseam. Skirts must reach to the bottom of the fingertips.
4. Mesh/gym shorts are permitted so long as there is a drawstring in place and tied around the waist.
5. Sweat pants must have a drawstring in place and tied around the waist.
6. NO pajamas, look-a-like pajamas, or pajama pants. NO slippers!
7. Boys' shirts must have sleeves!
8. No cleats, or shoes with wheels, are to be worn.

RULES ON ACCESSORIES:

1. No electronic devices are to be worn, displayed, or used. This would include cell phones, pagers, CD players, games, etc.

2. Hats and caps, along with sunglasses are to be removed before you enter the building and put in your locker.
3. Belts should not exceed four inches past the buckle.
4. The following items are not needed in school, therefore, leave these items at home: lighters, head-bands, pouches, rubber bands, trading cards & collectables, yo-yos, and chains.

NOTE: The Margareta administration has the right to amend, verbally or in writing, the personal appearance code during the course of the year. Also, special events such as the junior high spring dance, junior/senior prom, and graduation require special attire. If the attire is not suitable according to that event, the student will not be allowed to participate in that event.

Cafeteria

All food and beverage must be consumed in the cafeteria during lunch hours. **BEVERAGES AND BEVERAGE CONTAINERS OF ANY KIND ARE NOT PERMITTED IN HALLWAYS OR CLASSROOMS.** Students may NOT leave for lunch or eat their lunch in a classroom. Students may not order food or have food delivered.

Weapons Policy

The Board of Education prohibits students from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

Policy exceptions include items pre-approved by the building principal as part of a class or individual presentation under adult supervision, if used for the purpose and in the manner approved (working firearms and any ammunition will never be approved as part of a presentation).

Students shall report any information concerning weapons and / or threats of violence by students, staff members, or visitors to the principal. Failure to report

such information may subject the student to disciplinary action.

This policy shall be implemented through the Code of Conduct/Student Discipline Code, Policy 5610.01, and through administrative guidelines.

The Superintendent is authorized to establish instructional programs on the weapons and the requirement that students immediately report knowledge of weapons and threats of violence by students and / or staff to the building principal. Failure to report such knowledge may subject the student to discipline.

The Superintendent will refer any student who violates this policy to the student's parents or guardians and to the criminal justice system. The student may also be subject to disciplinary action, up to and including expulsion.

Aggressive Behavior Toward Students (Bullying)

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the district, including activities on school property and those occurring off school property if the student or employee is at any school related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

The entire Board of Education adopted policy on Aggressive Behavior Toward Students may be found in section 5517.01 of the Bylaws and Policies of the Margareta Local School District.

EXTRA-CURRICULAR ACTIVITY DISCIPLINE CODE

Purpose

The purpose of this discipline code is to establish a uniform set of general standards, regulations and procedures governing student conduct and eligibility in the extra-curricular activities of the Margareta Local Schools. Student conduct in extra-curricular activities has a direct reflection upon the Margareta Local School District and should exemplify the high and proud standards of our school district. Eligibility in extra-curricular activities is a privilege and those desiring to participate should meet academic standards as well as appropriate behavioral standards.

Academic Standards

Students in grades 9-12 must have a 1.5 GPA and pass five (5) credits the previous 9 week grading period to be eligible for extracurricular activities. Grade 7-8 students and incoming freshman must pass 75% of the subjects in which enrolled the previous 9 weeks and have a 1.5 grade point average.

If correspondence courses are approved for eligibility, the grading period to which they will be applied must be approved in advance. Only final grades in correspondence courses will be used for eligibility.

Behavioral Standards

Participants in extra-curricular activities shall abide by the rules and regulations set forth in this student handbook and by the coach. Violations of rules in the student handbook or set forth by the coach may result in disciplinary action including temporary or permanent denial of participation.

Participants who accumulate nine (9) or more demerits will lose the privilege to attend and participate in extra-curricular activities. Participants with nine (9) or more demerits may attend and participate in 'practices' until the date their demerit total reaches eight (8).

Students who accumulate 18 demerits will be suspended from school for 10 days with a recommendation for expulsion. Participants who are suspended from school for any reason are not permitted to attend practices, games or activities on or off school property.

Participants who are expelled from school will lose the privilege to participate in all extra-curricular activities for the remainder of the school year. Students who are expelled from school may not attend school related activities or be on school grounds until their expulsion is completed.

Any athlete who quits or is dismissed from a team must get permission from the athletic director to participate in another sport.

A participant who is cut from an extra-curricular activity may participate in another extra-curricular activity during the same season if the second coach/advisor agrees to have them participate.

Athletes participating on two athletic teams in the same season must make arrangements with the coaches of those teams ahead of time.

Participation Requirements

A. **TRANSPORTATION** - Individuals involved in extra-curricular activities are expected to ride the bus, both to and from the activity. A coach or advisor may give permission to an individual to ride with their own parent or guardian provided they complete a transportation release form. Any other exceptions may be permitted

only with prior approval of an administrator of Margareta Local Schools.

B. **EQUIPMENT** - Participants are responsible for all equipment issued to them. Individuals will be required to pay for lost or damaged equipment at replacement cost.

C. **PROGRAMS AND BANQUETS** - Students involved in extra-curricular activities are expected to attend programs and banquets of the activity, which are part of the season. Failure to attend may result in forfeiture of awards.

D. **ATTENDANCE** - Participants must be in school the entire day in order to participate in that evening's activity, with one exception. In the event a student misses one-half day due to an excused absence, the student may participate in that evening's activity one time in that particular season.

Alcohol / Drug Screening

Individuals involved in athletics, driving to school, National Honor Society, Peer Leadership, and/or S.A.D.D. will be subject to alcohol and drug screening. Participants who test positive for alcohol or drugs in their system will be subject to denial of participation and assessments set forth in the alcohol/drug screening policy. A complete explanation of this policy, along with the consequences, shall be given to each participant and must be signed by both parent and student in order to participate in athletics, driving to school, National Honor Society, Peer Leadership, and/or S.A.D.D.

DENIAL OF PARTICIPATION

Violations of the following rules shall result in temporary or permanent denial of participation in extra-curricular activities:

A. Law Enforcement Charges

1. **Any misdemeanor charge / conviction** brought by a law enforcement agency against a participant may result in denial of participation for a minimum of 20% of a season's scheduled contests. Examples could include, but not be limited to, shoplifting, underage consumption, under the influence of drugs or alcohol, and unruliness. Violators will be ineligible for all post-season special awards and honors given by Margareta. A varsity letter, if earned, may be issued.
2. **A felony charge / conviction** brought by a law enforcement agency against a participant may result in the denial of participation for the balance of the current season / session or forty-five (45) school days (whichever is greater). The forty-five (45) days of exclusion may carry over into the next season / session. If the charge / conviction is brought over the summer, this rule applies to the ensuing school year (season / session).

An Appeals Committee comprised of the Superintendent, Principal, Assistant Principal, Athletic Director, and one teacher will review the circumstances surrounding the charge / conviction and determine the future eligibility of the student based upon the best interest of the student and the school district.

A probationary period may be imposed upon a student charged / convicted of a felony in which the participant may be permitted, upon the recommendation of the Appeals Committee, to practice, but not participate in competition, with the team or activity during the ensuing season / session. Upon successful completion of the probationary period (as determined by the Appeals Committee) the participant may be determined to be eligible to resume complete participation with the team / activity.

B. Alcohol, Drugs, and Tobacco

Participants shall not possess, use, exhibit evidence of use, offer to another person, attempt to sell, purchase, transport, be under the influence of, have under his /her control any drug, alcohol, **tobacco product**, or paraphernalia, actual or look-a-like. For participants in Margaretta extra-curricular activities, this rule in effect **24 hours a day, 7 days a week, 365 days a year!** Violations of this rule may lead to the following penalties:

1. First Offense - Denial of participation for 20% of the total contests scheduled during a regular season. In the event the offense occurs at the end of a season, denial of participation will carry over into the next season. On first time offenses, practice is mandatory. Violators will be ineligible for all post-season special awards and honors given by Margaretta. A varsity letter, if earned, may be issued.

2. 2nd Offense - A second offense for drugs, alcohol, **or tobacco product** may result in denial of participation for 365 days from the time of the violation.

3. 3rd Offense - A third offense for drugs, alcohol, **or tobacco product** may result in denial of participation for the remainder of one's high school career. An Appeals Committee comprised of the Superintendent, Principal, Assistant Principal, Athletic Director, and one Teacher will review the circumstances surrounding the charge / conviction and determine the future eligibility of the student based upon the best interest of the student and the school district.

C. Written/Electronic Transmissions

Student-athletes are responsible for information contained in written or electronic transmissions (ie: email) and any information posted on a public domain (ie: internet, chat room, Facebook, You Tube, My Space). Inappropriate or embarrassing information or

pictures should not be posted in any public domain. Student-athletes are not precluded from participation in such online social network sites; however, student-athletes should be reminded that they serve as representatives of Margaretta Local Schools. Any individual that is identified on a social networking site which depicts illegal or inappropriate behavior will be considered in violation and is therefore subject to extra-curricular discipline, suspension, or expulsion.

Note on All Denials of Participation:

Denials of Participation will not be deemed completed by the participant serving the violation if he/she does not fulfill all the requirements of the other athletes during that season of the denial. Quitting the activity does not constitute fulfilling the denial requirement. Students out for more than one extra-curricular activity during the same season will serve the same denial for each activity.

Note on Students Transferring to Margaretta:

Margaretta will enforce our extra-curricular activity discipline code to students coming from other schools. Students who commit a violation at their previous school will complete the penalty administered by that school.

Note on NHS, Peer Leadership, S.A.D.D.:

Students punished for alcohol, drug, or tobacco offenses will be dismissed from further participation in National Honor Society, Peer Leadership, and/or S.A.D.D. for that school year (please note that this pertains to dismissal. See group guidelines for selection criteria).

Behavior at Dances, Assemblies, Activities

Students are to follow these guidelines when at a dance, assembly, or activity:

1. Do not do something or say something that would cause embarrassment to yourself or the school.
2. Follow all rules and regulations outlined in this Margaretta Handbook.

If the behavior of anyone in attendance becomes disruptive or dangerous, school authorities and their designees (chaperones, police) have the right, authority, and affirmative obligation to take action. This may include instructing the offender to leave the premises and denying entrance into future activities! Students would also be subject to an in-school penalty in accordance with the rules and regulations section of the Margaretta Handbook.

NOTE: Students with nine (9) or more demerits will lose the privilege to participate in or attend school activities.

Eligibility for membership requires taking vocational agricultural classes and attending periodic meetings

National Honor Society

Members of the National Honor Society are selected by Margareta faculty and staff based upon a student's academic achievement, service, leadership and character. They are involved in public service and other activities.

MEMBERSHIP

BYLAW 1.

Selection of students for membership is the responsibility of the local school through its Faculty Council and shall be published in the Student Handbook.

BYLAW 2.

Candidates eligible for election to this chapter must be members of the Junior or Senior class and shall have a minimum scholarship average of 3.5. This scholastic level of achievement shall remain fixed and shall be the required minimum scholastic level of achievement for admission to candidacy and membership.

BYLAW 3.

Candidates eligible for election to this chapter must participate in a minimum of one advanced or honors course offering one semester prior to election and for each semester while a member. These may include the following offerings or Advanced Placement (AP) classes: Chemistry, Advanced Biology, Physics, American History CP, Algebra II, Trigonometry, and Calculus AP. Students enrolled in Post Secondary classes are required to submit their class schedule to the advisor for review by the Faculty Council.

BYLAW 4.

Candidates must submit a completed student activity form to demonstrate their activities in leadership, service, and character. This will be available to the Faculty Council for review.

BYLAW 5.

Candidates must submit a letter of recommendation for such membership by a faculty member, advisor, or employer.

PROGRAMS AND ORGANIZATIONS

Champions Program

Students with two (2) days absence or fewer AND no demerits in a semester are eligible for cash and prizes. Over \$1,000 in cash and prizes will be awarded each semester!

Success Card Program

Teachers and staff will hand out success cards to students who exhibit behavior which warrant special recognition (an act of kindness, a positive attitude, leadership, improvement in performance). Students should have their success card signed by their parent and turn it in to the Assistant Principal for a coupon.

Jr. High Incentive Program

Students in grades 7 and 8 with a positive work record (assignments turned in on time, passing grades) AND no demerits in a nine weeks will be allowed to attend the end of quarter incentive program activity.

Students Against Destructive Decisions

Students are encouraged to join Students Against Destructive Decisions (S.A.D.D.). The purpose of a local chapter is to protect lives and improve the general well being of their school and community. Membership is open to all students who accept these goals:

1. To end underage drinking, drinking and driving, and drug use.
2. To not ride with a driver who has been drinking or using drugs.
3. To help others do the same.

Future Farmers of America

Agricultural leadership plus cooperation are the ideals set forth for the Future Farmers of America.

Academic Booster Club

The Academic Booster Club strives to promote, support, enhance and encourage educational opportunities at Margareta. This organization recognizes and celebrates students' achievements in a variety of ways. Parents, teachers and students are encouraged to participate in our monthly meetings and projects.

Hourglass Players

Students with an interest in acting or theater should watch and listen for announcements during the year for try-outs.

Margareta Parents Care

Margareta Parents Care is comprised of parents and Margareta staff. This organization plans numerous activities for our students and profits made through activities go toward scholarships for our graduates. Student participation is encouraged. See the Assistant Principal on how to get involved.

Spanish Club

Spanish club members plan activities throughout the year. Students should contact the Spanish teachers for information.

Polaris

The Polaris staff is in charge of publishing the yearbook. Hard work and a desire to present a fine publication are traits of a staff member. Interested students should contact the yearbook advisor.

Journalism

Students interested in working on the "Polar Bear Press" should contact an administrator/guidance counselor for information.

Academic Challenge

Students may try out for this team. Academic challenge is similar to a quiz bowl. This team competes in the Firelands Challenge league and travels to opposing schools. See the guidance office for further information.