



**2022-2023**  
**Monroeville Junior/  
Senior High School  
Student Handbook**

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**ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY**

The policy of the Monroeville Local School District is to provide an equal educational opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, national origin, English language proficiency or social or economic background. The compliance officer will ensure that Federal and State regulations are complied with and that any complaints are dealt with promptly in accordance with the law. For further questions on this matter, please call the Superintendent at (419) 465-2610.

## **WELCOME TO MONROEVILLE HIGH SCHOOL**

The 2022-23 Student Handbook was developed by the administration and staff as a guide to the standards and expectations of our students. Just as in the past, the student handbook should be referred to regularly by students at MHS - it is a vital organizational tool that will help develop good habits.

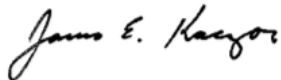
Last year, we continued to be faced with managing our school year with great care and planning due to the COVID-19 pandemic. As this year unfolds, it is again uncertain what is ahead, but we will follow protocols provided by the Governor of Ohio or our county health department. This situation remains fluid and is subject to both gradual and immediate change. Any changes made throughout the year will be communicated in a timely manner.

The faculty and administration of Monroeville High School is eager to provide students with quality instruction, support, and guidance during their school careers. We hope that our students will become involved in our many opportunities - both through academics and extra-curricular activities.

We hope parents and students will read this handbook together, so both may become familiar with the policies and procedures of MHS. We encourage you to contact your child's teachers should you have any concerns. Our goal is to work together as a community to solve our problems and inspire our students.

Above all else, Monroeville High School is an institution of learning. Therefore, the expectations contained in this handbook must be observed at all times in order to ensure a quality education for all. You should be proud to be a part of Monroeville Local Schools. Please do your part to maintain and extend the rich tradition of Monroeville High School. Contribute your own personal excellence to Monroeville High School and leave a legacy for those who will come after you.

Have an outstanding 2022-2023 school year and GO EAGLES!!!



James E. Kaczor, Principal

## **OUR MISSION**

The purpose of Monroeville High School, in cooperation with the community it serves, is to provide students with academic, social, and emotional skill development opportunities for working cooperatively in a technological, global society, and to challenge all students as they prepare to be productive citizens.

**MONROEVILLE HIGH SCHOOL**  
**[www.monroevilleschools.org](http://www.monroevilleschools.org)**

**Mascot -- Eagles**  
**Colors -- Black and Gold**

**MHS FIGHT SONG**

Fight the team across the field,  
Show them Monroeville's here  
Set the air reverberating with a mighty cheer  
RAH! RAH! RAH!  
Hit them hard and see how they fall;  
Never let that team get the ball;  
Hail! Hail! The gang's all here  
So let's cheer for Monroeville High!  
MHS  
M, H, S, EAGLES  
M, H, S, EAGLES  
M, H, S, EAGLES  
M, H, S, EAGLES  
OOOOOOOOH  
We will win!

**ALMA MATER**

Hail to dear Monroeville High School  
You we will uphold  
Cheering for our Alma Mater  
And for the Black and Gold.

In athletic games and contests  
We pledge our loyalty,  
To our High School Alma Mater  
True we'll always be.

**Athletic schedules available online:**  
**<http://www.monroevilleschools.org/sports/>**

**MONROEVILLE LOCAL SCHOOLS  
2022-2023 CALENDAR**

AUG. 22 & 23	TEACHER WORK DAYS
AUG. 24	FIRST DAY OF SCHOOL
SEPT. 5	LABOR DAY - NO SCHOOL
SEPT. 6	TEACHER DAY – <b>NO SCHOOL</b>
OCT. 17	TEACHER DAY – <b>NO SCHOOL</b>
OCT. 26	END OF FIRST GRADING PERIOD
NOV. 7	P/T CONFERENCES – K-8 <b>NO SCHOOL</b>
NOV. 9	P/T CONFERENCES – K-12 ( <b>EVENING</b> )
NOV. 23 – NOV. 25	THANKSGIVING BREAK
DEC. 21	TEACHER DAY – <b>NO SCHOOL</b>
DEC. 22 – JAN. 3	WINTER BREAK
JAN. 4	TEACHER DAY – <b>NO SCHOOL</b>
JAN. 5	SCHOOL RESUMES
JAN. 13	END OF SECOND GRADING PERIOD
JAN. 16	MLK, JR. DAY - <b>NO SCHOOL</b>
FEB. 13	P/T CONFERENCES – K-8 <b>NO SCHOOL</b>
FEB. 17	TEACHER DAY – <b>NO SCHOOL</b>
FEB. 20	PRESIDENTS DAY – <b>NO SCHOOL</b>
MAR. 16	END OF THIRD GRADING PERIOD
MAR. 17	TEACHER DAY – <b>NO SCHOOL</b>
MAR. 20 – MAR. 24	SPRING BREAK
APR 7	GOOD FRIDAY – <b>NO SCHOOL</b>
APR. 10	TEACHER DAY – <b>NO SCHOOL</b>
MAY 29	MEMORIAL DAY
MAY 31	LAST DAY FOR STUDENTS
JUN 1 & 2	TEACHER WORK DAYS
JUNE 4	GRADUATION

School Hours: 8:15 AM – 2:45 PM

Doors do not open until 8:00 AM

For school closing information, listen to 95.3 FM or 96.1 FM WLK

## 2022-2023 TESTING PROGRAMS

### OHIO STATE TEST WINDOWS

#### Fall Testing - All Subjects

Nov. 28, 2022 – Jan. 13, 2023

#### ELA - Grades 7, 8 and HS

Mar. 27, 2023 – Apr. 28, 2023

#### Math - Grades 7, 8 and HS

Apr. 3, 2023 – May 12, 2023

#### Science - Grade 8 and HS

Apr. 3, 2023 – May 12, 2023

#### Social Studies - HS

Apr. 3, 2023 – May 12, 2023

#### Summer Testing - All Subjects

Jun. 26, 2023 – Jul. 7, 2023

### ACT TESTING WINDOWS - ALL JUNIORS (Online)

Feb. 28, March 1-2, 7-9, 14-16, 21-23, 28-30 & April 4-6, 2023

### 2022-2023 ACT Test Dates

September 10, 2022

October 22, 2022

December 10, 2022

February 11, 2023

April 15, 2023

June 10, 2023

July 15, 2023

**\*Be sure to check registration deadlines**

### 2022-2023 SAT Test Dates

August 27, 2022

October 1, 2022

November 5, 2022

December 3, 2022

March 11, 2023

May 6, 2023

June 3, 2023

**\*Be sure to check registration deadlines**

## BELL SCHEDULE

### NON-BLOCK DAY SCHEDULE

1 <sup>st</sup> Period	8:15 - 8:57
2 <sup>nd</sup> Period	9:00 - 9:42
3 <sup>rd</sup> Period	9:45 - 10:27
4 <sup>th</sup> Period	<u>10:30 - 11:12</u>
<b>5<sup>th</sup>/6<sup>th</sup>/Lunch</b>	
JH Lunch	11:12 - 11:42
5 <sup>th</sup>	11:45 - 12:27
6 <sup>th</sup>	<u>12:30 - 1:12</u>
HS 5 <sup>th</sup>	11:15 - 11:57
6 <sup>th</sup>	12:00 - 12:42
Lunch	<u>12:42 - 1:12</u>
7 <sup>th</sup> Period	1:15 - 1:57
8 <sup>th</sup> Period	2:00 - 2:42
Dismissal	2:45

### MODIFIED BLOCK DAY SCHEDULE

1st or 2nd Per.	8:15 – 9:30
3rd or 4th Per.	9:33 – 10:48
JH SOAR	10:51 – 11:12
HS SOAR	<u>10:51 – 11:21</u>
<b>Per. 5 or 6/Lunch/SOAR</b>	
JH Lunch	11:12 - 11:42
SOAR	11:45 - 11:54
Per. 5 or 6	<u>11:57 - 1:12</u>
HS Per. 5 or 6	11:24 - 12:42
LUNCH	<u>12:42 - 1:12</u>
7th or 8th Per.	1:15 - 2:45
Dismissal	2:45





## PART I: ATTENDANCE POLICY

### SCHOOL DAY

The school day begins the minute students arrive on the school grounds. Students are to report to 1<sup>st</sup> period after the bell rings at 8:10 am and prior to 8:15 am. Students will be considered tardy if they arrive to 1<sup>st</sup> period after 8:15 am. Students arriving before 8:10 am may wait in the high school auditorium. Students must have the written permission of a teacher to be in any other area of the building prior to 8:10 am. Failure to comply with this rule will result in disciplinary action. School is dismissed at 2:45 pm. No student is to be in the building after 3:00 pm without proper supervision.

### ATTENDANCE

**PHILOSOPHY** - Learning activities that take place in the school classroom are a vital part of the teaching and learning process. A day lost from the classroom can never be recaptured and the dialogue that has taken place between members of a class cannot be duplicated. Thus, attendance at each assigned class period is very important. Section 3321.04 of the Ohio Revised Code provides that every parent, guardian, or other person having charge of any child of compulsory school age must send such child to school. The statutes governing school attendance are very specific and leave little option for school authorities to excuse children from school. House Bill 410 encourages and supports a preventative approach to excessive absences and truancy.

### DEFINITIONS

**LEGITIMATE ABSENCE** - Absence of students from school at the request of the parent/guardian and with the consent of school authorities and in compliance with Section 3321.04 of the Ohio Revised Code. The following are considered excused absences: family calamity (bereavement), legal appointment, religious observances, doctor appointment, pre-approved vacations, college visits, school-sanctioned activity, or such good cause as may be acceptable by the Principal or designee. **ABSENCES WILL ONLY BE CONSIDERED 'EXCUSED' WHEN ACCOMPANIED BY APPROPRIATE DOCUMENTATION, I.E. DOCTOR'S EXCUSE, COLLEGE DAY FORM, ETC. "Excused absences" do not count toward Loss of Credit or when determining "Habitual" Truancy (see below).**

**NON-LEGITIMATE ABSENCE** - Absence of students from school at the request of the parent/guardian and not in compliance with Section 3321.04 of the Ohio Revised Code. The following are examples of unexcused absences: personal illness without a doctor's excuse, family vacation, oversleeping, car trouble, missing the bus, shopping, suspension. All unexcused absences count toward Loss of Credit or determination of "Habitual" Truancy (see below).

**TRUANCY** - Absence of students from school without the permission of the parent/guardian or school authorities. This includes leaving the building and coming back without permission. Monroeville High School is a **closed campus**. Thus, once a student arrives at school (even if they arrive early for athletics or clubs), they must remain unless they have permission from their parent **AND** school officials. If a student is **truant**, they will not be permitted to make up any work missed.

**TARDINESS** - Tardiness is detrimental to students' school performance. Students shall not be late to school or to their assigned classroom. **Tardiness is a form of truancy.** The administration realizes that morning emergencies happen to everyone; therefore, every student's first two (2) tardies (of each semester) will not be subject to discipline. *Student tardiness thereafter will follow the following discipline schedule (by semester): 3 – one hour of Friday school; 4 - two hours of Friday school; and then three hours of Friday school for each tardy thereafter. Failure to serve a Friday School will result in an In-school Restriction. A second offense will result in an Out-of-School Suspension. Students will be required to serve the missed Friday School the following Friday. Students involved in after-school activities (i.e. – athletics, band, etc.) will not be exempt from serving time during Friday School. For attendance purposes, any student arriving after 10:25 am will be considered 1/2 day absent; any student arriving after 12:45 pm will be counted as a whole day absent. Tardiness also affects athletic eligibility (see the athletic code of conduct at the end of the handbook).*

**HABITUAL TRUANCY** - A "habitual truant" is any child who is:

- a. Absent 30 or more consecutive hours without a legitimate excuse;
- b. Absent 42 or more hours in one month without a legitimate excuse; or
- c. Absent 72 or more hours in one year without a legitimate excuse.

\*\*\*Includes "excessive absences":

- a. Absent 38 or more hours in one school month with or without a legitimate excuse; or
- b. Absent 65 or more hours in one school year with or without a legitimate excuse.

#### **LOSS OF CREDIT**

Students with more than eight (8) days of unexcused absence in a class in a semester must make up the missed days or forfeit credit for the days missed above (8) days. Make-up days/periods will be arranged by the Principal or Student Services Director. Also, each day past (8) days will constitute 3 hours of make-up seat time during Friday School or another time set up by the Principal or Student Services Director.

#### **MAKE-UP WORK**

It is the responsibility of the student, **not the teacher**, to arrange for make-up work following an absence. Arrangements to complete this work must be made within two (2) school days following return to school or make-up privilege is forfeited. Students shall have the number of days missed plus one day to make up missed work. For **truancy** cases, no make-up work is allowed and the student will receive a zero (0) on any work turned in or graded that day. When a student misses only the day of a previously scheduled test or assignment, that student may be required to make up the assignment on the first day back in school. Also, see the "Homework Policy".

#### **NOTIFICATION OF ABSENCE**

Parents of students in grades 7-12 must follow this procedure if their child/children will be absent from school on that day:

- 1) A telephone call to the high school office. **This call must be received in the office by 9:00 am.** Leave a message on the voice mail system. This can also be done the night before school.
- 2) A note confirming absence upon returning to school with reason for absence. All absences are considered 'unexcused' unless accompanied

by a doctor's note, legal appointment note, school activity excuse, etc. (see "Definitions" above).

- 3) Failure to follow this procedure will result in disciplinary action for truancy.

## **PART II: GENERAL INFORMATION**

### **BOOKBAGS**

Book bags can be brought to school, but must be placed in lockers during the school day.

### **BULLYING/CYBER-BULLYING**

**Bullying** - Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated over time.

In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

**Cyber-bullying** – Cyber-bullying is defined as bullying via the use of the Internet, interactive and digital technologies (such as computers, PDAs, etc.) and/or cell phones. Cyber-bullying using home-based or off-campus devices that results in a material and/or substantial disruption to the school will constitute grounds for investigation as to whether or not the use violates applicable law or school rules. Should misuse be determined, the student may receive disciplinary consequences appropriate for the frequency and severity of the violation.

### **BUS POLICIES**

- 1) When ahead of schedule the driver shall wait for any pupil until the time for the stop. He/she may then proceed. **Students need to be ready for the bus 5 minutes before normal arrival time.**
- 2) Pupils shall cross the highway at a point ten feet in front of the school bus.
- 3) Pupils shall not move from seat to seat or stand while the bus is in motion. No hands or heads are to be out the window.
- 4) When on any school sponsored trip, students must abide by school bus rules.
- 5) Students will be quiet 300 feet from railroad crossing and while crossing the tracks. Violation of this rule will lead to automatic dismissal from the bus.
- 6) A possibility exists that a video camera could be on each bus.
- 7) Students who violate any of the above rules are susceptible to detention, suspension or expulsion. This includes infractions that occur at the bus stop, not just on the bus itself.

### **CELL PHONES**

Cell phones must be put in classroom pouches (HS) or put away (K-8) during class and may not be used for any purpose during the class period. Students may use their phones during lunch or in between classes.

### **CHAIN OF COMMAND**

Monroeville Local Schools has an established chain of command for addressing questions and concerns that may arise during the school year. By following this process, we can ensure that the situation will be addressed with those closest to the issue(s).

**Extracurricular Concerns:** Coach/Advisor → Athletic Director (if applicable) → Principal → Superintendent

**Classroom Concerns:** Teacher → Counselor → Principal → Superintendent

**Discipline Concerns:** Teacher (if applicable) → Principal → Superintendent

### **COLLEGE CREDIT PLUS**

A student wishing to participate in the College Credit Plus Program must inform the principal by the first day of April of the year prior to the school year of participation. The student may be required to pass a college readiness exam as well as meet the requirements for admission to the college in which they seek participation. Students are subject to all requirements and restrictions as set forth in the Monroeville Local School District College Credit Plus Program Policy. With regard to attendance, students are allotted the following: 5 school activities (field trips, college visits, etc. per semester. A reduction of 10% will be assessed to student's final grade upon sixth school activity and each thereafter. Also, students will be permitted 5 unexcused absences without penalty. A reduction of 10% will be assessed to student's final grade upon sixth unexcused absence and each thereafter.

### **COLLEGE DAYS**

Juniors receive one college day and seniors receive two college days in excused absence for the purpose of visiting campuses and meeting with school officials. Students are required to meet with school officials and bring back documentation in order for the absence to be excused. Failure to turn in the required documentation will result in an unexcused absence. Abuse of the college day policy will result in disciplinary action.

## DANCES

Students may attend all school dances with or without a date. The following rules apply:

- 1) The Student Code of Conduct is in effect during all dances, **including the dress code.**
- 2) Semi-formal attire is preferable.
- 3) Once a student or guest leaves a dance, that person may not return. If students leave unusually early from a dance, parents may be called, although the school assumes no responsibility once a student leaves school grounds.
- 4) Guests from other schools are allowed, but they must be registered with the Principal.
- 5) Admission may be refused to anyone.
- 6) Junior High Students (7th & 8th Grade) are not permitted to attend High School (Grades 9-12) dances and cannot bring guests from other schools. High School students are not permitted to attend Junior High dances. No exceptions.
- 7) The 8th Grade Mixer is for 8th Graders ONLY.
- 8) In order to attend a dance, students must be in school prior to 11:00 am the day of a dance (**except for students who are in work-study programs, who must be in school prior to 9:00 am**). In the case of Saturday dances, the student's attendance on the last school day of the week applies. A doctor's medical excuse is the only exception.
- 9) There will be no dancing of a lewd, suggestive, or offensive nature as determined by the chaperones and administration.

## DIRECTORY INFORMATION

Ohio Revised Code 3319.321 permits school districts to release directory information without the permission of the parents as long as it is not to any person or group for use in a profit making plan or activity. It also states that parents have the right to object, in writing, to the release of directory information. Directory information includes: students name, address, telephone listing, date & place of birth, major field of study, participation in officially recognized activities (which may include photos), weight & height of members of athletic teams, dates of graduation, dates of attendance, and awards received. If you do not wish your child's directory information to be released, please request a form from the high school office and file it with the high school secretary.

## DISCIPLINE

Discipline is a legitimate and constructive goal of education. Parents, communities, and the schools play key roles in shaping student conduct and ensuring good discipline.

Every student has the right to the opportunity to an education free from disruption. Schools must maintain standards of conduct and discipline to maintain a safe and orderly learning environment. Therefore, students are prohibited from engaging in behaviors which endanger the safety of others, harass, damage property, interfere with the school program, or disrupt the learning of others.

## DRESS CODE

Our shared purpose is to learn. Our rules are in place to ensure we have an environment that is conducive to learning for each student. Our rules are created to prevent actions that distract from learning.

Clothing and/or accessories that disrupt the educational process or presents a safety risk will not be permitted (this includes body piercings that may result in bodily fluid discharge). If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting. The administration reserves the right to question dress, and if necessary, take proper action. Ultimately it is the responsibility of the caregiver to ensure that their child comes to school dressed appropriately for the educational setting.

- No hoods up or hats during class
- No t-shirts with offensive material or vulgar language or images, including references to drugs, tobacco, alcohol, sex, racial discrimination, profanity, and/or offensive pictures. This includes shirts with inappropriate double meanings, implied messages, or innuendo.
- Clothing must be opaque
- Shirt must cover the belly button
- Buttocks and chest must be completely covered
- No pajamas
- No visible undergarments
- No clothing that denotes gang activity or clothing that could be used to hurt another person (ex. Chains or spiked jewelry)
- Footwear is required at all times

## DRIVING TO SCHOOL & USE OF THE PARKING LOT

Cars driven to school will not be allowed to leave the campus during school hours unless permission is given by the Principal. Campus is defined as school property, including the school building and its adjacent areas. ***Due to parking space issues, only Juniors and Seniors may park in the main lot. Sophomores have a designated parking area that is first-come, first-serve. Students may not park in the first row of either lot, which is designated for staff. No junior high students are permitted to drive to school at any time.*** Vehicles must allow for proper fire lanes. Parking in a prohibited area will result in the car being towed at the owner's expense.

While on school property, school officials may search any vehicle in which they reasonably suspect contains illegal drugs, tobacco, weapons, or stolen items.

Students are expected to obey all laws when driving and are not to approach the school zone exceeding 20 MPH. Speed in the school parking lot is not to exceed 10 MPH. Once on campus, students are to go immediately into the building (no loitering). Students will not be allowed to return to their cars without permission from the Principal and only before school, after school, or during lunch/S.O.A.R. time. The school is not liable for any damage that occurs to vehicles while on school property.

***Driving to school is a privilege that can be restricted or revoked. Any student who leaves school without permission (truancy) will have his/her driving privileges restricted.*** Students must register any vehicles that may be parked in the school parking lot. Any student who is suspended for ten (10) days may also have his/her driving privileges restricted.

### **DRUG-FREE ENVIRONMENT**

In order to maintain a drug-free environment, Monroeville Local Schools may employ use of local "drug dogs" to search the building and parking lot for illegal drugs. Students found in possession of illegal drugs or the illegal use of legal substances will be disciplined appropriately and may be referred to Monroeville Police.

### **EIGHTEEN-YEAR-OLD STUDENTS**

Students that have reached the age of majority and are still living with a parent or guardian must comply with the same rules that apply to minor students at Monroeville High School. Thus, eighteen-year-old students must still have notes excusing them from absence from their parents, permission slips for field trips, etc. School records will still be sent to, and shared with, the parents of the adult student.

Eighteen-year-old students are expected to comply with reasonable requests of those in authority and to follow the code of conduct. Since eighteen-year-olds are no longer under the purview of the juvenile court, serious infractions to the discipline code will be referred to the police and adult court. Eighteen-year-old students who decide not to obey the code of conduct may exercise the option to withdraw from school. There are special conditions that must exist for a student who is eighteen and living independently to be able to attend Monroeville schools. In such cases, the school will follow the law concerning such matters.

### **EXTRACURRICULAR ACTIVITIES - HIGH SCHOOL**

Academic Team	Band
Baseball	Basketball
Cheerleading	Choir
Cross Country	Drama
Flag Corps	FFA
Football	Majorettes
Mat Maids	National Honor Society
Renaissance	Robotics
Softball	Track
Volleyball	Wrestling

\*Annually, an activity fee of \$25.00 will be charged to all students involved in after-school activities requiring transportation. See examples below:

- 1) Student A is only involved in Band. The fee is **\$25.00**.
- 2) Student B is involved in Football & Baseball. The fee is **\$25.00**.
- 3) Student C is involved in Academic Team, Basketball & Track. The fee is **\$25.00**.

### **FEES (General)**

Activity Fee: \$10.00 (All students)

General Course Fees: \$28 (All students)

Technology Fee: \$10.00 (All students)

\*Fees in place for non-general courses are listed next to in the course description

**Class Dues: 9<sup>th</sup> Gr - \$4, 10<sup>th</sup> Gr - \$5, 11<sup>th</sup> Gr - \$6, 12<sup>th</sup> Gr - \$10**

### **FIELD TRIPS**

Students must have parental permission slips complete and signed by a parent or guardian before going on a field trip. ***Any student who is failing any course when registering for the field trip will not be permitted to go and will be given an alternate assignment.***

### **FIRE & TORNADO ALARMS**

Fire and tornado procedures are displayed in each classroom near the exit. It is out of concern for student safety that drills will be held regularly so that they know how to react during an actual emergency. Students need to take each drill seriously. Students are to remain silent during drills so directions can be heard by everyone.

### **FUNDRAISING**

In order to supplement funds provided to our programs through the Board of Education or booster clubs, many of our extracurricular organizations will host fundraisers during the school year. These programs are voluntary by virtue of being part of the extracurricular program. Any profits realized from fundraising activities are directed back to the specified programs in the school or booster organization. Equipment or uniforms purchased with such monies are property of the school or booster club that sponsors the organization. At no time should students or parents expect to be "reimbursed" for fundraising activities; fundraising dollars belong to the school organization that sponsored the fundraiser. Students have an ethical responsibility to deliver goods for which they have taken orders, or return materials taken for fundraising purposes. The school or the organization is not responsible for absorbing excess inventory that students promised to deliver but did not fulfill, or for items that a student took for fundraising purposes but did not return. In such cases, the student's school account will be billed appropriately. All fundraising activities need to be scheduled through the board office.

### **HALL PASSES**

***All students must have a pass from an administrator or teacher to be in the halls during class time.*** Students must also initial the appropriate date in their agendas to use the restroom. When running errands for a teacher, they must be carrying a pass from that teacher. Students also must sign out when leaving class or the building, and sign back in when they return.



## HOMWORK POLICY

The Board of Education acknowledges the educational validity of out-of-school assignments as adjuncts to and extensions of the instructional program of the school. A student's goals for homework should be to complete it according to the criteria of the given assignment and then to turn it in to the teacher on time. This insures that the student will receive the highest credit possible. If the occasion arises that a student misses the deadline assigned by the teacher, the following procedure will be enforced:

- **When assignment is on time, a student can achieve an A (100%) if work completed according to assignment criteria.**
- **If assignment is turned in one day late, 15% will be deducted from the grade for the assignment.**
- **If assignment is turned in two days late, 30% will be deducted from the grade for the assignment.**
- **If assignment is turned in three days late, 50% will be deducted from the grade for the assignment.**
- **If the assignment is not turned in within 3 days after it is due, the assignment will be marked as missing to indicate that it was not turned in and 0% credit will be given.**

*It is important for both parents and students to realize that turning in an assignment as late as the third day is still better than receiving a zero on the assignment. It is a lot easier to bring up a grade of 50% than to bring up a 0%! NOTE: Any variation of the homework policy by a teacher will be stated in the teacher's syllabus, submitted to the principal and given to the student to take home to parents.*

## LOCKERS

Each pupil is assigned a locker. Students may not change lockers without permission of the Principal. Students may not share lockers. It is strongly recommended that all students use locks on their lockers. Items are to be kept off of the top of the lockers. ***Students are encouraged NOT to bring valuables to school, such as expensive jewelry, as the school cannot be responsible for their theft or loss. Administrative time will not be used to track down lost and/or stolen items. The school is not responsible for any items lost or stolen from the lockers or locker rooms.***

## LOST & FOUND

Students who find lost articles are asked to turn them into the office where they can be claimed by the owner. Students who have lost items should check the office lost and found area. Items not claimed within a few weeks will be donated to Goodwill.

## MEDICATION

The Administration is aware that, for some students, regular attendance at school is possible only as long as the student receives special medication. Parents should first consult with their physician to see if the medication schedule can be adjusted to avoid administration during school hours. If in-school medication cannot be avoided, school personnel must be present to supervise the taking of prescribed medication in accordance with the instructions written by the doctor on the *Request for Administration of Medication in School* form. This form must be signed by both the doctor and the parent, **whether it is a prescription drug or an over-the-counter medication** (i.e. aspirin or Tylenol). All medication brought to school must be registered in the office where it will be kept until needed by the student (including oral, injectable medications, inhalers, and emergency

medication). Students are not permitted to keep any form of medication in their possession while at school (except asthma inhalers, which are allowed under ORC 3313.716 when properly documented on the *RAMS* form, which contains an "authorization to carry inhaler" section). Students may not transport medications to school. Parents should bring a two- to four-week supply to the main office secretary. School personnel **are not** permitted to administer non-prescribed, over-the-counter medications to students. Headache medicines, etc., may only be administered by a parent or guardian directly. Students that are found to have unauthorized medications on their person in school will be subject to disciplinary action.

#### **PUBLIC DISPLAYS OF AFFECTION**

Displays of affection are not appropriate in the school. In the event such behavior occurs, a warning will be given to the students involved. Any further indiscretions may result in disciplinary action.

#### **"THE ROCK"**

The rock in front of the school is designated for spirit-oriented displays. Students are free to paint any school spirit-oriented slogans, graphics, etc., without need of school permission. Paintings on the rock should be done with good sportsmanship in mind, and should never demean an opponent or their school. Any painting of the rock that promotes alcohol, tobacco, drugs, gangs; is sexual in nature, is slanderous, hazes, or otherwise demeans another student, teacher, or community member will not be tolerated. Violations of this policy will result in school discipline as determined by the administration (which may include detention, in-school restriction, out of school suspension, or expulsion).

#### **SCHOOL CLOSINGS**

Monroeville Local Schools uses a calling system and text alerts for alert notification. Also, listen to WLKR (95.3 / 96.1 FM / 1510 AM) for closing information.

#### **SEARCH & SEIZURE**

Search of a student and his/her possessions, including vehicles, electronic devices, and lockers, may be conducted at any time the student is under the jurisdiction of the Board of Education if there is reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's knowledge or consent.

Students are provided lockers, desks and other equipment in which to store materials. ***Students should clearly understand that this equipment is the property of the school and may be searched at any time.*** The use of canines or other detection devices may be used in the search.

Items which are found in the course of a search that suggest a violation of school rules or the law may be confiscated or turned over to local authorities. ***The school reserves the right not to return items which have been confiscated.***

## **SIGNS/POSTERS**

All signs/announcements to be displayed in Monroeville High School must first be approved by the Principal.

## **STUDENT & PARENT RIGHTS**

**THE RIGHT TO AN EDUCATION** - Every citizen in the State of Ohio has a right to a free, public education, regardless of race, creed, color, sex, national origin, or handicap.

**THE RIGHT TO DUE PROCESS OF LAW** - Students and parents have the right to be fully informed about alleged misbehavior and provided an opportunity to respond to such a charge. Students and parents have the right to due process in disciplinary actions that deny the right to an education. These disciplinary actions are suspension, expulsion, or permanent exclusion. Procedural due process in cases of suspension or expulsion includes a notice of charges, a hearing, and an opportunity to challenge or otherwise explain conduct.

**THE RIGHT TO FREE SPEECH & EXPRESSION** - All citizens are guaranteed self-expression by the First and Fourteenth Amendments of the United States Constitution.

**THE RIGHT TO PRIVACY** - Students shall have privacy of personal possessions unless appropriate school personnel have reasonable cause to believe a student possesses any object or material which is prohibited by law or school policy. Guarantees of freedom from unreasonable search and seizure of property are not unlimited, and must be balanced by the responsibility of the school to protect the safety and welfare of students. Lockers are the property of the school system on temporary loan to students and are subject to examination by school personnel at any time.

## **STUDENT RESPONSIBILITIES**

Students also have certain responsibilities, both as citizens and as members of the school community. These responsibilities are present whether the student is in the school building or traveling to or from school via transportation provided by the school system, or at a school-sponsored activity. In order to guarantee these rights, students must assume responsibility for their own behavior and refrain from interfering with the rights of others.

- 1) **ACTIVE PARTICIPATION** - Students have the responsibility of actively engaging in the serious business of learning. For example, they must attend school regularly and be on time. They must remain in class until excused, pay attention to instructions, complete assignments to the best of their ability, and make every effort to achieve mastery of the lessons.
- 2) **OBEDIENCE TO LAWS & RULES** - The laws of society and the rules of the school have been created to guarantee every person's rights. Students must assume personal responsibility for obedience to these laws and rules.
- 3) **RESPONSIBLE EXERCISE OF FREE SPEECH & EXPRESSION** - Students must express opinions in a manner which is not offensive, illegal, obscene, or inconsistent with the educational goals of the school. The rights of others must be respected, and there can be no interference with the orderly educational process.
- 4) **AVOIDANCE OF ILLEGAL OR DANGEROUS ITEMS** - Students must not bring materials or objects prohibited by law or school policy to school or school activities.

## **PARENT RESPONSIBILITIES**

- 1) Support school officials in their effort to develop and maintain well-disciplined schools.
- 2) Treat school officials in a respectful manner.
- 3) Teach their child socially acceptable standards of behavior.
- 4) Teach their child to have respect for law, authority, and the rights and property of others.

- 5) Teach their child to be accountable for his/her own actions and help the child to grow and develop into a self-controlled, self-disciplined citizen.
- 6) Share the responsibility for student conduct with the school.
- 7) Maintain an active interest in the student's schoolwork & activities.
- 8) Require prompt and regular attendance at school.

#### **TEXTBOOKS**

The District spends an enormous amount of taxpayer dollars on textbooks for all students. Students have a responsibility to keep their books in good condition. Fines will be assessed for damage that is beyond normal "wear and tear." Students are strongly recommended to cover their books in order to prevent damage. Book covers are available at the start of each year throughout the school. Fines are as follows:

Page missing	\$5.00
Torn page	\$5.00
Broken binding	\$10.00
Excessive damage/markings	Full cost of book
Lost books	Full cost of book

#### **TELEPHONES**

Students may use the office telephone if needed before school, after school, and during lunch or S.O.A.R. time with permission from the Principal. Emergency situations will be handled on a case-by-case basis with the permission of the Principal or Dean of Students.

### **USE OF WIRELESS COMMUNICATION DEVICES (WCD)**

Students are permitted to possess the following types of wireless communication devices: cell phone, tablet computer, laptop computer, digital music player (i.e. iPod, iPod touch), or eReaders (i.e. Kindle, Nook). The student is responsible for the security of the item. Devices that emit a sound must be turned to the silent position, airplane mode or turned off, as noises or loud vibrations may interrupt the educational process. Electronic devices may not be used inside the classroom, study hall, assembly, or other instructional settings unless permitted by the instructor for educational purposes. Individual teachers are responsible to establish and enforce a policy to address electronic devices in his/her classroom. Students are not permitted to possess laser pointers, personal dedicated video cameras ("flip cameras"), personal dedicated still cameras, portable game consoles, or similar device.

Any student who wishes to bring a WCD to school MUST have a signed WCD contract on file at the school, requiring both student and parent signatures. If an electronic device is used in an inappropriate manner or emits a sound, the student will be subject to disciplinary action as per the WCD contract. Repeated or blatant violations will result in the device being confiscated and given to an administrator. The administrator may assign additional consequences, and/or require a parent/guardian to pick up the device, as outlined in the WCD contract.

Pictures or videos may not be taken of any individual without their permission. Taking pictures or video of teachers is prohibited. Taking pictures or videos in a restroom, locker room, or similar setting is strictly prohibited and violations may result in suspension or expulsion.

**No expectation of confidentiality will exist in the use of WCDs on school premises/property or at school-sponsored events. Contents of WCD's may be searched if there exists reasonable suspicion that it may have been used in an activity prohibited by the code of conduct.**

Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. Violations will result in disciplinary action under the student code of conduct.

Students are also prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their WCDs to receive such information. Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity. If multiple offenses occur, a student may lose his/her privilege to bring a WCD to school for a designated length of time or on a permanent basis.

Sexting is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging, such conduct not only is potentially dangerous for the

involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.

A person who discovers a student in possession of or using a WCD in violation of this policy is required to report the violation to the building principal. **Students are personally and solely responsible for the care and security of their WCDs. The Board assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices.**

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use office phones to contact parents/guardians during the school day with permission of office personnel.

#### **VIDEO SURVEILLANCE**

The school building constitutes a great financial investment of the District. The building and equipment owned by the Board shall be protected from theft and vandalism in order to maintain the optimum conditions for carrying out the educational programs. The Board has deployed a system of video surveillance to monitor the school for security threats, detect the identities of vandals, and to aid administrators in the enforcement of the code of conduct. Individuals who are identified via video surveillance to be in violation of the code of conduct or law will be subject to school discipline or turned over to the proper authorities for prosecution.

#### **VISITORS TO SCHOOL**

Since there are a large number of visitors in school, parents are asked to telephone the office to schedule an appointment before visiting the school. When a parent wishes to confer with a particular teacher, it is best to arrange a time in advance via a note or telephone call so proper information can be gathered to make the most of the meeting.

Visitors are not allowed in the school without prior permission from the Principal. All guests to Monroeville High School must wear a Visitor's Pass at all times when in the building.

**PART III: GRADING SYSTEM  
GRADING SYSTEM & PUPIL RESPONSIBILITY**

**COURSE LOAD** - Students will be scheduled for a full school day of classes unless they are involved in a special program.

**CLASS STANDING** - Class standing for the students will be based upon the following for graduating classes:

Sophomore	(10th year)	5 units of credits
Junior	(11th year)	10 units of credits
Senior	(12th year)	15 units of credit

Students who fail required subjects must repeat these subjects the following year or take summer school to make up the credit. ***Any remedial classes must be approved by the Principal before enrollment, otherwise credit will not be issued.***

The Principal reserves the right to make the final decision regarding a student's schedule, class assignment, or any other educational decisions affecting a student's daily routine.

The GPA for each student in high school is computed at the end of each year in high school. All subjects given credit will be included. Monroeville High School is on 4.0 grading system. The 4.0 scale is weighted to accommodate the college credit plus classes. Grades are reported to parents and students four times per year using a letter grade derived from the scale. Interim reports are sent out between each grading period. Additional interim reports are sent out to the parents prior to the failing of a quarter or when the student is performing significantly below ability if the first report did not cover this drop in academics. The weighting and grading scale are as follows:

<b>Grade</b>	<b>Un-Weighted Range</b>	<b>*Weighted Range</b>
A	4.00	5.00
A-	3.63	4.63
B+	3.37	4.37
B	3.00	4.00
B-	2.63	3.63
C+	2.37	3.37
C	2.00	3.00
C-	1.63	2.63
D+	1.37	2.33
D	1.00	2.00
D-	0.63	1.63
F	0.00	0.00

**GRADING SCALE**

100-99 A+	77-72 C
98-92 A	71-70 C-
91-90 A-	69-68 D+
89-88 B+	67-62 D
87-82 B	61-60 D-
81-80 B-	59-0 F
79-78 C+	

**\*Weighted Courses – Only courses at or above the 200 college level or equivalent will be considered weighted.**

**ADDITIONAL GRADE POLICIES:**

- 1) Semester exams will be given in all courses where appropriate and will count for 1/5 of the semester grade.
- 2) A grade of less than 60% for a final average will result in an “F” and zero credit being given for the course.
- 3) Two “F’s” in a semester will be an automatic failure for the semester in that particular course, as such students may earn ½ credit in a year-long course. These grades refer to nine-week and semester exams.
- 4) Summer school for high school students may be taken only to make up work that has been failed previously or with the permission of the principal in cases where schedule conflicts cannot be resolved.
- 5) Correspondence courses are permitted in order to retake classes that a student has failed or cannot take due to scheduling anomalies (as determined by the Principal).
- 6) All incomplete grades for any given grading period will become an “F” if not made up within two weeks of the end of the grading period.
- 7) The school will withhold grades and credit for all students who owe fees or fines to the school. This means that such students will not receive their grade cards, and the school will not forward records and/or transcripts to other schools or colleges. Debts owed will carry over from one year to the next and ultimately affect graduation. ***A student will not participate in the graduation ceremony unless all fees are paid.***
- 8) Students participating in correspondence classes will be required to sign a contract and fulfill all obligations stated within that contract before credit is awarded for the course.
- 9) Teachers may give an Incomplete (‘I’) at the end of the final term to students not fulfilling their course obligation. This could result in a student not being able to participate in graduation.

**GRADUATION REQUIREMENTS**

In 2019, Ohio adopted new graduation requirements for Ohio students giving students more flexibility in choosing a graduation pathway that builds on individual strengths and passions. The requirements presented below pertain to the Class of 2023 and beyond:

**First, students must earn the following credits:**

English Language Arts	4 units
Health	½ unit
Mathematics	4 units <sup>1</sup>
Physical Education	½ unit <sup>2</sup>
Science	3 units <sup>3</sup>
Social Studies	3 units <sup>4</sup>
Electives	5 units <sup>5</sup>

**Other Requirements:**

Economics and financial literacy/Fine Arts<sup>6</sup>

<sup>1</sup> Math units must include one unit of algebra II or the equivalent of algebra II.

<sup>2</sup> School districts may adopt a policy that would exempt students who participate in interscholastic athletics, marching band or cheerleading for two full seasons or an approved Junior Reserve Officer Training Corps (JROTC) program for two years from the physical education requirement. Students must take another



course, which cannot be a physical education course, of at least 60 contact hours.

<sup>3</sup> Science units must include one unit of physical sciences, one unit of life sciences and one unit of advanced study in one or more of the following sciences: chemistry, physics or other physical science; advanced biology or other life science; astronomy, physical geology or other earth or space science. Students on a Student Success Plan may be exempted from advanced study in science.

<sup>4</sup> Social studies units must include ½ unit of American history and ½ unit of American government, and ½ unit in world history and civilizations (for students in the classes of 2021 and beyond) in the three required social studies units

<sup>5</sup> Electives units must include one or any combination of foreign language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education or English language arts, mathematics, science or social studies courses not otherwise required.

<sup>6</sup> All students must receive instruction in economics and financial literacy during Grades 9-12 and must complete at least two semesters of fine arts taken any time in Grades 7-12. Students following a career-technical pathway are exempted from the fine arts requirement.

**All students take the following end-of-course exams:**

Algebra I and Geometry

Biology

American History and American Government

English II

\*Students studying College Credit Plus courses in Biology, American History or American Government may take assessments aligned to those courses in lieu of end-of-course exams to avoid double testing.

**Second, students must show competency:**

Earn a competent score of 684 on Ohio's high school Algebra I and English II tests. Students who do not earn this score will be offered additional support and must retake the test at least once.

**OR** students have (3) additional ways to show competency:

*Option (1): Demonstrate (Two)\* Career-Focused Activities:*

(1) Foundational – Proficient scores on WebXams, A 12-point industry credential, or A pre-apprenticeship or acceptance into an approved apprenticeship program.

(2) Supporting – Work-based learning, Earn the required score on WorkKeys, or Earn the OhioMeansJobs Readiness Seal.

\*At least one of the two must be a foundational skill.

*Option (2): Enlist in the Military – Show evidence that you have signed a contract to enter a branch of the U.S. Armed Service upon graduation.*

*Option (3): Complete College Coursework – Earn credit for One college-level math and/or college-level English course through Ohio’s free College Credit Plus program.*

**Third, students must show readiness:**

Earn two of the following diploma seals, choosing those that line up with your goals and interests. These seals give you the chance to demonstrate academic, technical and professional skills and knowledge that align to your passions, interests and planned next steps after high school. At least one of the two must be Ohio-designed.

- OhioMeansJobs Readiness Seal (Ohio)
- Industry-Recognized Credential Readiness Seal (Ohio)
- College-Ready Seal (Ohio)
- Military Enlistment Seal (Ohio)
- Citizenship Seal (Ohio)
- Science Seal (Ohio)
- Honors Diploma Seal (Ohio)
- Seal of Biliteracy (Ohio)
- Technology Seal (Ohio)
- Community Service Seal (Local)
- Fine and Performing Arts Seal (Local)
- Student Engagement Seal (Local)

**Additional Monroeville Local Schools Graduation Requirement**

Successful completion of 40 Service Learning Hours (See Below)

**SERVICE LEARNING REQUIREMENT**

40 hours\* of service learning are required for graduation from Monroeville High School. Failure to meet this requirement will result in the student being unable to graduate until the requirement is met. The deadline for service hours to be completed for grades 9-11 is May 1<sup>st</sup> of each school year. For seniors the deadline is March 1<sup>st</sup>. Hours completed above and beyond 10 in a year can be applied to previous years, but not future years. Extra hours can be used toward service learning recognition on the student’s diploma. This requires 100 total hours and also makes a student eligible for the Presidential Service Award.

**\*Adjusted due to COVID-10 (30 hours required for Classes of 2023 & 2024)**

**NATIONAL HONOR SOCIETY**

**SELECTION PROCESS** - Any student who has a grade point average of 3.4 or above on the school’s non-weighted 4.0 scale will be considered for membership in the National Honor Society. Potential new members will be considered during the second semester of their sophomore, junior or senior year. To be considered for membership, the student must provide evidence of exemplary performance in the areas of SCHOLARSHIP, LEADERSHIP, SERVICE AND CHARACTER. Each student shall complete a Student Activity Information Sheet, which will summarize his or her activities in high school. This sheet will demonstrate accomplishments in each of the aforementioned areas. This form must be turned in on time.

A faculty council will be formed to pick new members of the National Honor Society. **The names of the members of that council need not and will not be released.**

**The decision of this committee is final.** Faculty members shall also complete an evaluation sheet on potential *National Honor Society* members.

**It is a privilege, not a right, to be selected into the *National Honor Society*.** If grades fall below a 3.4 or a student demonstrates behavior not in accordance with National Honor Society policy their membership will be revoked.

#### **CLASS RANK**

The Board authorizes a system of class ranking, by grade point average, for the students in grades 9-12. The grade point average for each student in high school is computed at the end of each year. All subjects given credit will be included. Class rank shall be provided only as confidential information to colleges and other post- secondary education institutions.

#### **GRADUATION ACADEMIC ACHIEVEMENT RECOGNITION**

In an attempt to encourage students to take academically more challenging high school courses, a weighted system is used at the high school to determine student grade point averages, honor roll students, academic awards, academic recognition, transcripts and class ranking. Recognition of graduating seniors is as follows:

1. Summa Cum Laude: GPA of 4.0 or higher
2. Magna Cum Laude: GPA of 3.80 to 3.99
3. Cum Laude: GPA of 3.6 to 3.79

\*All groups will be designated in the graduation program.

\*Summa Cum Laude will be recognized at the graduation ceremony and presented with an academic achievement medal.

#### **HONORS DIPLOMA**

High school students can gain state recognition for exceeding Ohio's graduation requirements through an Academic Honors Diploma. High-level coursework, college and career readiness tests and real-world experiences challenge students.

Students must meet ***all but one*** of the following criteria, unless it is a minimum graduation requirement. Students must meet general graduation requirements to qualify for honors diplomas.

- 1) four units of mathematics that include algebra I, algebra II, and geometry or complete a four-year sequence of courses that contain equivalent content and another high level course
- 2) four units including 2 units of advanced science
- 3) four units of social studies
- 4) either three units of one foreign language or no less than two units each of two foreign languages
- 5) one unit of fine arts
- 6) maintain an overall high school grade point average of at least 3.5 on a 4.0 pt scale
- 7) obtain a composite score of 27 on the ACT tests or a composite score of 1280 on the SAT.

The student who completes an ***intensive career-technical education curriculum*** in the high school must meet ***all but one*** of the following criteria:

- 1) four units of mathematics that include algebra I, algebra II, and geometry or complete a four-year sequence of courses that contain equivalent content and another high level course
- 2) four units including 2 units of advanced science
- 3) four units of social studies

- 4) two units of one world language
- 5) four units of career-technical courses
- 6) maintain an overall high school grade point average of at least a 3.5 on a 4.0 pt scale
- 7) obtain a composite score of 27 on the ACT or a composite score of 1280 on the SAT/WorkKeys: 6 or higher on Reading for Information and 6 or higher on Applied Math
- 8) Complete a field experience and document the experience in a portfolio specific to the student's area of focus.
- 9) Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus.
- 10) Earn an industry-recognized credential or achieve proficiency benchmark for appropriate Ohio Career-Technical Competency Assessment or equivalent.

Additionally, Honors Diplomas can be earned in STEM, Arts, International Baccalaureate, and Social Science and Civic Engagement. Please see the school guidance counselor for the requirements to earning these Honors Diplomas.

### **ACADEMIC HONESTY**

Academic honesty is core to the education system. Students that are found to have plagiarized work will receive an automatic 'F' on that assignment as well as appropriate discipline as spelled out in the code of conduct. A second incidence of cheating may result in the student receiving an 'F' for that class, at the teacher's discretion.

### **ACADEMIC LETTER**

Academic Letters will be awarded to students that maintain a 3.5 average over three (3) consecutive nine-week grading periods.

### **CREDIT FLEXIBILITY**

Credit Flexibility is any alternative coursework, assessment or performance that demonstrates mastery needed to be awarded equivalent graduation credit as approved by Monroeville Local Schools. Approved credit awarded through this policy will be posted on the student's transcript and count as required graduation credit in the related subject area(s) or as an elective. The Credit Flexibility Handbook and program applications can be requested in the HS office.

### **EXAM EXEMPTIONS**

**\*Please see PBIS Incentive Program.** 8<sup>th</sup> graders taking high school courses may exempt an exam if they have all A's each quarter in the course as well as all A's in their junior high-level courses.

### **GRADE SCHOOL STUDENTS & HIGH SCHOOL CREDIT**

If a student decides to take a high school class prior to entering the 9th grade that grade will count toward their cumulative high school GPA.

### **HONOR ROLL**

Students will receive High Honor Roll for a 4.0 GPA and above. Students will receive Honor Roll for a 3.5 to 3.99 GPA. Students will receive Merit Roll for a 3.0 to 3.49 GPA with the lowest grade being a "C".

### **PHYSICAL EDUCATION EXEMPTION**

Students participating in interscholastic athletics, marching band, dance, or cheerleading for at least two full seasons are not required to complete the physical education one-half unit to graduate, although the student must then complete one-half unit in another course of study.

**PBIS INCENTIVE PROGRAM**  
(All incentives are subject to change)

**Gold Card**

- All A's in all classes
- 100% Attendance
- 0 Missing Assignments
- 15+ Service Hours Completed
- Attend 6 Monroeville Events
- **Sweatpants Every Friday**
- **\*\*ALL Exams Exempted with Gold Card in each quarter of the Semester**
- **1 Ticket to an Athletic Event per quarter**
- **Classroom Incentives**

\*\*If the card is obtained during or maintained through 2nd & 4th Quarter

**Black Card**

- B or better in all classes
- 95% Attendance
- 0 Missing Assignments
- 8 Service Hours Completed
- Attend 3 Monroeville Events
- **Sweatpants Every 2nd & 4th Friday**
- **\*\*4 Exam Exemptions**
- **One ½ price ticket to an Athletic Event per quarter**
- **Classroom Incentives**

\*\*If the card is obtained during or maintained through 2nd & 4th Quarter

**White Card**

- C or better in all classes
- 90% Attendance
- 0 Missing Assignments
- 2 Service Hours Completed
- Attend 1 Monroeville Event
- **Sweatpants on 1st Friday of every month**
- **\*\*2 Exam Exemptions**
- **Classroom Incentives**

\*\*If the card is obtained during or maintained through 2nd & 4th Quarter

**PROGRESS REPORTS**

Progress reports are mailed mid-quarter to students receiving less than a grade of "C". These reports are intended to provide parents with information concerning the student's progress. *If your child has a "D" or lower on his/her progress report, that is considered by the administration as notification that your child*

*is in danger of failing the class. You should contact your child's teacher as soon as possible.* If for some reason you do not receive a progress report for your child, please call the school and a new copy will be mailed out immediately.

#### **REPEATING A COURSE**

Because of the sequential nature of math and foreign language courses, students may repeat a course under the following guidelines:

- 1) The student achieved a "C" or below the first time.
- 2) The course is retaken in the following academic year.
- 3) The final grade will be averaged with the original final grade in the course.  
The averaged grade will be the grade that appears on the student's transcript.

**This policy only applies to math and foreign language.**

#### **REPORT CARDS**

Report cards will be distributed within one week of the close of the grading period. Reports will be withheld from students with outstanding fines, fees or obligations.

#### **SCHEDULE CHANGES**

Much time and effort has gone into accommodating each student's choice of classes for this school year. For this reason, schedule changes will be strongly discouraged. Only changes agreed upon by the guidance counselor, teacher and accompanied by a note from the parent will be permitted. All changes will be made during the first week of classes. All courses dropped must be replaced with a course of equal credit.

#### **WITHDRAWAL FROM CLASS POLICY**

Because the junior high and high school schedule is based on student requests, students are permitted to change their schedule only during the "window" established by the junior/senior high school principal. Students are permitted more than ample time to plan their schedule, and changes made later are disruptive to the educational mission of the school. Therefore, dropping a class outside of this time will result in an "F" in the course. The only exceptions are when the decision to withdrawal is initiated by an Intervention Assistance Team (IAT) or and Individual Education Plan (IEP) Team, or an emergency circumstance as determined by the principal.

#### **PART IV: CODE OF CONDUCT SCOPE OF THE RULES**

All rules and guidelines with regard to student behavior are set forth by state law or district policy. These are in effect while the student is at school before, during, or after the regular school day and including Friday School or detentions. It also is in effect at all school-sponsored activities, both home and away, on school buses, bus stops, and on other school property. Discipline may be imposed for: 1) certain criminal or delinquent acts which occur outside the school day; 2) misconduct by a student that occurs off district property but is connected to activities or incidents that have occurred on district property; and 3) misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

All staff members have the complete authority to direct the activities and behavior of the student. Staff includes teachers, administrators, support personnel (cafeteria, coaches, custodians, volunteers, aides, etc.), substitutes, bus drivers, secretaries, invited guests, and all others employed by the Monroeville Board of Education.

Violations of the Code of Conduct are defined in this document as Level 1, 2, 3, and 4 behaviors. When disciplinary actions are needed, the administration will strive to maintain a constructive approach that focuses on positive behavior change and minimizes any interruption of the educational process. Age and maturity levels require different types of disciplinary action. These factors will be considered when corrective measures are needed. The discipline system is progressive, i.e., each infraction by a student results in progressively stiffer punishments.

Students with disabilities are dealt with on an individual basis in accordance with the student's Individual Education Plan (IEP), and with the Individuals with Disabilities Education Act (IDEA), the Americans with Disabilities Act (ADA), or Section 504 of the Rehabilitation Act of 1973.

Any action judged by school officials to involve misconduct not specifically mentioned in other sections may be dealt with as insubordination. ***Since each infraction is handled on a case-by-case basis, the administration reserves the right to give students a consequence that corresponds to the seriousness of their infraction.*** This may result, for example, on a "Level 2" consequence even though it may be a student's first offense. ***The administration will not discuss another student's discipline to anyone except the student's parent, school officials, and/or juvenile authorities.***

Discipline actions that occur at EHOVE are honored at Monroeville High School, and the same consequences apply with regard to participation in extracurricular activities or attendance at school functions. Special conditions apply to students convicted of a felony (see Level 4I below). The junior high school has developed a system of demerits that govern student behavior in 7<sup>th</sup> and 8<sup>th</sup> grade. A copy of this code will be sent to parents the first week of school.

Chronic discipline problems may be referred to the Monroeville Police and/or the juvenile courts. ***The administration reserves the right to request the assistance of police department to maintain an orderly educational environment or to maintain order at extracurricular events.***

## DISCIPLINARY ACTIONS

Other than out-of-school suspension/expulsion, which can be used by the school to correct misbehavior, disciplinary actions may include, but are not limited to: verbal reprimand; special assignments (such as community service); schedule changes; parental contact by phone or letter; peer mediation; contracts; time-out for limited periods of time; detention; conference with student and/or parents; parent following student's schedule for a day; transfer to another class; temporary separation from peers; loss of class or school privileges; restitution; assignment to in-school restriction, and emergency removal. Descriptions of the most common disciplinary actions:

- 1) **DETENTION** - Students may be assigned detentions by teachers or administrators for minor violations of classroom rules or the code of conduct. Detentions will be served before or after school. **Multiple detentions are intended to alert parents and students that a serious problem may be emerging. In such cases, parents should contact their son or daughter's teachers without delay.** Only the Principal or the Dean of Students may reschedule a detention.
- 2) **IN-SCHOOL RESTRICTION (ISR)** - Reassignment of the student from the classroom to an ISR assignment. The recommended period of assignment shall be from one to ten days (depending on infraction). Students are expected to remain the entire school day. Missed ISR days must be made up. For an in-school restriction, credit will be given for any classroom assignment that can be completed during the in-school restriction or as homework. Students who participate in work release will be required to serve an entire school day in ISR. They will not be released early.
- 3) **FRIDAY SCHOOL** – requires students to attend school on Fridays after school from 2:45 to 5:45 as assigned by the administration. Friday Schools will be assigned for a variety of disciplinary reasons, including attendance violations, skipping detentions, etc. *Failure to serve a Friday School may result in the following: 1<sup>st</sup> Incident: Doubled Time – Thursday/Friday, 2<sup>nd</sup> Incident: ISR, 3<sup>rd</sup> Incident: Out-of-school Suspension.* \*Students will be required to serve the missed Friday School the following week.
- 4) **OUT-OF-SCHOOL SUSPENSION (OSS)** - Removal of a student from school for a period of one to ten days. **Students who are suspended out of school will be permitted to make up any work missed and will receive at least partial credit for the assignment(s).** Students assigned to an out-of-school suspension are not permitted on school property or at school activities. This includes any school activities which fall between the starting and ending dates of the suspension. The administration reserves the right to suspend students from extracurricular activities if those activities occur before the starting date of the suspension. Should a student's suspension include exam days, students will receive an 'I' on their report card, but will have an opportunity to make up the exam on day one and day two of their return. Should the student not arrange to make up their exams on those days, they will receive an "F" for each exam not made up. If school is closed due to an unforeseen calamity, out-of-school suspensions are automatically extended to the full number of assigned school days. The Superintendent may require a student to perform community service in lieu of suspension days or expulsion. (See Board Policy Section 6.18 – Student Discipline)
- 5) **EXPULSION** - Removal of a student from school for a period of up to eighty school days (expulsion is recommended for Level 3 behaviors or repeated Level 1 and 2 offenses) unless the incident involves a firearm or knife, in which



case the expulsion may be for a period of one year. An expulsion from EHOVE is also an expulsion from Monroeville High School.

- 6) **EMERGENCY REMOVAL** - A student may be removed from school property for up to 24 hours if the student's continued presence poses a risk to the safety or security of others or their property, or disruption of the educational process.
- 7) **JUVENILE COURT/POLICE DEPARTMENT** - The Juvenile Court System or Police Department may be involved in a student's attendance problems or any Level 2 or Level 3 behaviors.
- 8) **PERMANENT EXCLUSION** - As authorized by Ohio law, the Board of Education may permanently exclude any student who has been found guilty of committing, when sixteen (16) years of age or older, any of the following offenses while on school grounds which are considered to be crimes when committed by an adult.
  - a) Possession or involvement with a deadly weapon.
  - b) Trafficking in drugs.
  - c) Murder, involuntary manslaughter, assault or aggravated assault.
  - d) Rape, gross sexual imposition, or felonious sexual penetration on school grounds, at a school event, or when the victim is an employee of the District.
  - e) Complicity, regardless of where the complicity occurs, of any of the above crimes.
- 9) **EXPULSION FOR FIREARMS, DESTRUCTIVE DEVICES, & KNIVES** - If a student brings a firearm, destructive device, or knife on school property, in a school vehicle, or to any school sponsored activity, he/she may be expelled for one year unless the Superintendent reduces the punishment for reasons related to the following: the student's mental and/or physical characteristics or conditions; the age of the student and its relevance to the punishment; the prior disciplinary history of the student and/or the intent of or awareness of the perpetrator regarding possession of a firearm or knife.

If, at the time of an expulsion, there are fewer days remaining in the school year than the number of days of the expulsion, the Superintendent may apply any or all of the remaining period to the following school year. A student suspended, expelled, removed or permanently excluded from school for misconduct involving a firearm or knife also loses his/her driving privileges. A firearm is defined as any weapon, including a starter gun, which is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or silencer or any destructive device, which includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above. A knife is defined as a cutting instrument having a sharp blade or edge which is capable of causing serious bodily injury.

#### **DUE PROCESS RIGHTS**

When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After that informal hearing, the Principal or Dean of Students will make a decision whether or not to suspend. If a student is suspended, the District will assume the student has delivered a copy of the Notice of Intended Action to the parent(s) within one day of the action. Parents will also be notified of the suspension by regular U. S. mail. The suspension may be appealed to the Superintendent or designee within ten days of receipt of the suspension notice. The request must be in writing.

During the appeal process, unless extenuating circumstances are present, the appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal decision is

to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

#### **EXPULSION FROM SCHOOL**

When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the parent(s). The district will assume the student has given the letter of notification to the parent(s). A notice of the recommended expulsion will be mailed to the parent(s) by certified mail. Students being considered for expulsion may or may not be removed immediately. A formal hearing is scheduled with the Superintendent during which the student may be represented by his/her parent(s), legal counsel and/or by a person of his/her choice.

Within ten days after the Superintendent notifies the parent(s) of the expulsion, the expulsion can be appealed in writing to the Board of Education. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. Again, the right to representation is available and the right to an executive session. All opportunity to earn grades or credit ends when a student is expelled. Expulsion for certain violations may result in revocation of a student's driver's license. If the expulsion is upheld, the next step in the appeal process is to the Court of Common Pleas.

**LEVEL 1 BEHAVIOR  
CONDUCT WHICH IMPEDES ORDERLY  
OPERATION OF CLASSROOM OR SCHOOL**

Administrators and school staff will establish building regulations and discipline procedures for Level 1 behaviors, post such regulations and make written copies of such regulations available to parents and students. Disciplinary action other than out-of-school suspension or expulsion which can be used to correct Level 1 behavior are listed under "Examples of Disciplinary Options", section 1. The fourth level 1 and beyond offense will automatically place a student at 2G - Insubordination.

<u>BEHAVIOR</u>	<u>DEFINITION</u>	<u>1<sup>st</sup> Offense</u>	<u>2<sup>nd</sup> Offense</u>	<u>3<sup>rd</sup> Offense</u>
<b>1A-Dress Code</b>	Dressing or grooming in a manner which disrupts the teaching and learning of others as determined by administration *See pg 14	Friday School 1 hr Change Clothes	Friday School 2 hrs Change Clothes	Friday School 3 hrs Change Clothes
<b>1B-Electronic Devices*</b>	Electronic games, laser pointers, prohibited games or toys, beepers/pagers or unauthorized mobile phone or personal stereo use**	Friday School 1 hr after school	Friday School 3 hrs after 24 hrs	Friday School 6 hrs to parent/ guardian
<b>1C-Tardiness/Off-Schedule**</b>	Consistent tardiness to school or "wandering" halls	Friday School 1 hr (3 tardies)	Friday School 2 hrs (4 tardies)	Friday School 3 hrs (5+tardies) *referral attendance officer
<b>1D-Unacceptable Behavior</b>	Conduct and/or behavior which is disruptive to the orderly educational process of the school may include, but is not limited to, public display of affection, food (including candy & gum) or drink in the halls/class, littering, throwing objects, horse-play, talking, unacceptable hall or cafeteria behavior.	Friday School 1-3 hrs	Friday School 6 hrs	In-School Restriction 2-5 days

**\*These items will be confiscated, and may be retained for the remainder of the school year. Cell phones will be governed by the cell phone policy and requires parent contract and agreement to consequences. Cell phones are prohibited for any student who does not have a signed cell phone contract.**

**\*\*See pg 8-9 for definitions, expectations, and consequences.**

**\*\*Removal from class for time off-task violations will result in a zero for the class that day**

**LEVEL 2 BEHAVIOR  
ILLEGAL AND/OR SERIOUS MISCONDUCT –  
NOT LIFE OR HEALTH THREATENING**

A student charged with behavior which is classified herein as Level 2 shall be subject to the disciplinary actions listed below which are recommended for each offense. This means that lesser penalties may be assigned depending upon the facts and circumstances, but no greater penalty than that listed shall normally be applied. **However, if the misbehavior is of such a serious nature that the maximum penalty listed seems to be insufficient, or if the student's past record is such that a more severe penalty is needed, the assignment of a greater penalty may be made. Once a student has committed a Level 2 offense, the next Level 2 infraction will be deemed a second offense in any Level 2 category.**

<u>BEHAVIOR</u>	<u>DEFINITION</u>	<u>1<sup>st</sup> Offense</u>	<u>2<sup>nd</sup> Offense</u>	<u>3<sup>rd</sup> Offense</u>
<b>2A-Plagiarism</b>	Using, submitting or attempting to obtain data or answers dishonestly, by deceit, plagiarism, or by means other than those authorized by teacher	Friday School	OSS 1-5 day (If same as 1 <sup>st</sup> Off, student assigned withdrawal/fail)	OSS 1-10 day**
<b>2B-Complicity</b>	Involvement as an accomplice in a crime, wrong-doing or misconduct	Complicity will follow the sequence of the violation according to the level		
<b>2C-Dishonest/ Academic Dishonesty</b>	Lying, giving false information, deceit, either verbally or written; Copying someone else's work	Friday School 6 hrs	In-School Restriction 2-5 days	OSS 1-10 day**
<b>2D-Forgery</b>	Writing or altering the name of another person, or altering times, dates, grades, passes or permits	OSS 1-3 days	OSS 3-5 days	OSS 1-10 day**
<b>2E-Gambling</b>	Playing any games of chance or skill for money or items of value	OSS 1-3 days	OSS 3-5 days	OSS 1-10 day**
<b>2F-Peer Conflict</b>	Unauthorized touching; threats or challenges between students	Friday School 6 hrs	In-School Restriction 2-5 days	OSS 1-10 day**
<b>2G-Insubordination</b>	Refusing to comply with reasonable school rules or with reasonable instructions of any staff and invited guest	In-School 2-5 days	OSS 1-5 days	OSS 5-10 day**
<b>2H-Disrespect/Defiance</b>	Disrespect, insolence, or rudeness directed at a staff member, refusal to follow the reasonable request of a staff member	Friday School 6 hrs	In-School Restriction 2-5 days	OSS 1-10 day**

**\*\*Recommendation for Expulsion**

## LEVEL 2 BEHAVIOR cont'd

<u>BEHAVIOR</u>	<u>DEFINITION</u>	1 <sup>st</sup> <u>Offense</u>	2 <sup>nd</sup> <u>Offense</u>	3 <sup>rd</sup> <u>Offense</u>
<b>2I-Verbal Abuse/Profanity</b>	Profanity or obscene language, written or verbal, including the use of gestures, signs, or personal slurs	Friday School 6 hrs	In-School Restriction 2-5 days	OSS 1-10 day**
<b>2J-School/Class Disruption</b>	Acting in a disrespectful and/or disorderly manner that disrupts the educational process or any class or school activity	Friday School 6 hrs	In-School Restriction 2-5 days	OSS 1-10 days
<b>2K-Trespassing/Truancy/ Unauthorized Area</b>	Being in a school building in unauthorized areas or on School grounds without permission/or failure to sign in. Refusing to comply with a request to leave. Leaving school grounds without proper authorization	In-School Restriction 2-5 days	OSS 1-3 days	OSS 5-10 days
			<b>In cases of unauthorized leaving of school grounds, revocation of a student's driving privileges, in addition to discipline applied</b>	
<b>2L-Property Offense</b>	Misuse of another individual or organization's property which does not constitute theft or vandalism. For example, taking someone's property without their permission and later returning it; using another school's equipment without authorization to do so, etc.	Friday School 1-3 hrs	Friday School 6 hrs	OSS 1-10 days

\*\*Recommendation for Expulsion

## LEVEL 3 BEHAVIOR ILLEGAL AND/OR SERIOUS MISCONDUCT – NOT LIFE OR HEALTH THREATENING

A student charged with behavior which is classified as Level 3 shall be subject to removal from the school immediately, and repeat offenses will be subject to a recommendation for expulsion from the Monroeville Local School District.

<u>BEHAVIOR</u>	<u>DEFINITION</u>	1 <sup>st</sup> <u>Offense</u>	2 <sup>nd</sup> <u>Offense</u>	3 <sup>rd</sup> <u>Offense</u>
<b>3A-Extortion/Coercion</b>	Obtaining or attempting to obtain money or property from another or forcing another to act by either physical force or intimidation (threat)	OSS 1-3 days	OSS 2-5 days	OSS 1-10 day**
<b>3B-Fighting</b>	Physical conflict, between students, words/actions that provoke a fight or attempt to fight	OSS 1-5 days	OSS 5-10 days	OSS 5-10 day**
<b>3C-Hazing</b>	Manipulating someone into an embarrassing task, often as an initiation	OSS 1-3 days	OSS 3-5 days	OSS 5-10 day**

### LEVEL 3 BEHAVIOR cont'd

<u>BEHAVIOR</u>	<u>DEFINITION</u>	1 <sup>st</sup> <u>Offense</u> OSS	2 <sup>nd</sup> <u>Offense</u> OSS	3 <sup>rd</sup> <u>Offense</u> OSS
<b>3D-Menacing</b>	Intentionally placing or attempting to place another person in reasonable fear of physical injury	1-3 days	3-5 days	5-10 day**
<b>3E-Bullying/Harassment</b>	*See pg. 10 for full definition	OSS 1-3 days	OSS 3-5 days	OSS 5-10 day**
<b>3F-Cyber-bullying</b>	*See pg. 10 for full definition	OSS 1-3 days	OSS 3-5 days	OSS 5-10 day**
<b>3G-Sexual Harassment/ Misconduct</b>	Any sexual harassment, verbal/nonverbal, or written Sexually-oriented actions	OSS 1-3 days	OSS 3-5 days	OSS 5-10 day**
<b>3H-Theft</b>	Stealing or attempting to steal the money or property of another; possession of stolen property. Items of higher value may result in greater penalties	OSS 1-3 days	OSS 3-5 days	OSS 5-10 day** RestitutionRestitutionRestitution
<b>3I-Tobacco Products</b>	Using or possessing any tobacco product, e-cigarette, lighter, matches or other related material	OSS 1-3 days	OSS 3-5 days	OSS 5-10 day**
<b>3J-Vandalism</b>	Destruction or defacing of school property, staff or student property or equipment	OSS 1-3 days	OSS 3-5 days	OSS 5-10 day** RestitutionRestitutionRestitution
<b>3K-Computer/Technology &amp; Tampering</b>	*See Below	OSS 1-3 days	OSS 3-5 days	OSS 5-10 day

\* Intentionally or accidentally attempting to or actually altering a computer or computer network; placing unauthorized information or harmful programs on the system; disrupting the operation of the individual computer/network; maliciously using the computer network (i.e., chat rooms, hate mail, harassment, profanity, vulgar statements or discriminatory remarks); interfering with others' use of the computer network; attempting to disable or circumvent internet screening, security and/or virus protection software; transferring program files, shareware or software from information services and/or electronic bulletin boards with the intent to violate copyright laws.

\*\*Recommendation for Expulsion

### LEVEL 4 BEHAVIOR ILLEGAL AND/OR SERIOUS MISCONDUCT – LIFE OR HEALTH THREATENING

A student charged with behavior which is classified as Level 4 shall be subject to removal from the school immediately, and subject to a recommendation for expulsion from the Monroeville Local School District.

<u>BEHAVIOR</u>	<u>DEFINITION</u>	<u>PENALTY</u>
<b>4A-Arson</b>	Setting fire, or attempting to set fire, to a school building or property located on school grounds or	OSS 10 days**

	any property belonging to, rented by, or on loan to the school district, or property (including automobiles) of persons employed by the school or in attendance at the school	
<b>4B-Assault/Battery</b>	Intentionally causing or attempting to cause physical injury, or intentionally behaving in such a way as could reasonably cause physical injury to a student, staff member, or any other person.	OSS 10 days**
<b>4C-Bomb Threats/ False Alarms</b>	Making a knowingly false statement regarding the possession or location of explosive or incendiary materials or activating the fire alarm system on school property, or reporting a fire when no fire exists	OSS 10 days**
<b>4D-Chemical Abuse</b>	Possession, use, sale, distribution, having the odor on the breath of alcohol, drugs, intoxicants or controlled substance of any kind, possessing drug paraphernalia on school property or at school activities, possession of counterfeit or "look alike" drug paraphernalia, or illegal use of a legal substance.	OSS 10 days**
<b>4E-Level 4 Sexual Misconduct</b>	Any willful and/or deliberate act which is lewd or lascivious in nature, or which involves unwanted sexual touching, or which is committed with the intention of gaining sexual favors, or any act of indecent exposure	OSS 10 days**
<b>4F-Volatile Acts</b>	The use of violence, force, coercion, threats of harm or disorderly conduct directed to an individual or disrupts school. This shall include use of same to incite others toward acts of disruptions (individual or group related)	OSS 10 days**
<b>4G-Weapons or Dangerous Instruments*</b>	Possessing, transmitting, or using any kind of object, or other look-alike or replica object (wooden or otherwise) or item which can be considered a weapon or that could be used to inflict harm or threaten another. This includes, but is not limited to a firearm, destructive devices, knife, razor, club, chain, stun gun, or metal knuckles	OSS 10 days**
<b>*May include expulsion for one year pursuant to State and Federal Law</b>		
<b>4H-Incendiary Devices</b>	Possessing, transmitting, or using firecrackers, smoke bombs, or other incendiary devices that could be used to inflict harm or threaten another	OSS 10 days**
<b>4I-Other illegal, criminal or inappropriate acts</b>	Any other offenses which constitute criminal conduct under federal, state, or city laws and/or which are conduct life or health threatening. The district reserves the right to expel any student Convicted of a felony (whether act occurred on or off school grounds) In accordance with the Ohio Revised Code	OSS 10 days**

**\*\*Recommendation for Expulsion**

## **COMPUTER NETWORK & INTERNET ACCEPTABLE USE POLICY & AGREEMENT**

The Monroeville Local Schools is pleased to make available to all district employees and students, access to interconnected computer systems within the District and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities. In order for the Monroeville Local Schools to be able to continue to make its computer network and Internet access available, all district employees and students must take responsibility for appropriate and lawful use of this access. All district employees and students must understand that one individual's misuse of the network and Internet access may jeopardize the ability of all to enjoy such access. While teachers and staff members are responsible for supervision of network and Internet access, all district employees and students must cooperate in exercising and promoting responsible use of this access. Upon reviewing, signing, and returning this *Policy and Agreement* (hereafter "AUP"), students and district employees will be given access to the network and Internet access at school and will agree to follow the AUP. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign this AUP. The Monroeville Local Schools cannot provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18, does not return the AUP as directed with the signatures of the student and his/her parents or guardians.

Listed below are the provisions of this agreement regarding computer network and Internet use. Any questions about these provisions should be directed to the District Technology Coordinator. If any user violates this AUP, the individual's access will be denied or withdrawn and he/she may be subject to additional disciplinary action. This policy applies to all district-owned computers as well as computers and/or electronic devices which are student-owned or borrowed and brought to the school and used within the school.

**PERSONAL RESPONSIBILITY** - By signing this AUP, the user agrees not only to follow the rules, but is agreeing to report any misuse of the network to the District Technology Coordinator. Misuse means any violations of this AUP or any other use that is not included, but has the effect of harming another or his or her property.

**TERM OF THE PERMITTED USE** - As part of the educational process we understand that students and district employees should have access to educational material. By signing and returning this form, the students and district employees will be granted that access. Students will be asked to sign a new AUP each year during which they are students in the Monroeville Local Schools before access is provided.

**PURPOSE & USE** - The Monroeville Local School District is providing access to its computer networks and the Internet for educational purposes **only**. Any doubts about the educational use of a contemplated activity should be directed to the District Technology Coordinator or the person(s) supervising the activity. No software which bypasses the filtering system can be installed on computers used or located within the Monroeville Local Schools.

**NETIQUETTE** - All users must abide by rules of network etiquette, ("netiquette") which includes:

- 1) Use of appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent or threatening language. No use of language that is offensive to others or that makes ethnic, sexual preference or gender-related slurs or jokes.
- 2) Safety. In using the computer network and Internet, one should never reveal personal information such as home address and telephone number.
- 3) No use that violates the law or encourages others to violate the law. Transmission of offensive or harassing messages; offers for sale or use any substance the possession or use of which is prohibited by the *School District's Pupil Conduct Code*; views, transmits or downloads pornographic materials or materials that encourage others to violate the law; intrudes into the networks or computers of others; and downloads or transmits confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, one should assume that all materials are protected unless there is explicit permission on the materials to use them.
- 4) No use that causes harm to others or damages their property. For example, one should not engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients to believing that someone



other than the user is communicating or otherwise using his/her access to the network or the Internet; upload worms, viruses, trojan horses, time bombs, chain letters, or other harmful programming or vandalism. One should not disclose or share their password with others or impersonate another.

5) No use that accesses controversial or offensive materials. It is understood that access is designed for educational purposes and precautions have been taken to eliminate controversial material. However, it is also recognized it is impossible to restrict access to all controversial materials and every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites.

6) No commercial transactions, product advertisement, or political lobbying.

**PRIVACY** - Electronic transfer and storage of information is provided as a tool for education. The Monroeville Local Schools reserves the right to monitor, inspect, copy, review, and store at any time without prior notice, any and all usage of the computer network and Internet access, and any and all information transmitted or received in connection with such usage. All such information files shall be and will remain the property of the Monroeville Local Schools and ***no user shall have any expectation of privacy regarding such materials.***

**FAILURE TO FOLLOW POLICY & BREACH OF AGREEMENT** - The use of the computer network and Internet is a privilege, not a right. A user who violates this AUP and breaches his/her agreement, shall at a minimum, have his or her access to the computer network and Internet terminated, which the Monroeville Local Schools may refuse to reinstate for the remainder of the user's tenure in the Monroeville Local Schools. A user breaches his or her agreement not only by affirmatively violating the AUP, but also by failing to report any violations by other users that come to the attention of the user. Further, a user violates this AUP if he or she permits another to use his or her account or password to access the computer network and Internet, (including any user whose access has been denied or terminated). The Monroeville Local Schools may take other disciplinary action.

**WARRANTIES/INDEMNIFICATION** - The Monroeville Local Schools makes no warranties of any kind, either expressed or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this AUP. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this AUP. By signing this AUP, users are taking full responsibility for his or her use, if 18 or older or, in the case of user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, Monroeville Local Schools, Northern Ohio Educational Computer Association (NOECA) that provides the computer and Internet access opportunity to the Monroeville Local Schools and all of their administrators, teachers and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the School in the event of the School's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a School computer or on another's outside the School District's network.

**UPDATES** - Users, and if appropriate, the user's parents/guardians, may be asked periodically to provide new or additional registration information or to sign a new Policy and Agreement, for example, to reflect developments in the law or technology.

**USER AGREEMENT** - Every student, regardless of age, and district employee must read and sign below for access to Internet and the district network:

I have read, understand, and agree to abide by the terms of the foregoing Acceptable Use Policy and Agreement ("AUP"). Should I commit any violation or in any way misuse my access to the Monroeville Local School's computer network and the Internet, I understand and agree that my access privilege may be revoked and School disciplinary action may be taken against me.

**PARENT OR GUARDIAN NETWORK USAGE AGREEMENT** (to be read and signed by parents or guardians of students who are under 18):

*As the parent or legal guardian of this student, I have read, understand and agree that my child or ward shall comply with the terms of the Monroeville Local School's Acceptable Use Policy and Agreement for the students' access to the Monroeville Local*

*School's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the School to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the Policy and Agreement. I am therefore signing this Policy and Agreement and agree to indemnify and hold harmless the School, the Monroeville Local Schools and Northern Ohio Educational Computer Association that provides the opportunity to the Monroeville Local Schools for computer network and Internet access against all claims, damages, losses and costs, of whatever kind, that may result from my child's or ward's use of his or her access to such networks or his or her violation of the foregoing Policy and Agreement. I hereby give permission for my child or ward to use the building-approved account to access the School District's computer network and the Internet.*

Student and parent signature in FinalForms denotes agreement with the MLS Computer Network Agreement.

### **Part V: EXTRACURRICULAR ACTIVITY DISCIPLINE CODE**

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 extracurricular activities of the Monroeville Local Schools. Student conduct in extracurricular activities has a direct reflection upon the Monroeville Local School District and should exemplify the high standards of our school. Eligibility in extracurricular activities is a privilege and those desiring to participate should meet academic standards as well as meet appropriate behavioral standards.

All students shall abide by a code of conduct, which will earn them the honor and respect which participation and competition in the interscholastic programs affords. Any conduct that results in dishonor to the student, team, program, or school will not be tolerated. Acts of unacceptable conduct such as, but not limited to, theft, vandalism, disrespect, immorality or violations of the law, or acts which tarnish the reputation of those associated with the school will not be tolerated. ***The code shall be in effect twelve (12) months a year.***

#### **Procedure for handling an athletic issue regarding your athlete.**

As 98% of problems can be resolved by dealing directly with the coach who is immediately responsible for son or daughter it is essential to approach them initially with your issue. This meeting should be scheduled by contacting the coach and requesting a time to meet. (This should never be done before practice or before or after a game.) When the meeting is arranged it is also mandatory for your son or daughter to be present at the meeting to help resolve any discrepancy between what the coach and parent feel has resulted.

Once this step has been taken a conversation with the Athletic Director would be appropriate. If still unresolved the next step would then be the Principal, the Superintendent and finally the Board of Education. Any deviation from this process would be directed back to the appropriate level.

### **Quitting a sport**

If an athlete quits a sport during the season, that athlete is unable to participate in another sport during that same season. For example, quitting basketball would prevent an athlete from going out for wrestling that same season.

Quitting a sport is defined as ending participation on an athletic team more than two weeks after the athlete's first practice.

Additionally, if an athlete quits a sport and wishes to engage in conditioning programs, such as open gyms, or other out of season activities, they must wait 30 days from the date they quit before they can participate in those activities.

### **STUDENT ELIGIBILITY REQUIREMENTS**

The administration, directors, and coaches of Monroeville High School believe that scholastic endeavors are the most important part of the educational program. As a result, minimum standards are established for students participating in extracurricular activities. This includes, but is not limited to, all athletic teams, academic teams and performing groups. Performing groups include stage band, pep band, participants in plays, musicals, and other similar groups as determined by the Principal. Students participating in extracurricular programs shall be required to meet certain academic standards in order to be eligible to participate in contest, programs or performances.

1. According to OHSAA rules, any student enrolled in grades 9-12 is required to receive passing grades in a minimum of five, one credit courses or the equivalent, which count towards graduation, during the preceding grading period to maintain eligibility for the next grading period. Likewise, students must maintain a minimum grade point average of 1.5 per grading period.
2. Credit Recovery – Students who are enrolled in credit recovery classes must meet the following deadlines in order for the class to count towards eligibility.
  - a) For a semester class, students must have half completed by the end of the first nine weeks and completed by the end of the semester.
  - b) For a year-long class, students must have 1/4 done by the end of the first nine weeks, half done by the semester, 3/4 by the end of the third nine weeks and completed by the end of the year.
  - c) Grades at the above checkpoints will be used to determine eligibility.
3. CCP students must turn in grades at the end of each grading period. Their grades as posted will be used to determine their eligibility.
4. Students in grades seven and eight must have passed a minimum of five of those subjects carried in the preceding grading period in which the student received grades and have maintained a minimum 1.5 GPA for the same grading period to be eligible to participate in extracurricular activities.
5. No student receiving more than 1 "F" will be eligible for athletic participation
6. The eligibility or ineligibility of a student continues until the start of the fifth (5) school day of the grading period, at which time the grades from the

immediately preceding grading period become effective. EXCEPTION: Eligibility or ineligibility for the first grading period commences with the start of the fall sports season.

7. A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter, the student must meet the school's eligibility requirements.
8. A student who is ineligible is strongly advised to continue to practice with the team he/she desires until such time that their grades allow them to compete, but ultimately it is up to the coach's discretion to allow participation.
9. Age limitation: If a student enrolled in Junior High becomes 15 before August 1, the student must participate at the High School level. Similarly, once the student turns 20 years old the student will become ineligible to participate in interscholastic athletics. If a student is ineligible due to credits or F's the student must wait until the next grading period to reinstate their eligibility. If a student is ineligible due to GPA they may be able to reinstate themselves 2 weeks in to the next grading period if their GPA has risen above the required 1.5.

#### TRAINING RULES

The Monroeville High School student code of conduct will apply for all students involved in extracurricular activities. Anyone involved in extracurricular activities will set an example of acceptable citizenship, sportsmanship, and conduct. All athletic department rules apply to all students in grades 7-12.

- 1) No use of tobacco, vaping, alcohol, or use of, or involvement with, illegal or counterfeit drugs. No illegal use of a legal substance or possessing drug paraphernalia.
- 2) No involvement with any theft, vandalism, or assault.
- 3) No excessive profanity.
- 4) Curfew hours at the discretion of the head coach or supervisor.
- 5) All personal jewelry will be removed during athletic participation.
- 6) Students must attend school in order to participate in any extracurricular activity. Students must be in school prior to 9:30 am the day of an activity (**except for students who are in work-study programs, who must be in school prior to 8:45 am**). The next school day after an activity, students are expected to be in school. A doctor's medical excuse is the only exception.
- 7) If a student goes home ill during the school day, they may not participate in extracurricular activities for the remainder of that day. A written doctor's excuse is the only exception.
- 8) Coaches/advisors/directors are responsible for the administration of the programs to which they are assigned. In this capacity they also have the option to make judgments and decisions on items and procedures not specifically designated in these guidelines which they believe necessary to insure the continued high ideals of the extracurricular activities, clubs, and athletic programs of Monroeville High School.
- 9) Dress and appearance for athletes will be determined by the head coach or supervisor.
- 10) Athletes may not wear any garment or equipment belonging to the athletic department for any reason other than practice or competition.

- 11) An athlete/participant or his/her parents will be financially responsible for damage to, or destruction of, school property occurring as a result of his/her carelessness or misbehavior.
- 12) Bus behavior for activity trips: No walking around on the bus. Everyone must be quiet while crossing railroad tracks. No food on the bus. Behavior at away activities is expected to be of a high standard. Respect is to be shown for other school's property & equipment
- 13) Students who take school transportation to an extracurricular event must also return via school transportation. Requests for students to leave from an event with parents will only be granted in extenuating circumstances, as determined by the Principal and Athletic Director. Students will not be permitted to ride home with a parent just for convenience.
- 14) Any student who does not attend the banquet or does not make prior arrangement with his/her coach or the Athletic Director will not be eligible for their awards. If the extenuating circumstances arise, it is at the Athletic Director's discretion.
- 15) Athletes who quit or are removed from a varsity sport are not eligible to receive a varsity letter or any end of the season awards.

#### **VIOLATION OF THE EXTRACURRICULAR CODE**

Violations involving drugs, alcohol, tobacco (including e-cigarettes), theft, vandalism, assault, or any other illegal activities will be dealt with in the following manner:

**SELF-REFERRAL** - (One time only grades 9-12) Any student who voluntarily informs their coach, athletic director, or principal of a violation of the above offenses prior to discovery by their coach, athletic director, principal, police authorities or other school officials will be eligible for a reduction of the penalty, appropriate to the given offense. Any student using the one-time self-referral for violations of the drug, alcohol, or tobacco policy, will be subject to an assessment by a licensed counselor and must follow through with their recommendations. If the violation pertains to theft, vandalism, or assault the student must complete five (5) hours of community service arranged by the athletic director in conjunction with the police department. If completed there will be **no denial of privilege to participate**. Failure to follow through with the assessment of community service will result in the application of the full penalty at the appropriate level of the offense. If a student is unable to complete the restriction it will carry over to the following season until the full penalty is met.

**FIRST OFFENSE** - The first time a student violates the drug, alcohol, tobacco, e-cigarette, theft, assault, or vandalism policy the penalty will be an automatic restriction from 50% of scheduled contests for that sport. (i.e. football has 10 scheduled games the restriction would then be 5 games.) The definition of a contest is any regular game, meet, or match. A scrimmage counts as one half of a regular season contest but only scrimmages that were scheduled prior to the student's infraction (i.e. – 2 scrimmages would count as one contest towards a student's restriction.) A reduction to 20% of the scheduled contests is possible if the following steps are taken:

- 1) If the student has violated the drug, alcohol or tobacco policy they must be assessed by a licensed drug and alcohol counselor and then must meet the requirements of the assessment. The cost, if any, of the program will be the responsibility of the parent.

- 2) If the student violates the theft, vandalism, or assault policy the student must complete 10 hours of community service to be arranged by the Athletic Director in conjunction with the police.
- 3) The student is strongly advised to continue to practice with the team and sit with the team (the student will not dress). If the student is unable to complete the restriction it will carry over to the next activity the student participates in. The student must complete the activity he/she is involved in for it to count towards the restriction.

Finally, if any of the criteria are not met, the reduction of the restriction will be void and the full penalty will be assessed. If a student is academically ineligible, they will not be able to complete their restriction until they have reinstated their eligibility.

**SECOND OFFENSE** - The second time a student violates the drug, alcohol, tobacco, e-cigarettes, or theft, vandalism, assault policy, the penalty will be automatic removal from the activity the student is currently involved in and the next activity in which they participate. A reduction to removal from the current activity and 40% of the scheduled events in the next activity is possible if the following steps are taken:

- 1) The student must be assessed by an approved drug and alcohol counselor and then must meet the requirements of the assessment. This must include a 6-week Drug/Alcohol course to be **attended by the student as well as their parent**. The cost, if any, of the program will be the responsibility of the parent.
- 2) If the student violates the theft, vandalism, or assault policy the student must complete 20 hours of community service to be arranged by the Athletic Director in conjunction with the police department. In addition, a panel consisting of the principal, Athletic Director, and two out of season coaches, will determine if further punishment is required.
- 3) The student is strongly advised to continue to practice with the team and sit with the team (the student will not dress). If the student is unable to complete the restriction it will carry over to the next activity in which the student participates. The student must complete the activity in which he/she is involved for it to count towards the restriction.
- 4) The student forfeits his/her leadership roles in any activity of participation for one calendar year as well as any special awards for that activity. **This includes the student's letters and/or numerals.**
- 5) The student will be required to do twenty (20) hours of community service. This could include, but is not limited to, working in the school, helping the activity coordinator/coach/Athletic Director, assisting student council, key club, etc. This applies only to those violating the drug, alcohol, or tobacco policy. Theft, assault, and vandalism is dealt with under number 1, B.

Finally, if any of the criteria are not met, the reduction of the restriction will be void and the full penalty will be assessed.

**THIRD OFFENSE** - The third violation of the drug, alcohol, tobacco, e-cigarettes, or theft, vandalism, and assault policy will result in a twelve (12) month restriction from all activities beginning from the date of the violation. There is no reduction for this offense.

**FOURTH OFFENSE** - The fourth violation of the drug, alcohol, tobacco, e-cigarettes, or theft policy will result in the permanent removal from all extracurricular activities for the remainder of that student's career at Monroeville High School. There is no reduction for this offense.

Students are still subject to disciplinary actions for violations of any of the other training rules or rules determined by the advisor, coach, or Athletic Director. In the instance that any of the above stated infractions occurs on school property, the student will also be subject to discipline under the school's code of conduct.

If violation percentages cannot be served completely during the remaining season, denial of participation will continue and be completed in the next season in which the student participates. Denial of Participation will not be deemed completed by the participant serving the violation if the student becomes academically ineligible. In that instance the student must regain academic eligibility before the remainder of the restriction is served. ***Denial of all privileges includes all facets of team membership.***

If a student loses all privileges of participation in a sport or extracurricular activity, and the student is currently not involved in a sport or extracurricular activity, the next sport or activity in which the student participates must be one in which the student has a sincere interest. The student cannot simply choose to go out for a sport or elect another extracurricular activity in order to satisfy the loss of privileges rule. Therefore, the sport or activity must be one in which the student has a sincere interest or past history of participation. First time participation will be subject to strict scrutiny.

**CONDUCT UNBECOMING A MONROEVILLE STUDENT/ATHLETE MISDEMEANOR** - A misdemeanor charge/conviction brought by a law enforcement agency against a participant may result in denial of participation in extracurricular activities as determined by the administration in accordance with the disciplinary code.

**FELONY CHARGE** - A felony charge brought on by a law enforcement agency against a participant shall result in the denial of all extracurricular activities for the balance of the current season/session or forty-five (45) school days (whichever is greater). The forty-five (45) school days of exclusion shall 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, Athletic Director and one (1) 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 shall be imposed upon a student charged with/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.

**SOCIAL MEDIA** – Participation in interscholastic sports at Monroeville High School is a privilege and not a right. As a condition of being a student athlete at Monroeville Local Schools, student athletes must abide by the following rules related to the use of the internet and social networking sites. Failure to do so will

result in said athlete being denied participation as determined by the coach, and or administration and awards as well as awards being denied. The maximum penalty will be the denial of participation for a period of one calendar year from the date of infraction. Any felonious social networking activity may be turned over to the local law enforcement authorities as deemed necessary by school administration.

1) Student athletes may not post any pictures, information or other content that might cause embarrassment to themselves, fellow student athletes, teams, coaches, athletic department or school (examples: obscene images or language, pictures of illegal substances, or references to drugs or se) online.

2) Student athletes may not post any content online that is unsportsmanlike, derogatory, demeaning or threatening toward any other individual or entity. (examples: derogatory comments regarding another institution; taunting comments aimed at a student athlete, or coach or team at home school or another member school.) No posts should depict or encourage unacceptable or illegal activities (example: hazing, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking or illegal drug use.

## **MONROEVILLE HIGH SCHOOL SPORTSMANSHIP POLICY**

### **SECTION ONE**

Monroeville High School holds sportsmanship in the highest regard for its athletes and coaches, as well as spectators. The following are **ACCEPTABLE BEHAVIORS** at an athletic contest:

- As a spectator, I will
  - \*Cheer for my team, not against my opponent.
  - \*Not use profane or inappropriate language.
  - \*Treat the game as a game, not a war.
  - \*Lead positive cheers in a positive manner.
  - \*Applaud the efforts of both teams at games end.
  - \*Show concern for injured players regardless of team.
  - \*Demand sportsmanlike behavior from those fans near me.
  - \*Depart the game in a dignified and ethical manner.
  - \*Respect the official's judgment at all times.
  - \*Understand that my admission does not excuse my behavior.

The following are considered **UNACCEPTABLE BEHAVIORS** and **SUBJECT TO SANCTION** ranging from **WARNINGS** to **DISMISSAL** and **SUBSEQUENT SUSPENSION FROM ATTENDANCE**.

- As a spectator, I will **NOT**
  - \*Use profanity, taunt, trash talk, or heckle our opponents, and coaches, the officials, our team and coaches, or other spectators.
  - \*Wear derogatory or offensive attire.
  - \*Enter the playing surface before, during or after the



contest.

\*At any time throw any objects or projectiles.

## **SECTION TWO**

Any violation of the sportsmanship policy can result in a series of consequences from verbal warnings to ejections or dismissal by school personnel, officials, administrators or police.

An **EJECTION** or **DISMISSAL** from **ANY** contest will result in a minimum **2 WEEK BAN** from **ALL** home events, but depending on the infraction may result in more severe consequences. The severity of the consequences will be determined by the administration. Enforcement of this will be the responsibility of the administration.

A fan that physically assaults anyone at an athletic contest will be prosecuted and denied admission to **ALL** future contests until he/she is reinstated by the District Superintendent.

### **PROBLEM SOLVERS**

#### **PROBLEM**

Accident report  
Athletics / Activities  
Athletic Eligibility  
Athletic Tickets  
Change of address  
Class Schedule  
Discipline Problem  
Driving & Parking  
Extended Absence from School  
Graduation  
Job Opportunities  
Lost & Found  
Personal Problems/concerns  
Renaissance Program  
Report Card (Grade) Question  
School-to-Career Information  
Standardized Test  
Stolen Property  
Textbooks  
Transcripts  
Use of Building  
Vocational Programs  
Work Permits

#### **PROBLEM SOLVER**

Main Office Secretary  
Athletic Director  
Athletic Director  
Athletic Dir. / Secretary  
Guidance Secretary  
Counselor  
Principal  
Main Office  
Principal  
Counselor  
Counselor  
Main Office  
Counselor  
Mrs. Van Fleet/Ms. Schnetzer  
Classroom Teacher  
Counselor  
Student Service Director  
Teacher/Principal  
Classroom Teacher  
Guidance Secretary  
Main Office  
Counselor  
Main Office

## **FINAL FORMS**

Monroeville Local Schools is in partnership with FinalForms, an online forms and data management service that will be replacing paper forms. FinalForms allows you to complete and sign enrollment, back-to-school and athletic participation forms for your students. FinalForms saves data from season-to-season and year-to-year, meaning that you will never need to enter the same information twice! FinalForms also pre-populates information wherever possible, for each of your students, saving you time.

You may review your data at any time to verify it is current. You will be required to sign your forms once per year and after any update.

Click on FinalForms on our school webpage to get started. If you require any support during the process, scroll to the page bottom and click "Use Support". We are asking that ALL parents of students use FinalForms.

Acknowledgement that parents and students have read and understand the MHS Handbook appears in Final Forms and must be completed at the start of each school year.

**IMPORTANT:** New students will receive an account confirmation email from FinalForms. Please click the link and follow the steps to login and access your student(s).

Thank you for your assistance in streamlining our paperwork processes at Monroeville Local Schools.