MONROEVILLE LOCAL SCHOOLS

Home of the Eagles

101 West St.- Monroeville, Ohio, 44847
Elementary Main Office: 419-465-2533
High School Main Office:419-465-2531

Board of Education
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Mr. John Smith, Vice President
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Mrs. Danielle Smith, Member

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Mrs. Jenn Clark, Central Office Assistant

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Mrs. Tiffany O'Neil, Literacy Coach

Operations Department
Mr. Adam Gerber, Director of Operations
Mr. Steve Reer, Director of Maintenance

Building Leadership and Support Staff

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Dr. Khari Grant, Principal
Mrs. Rebecca Jenks, Jr./Sr. High School Secretary

Office of the Dean of Students
Mrs. Jen Meyer, Dean of Students
Mrs. Brittni Myers, Elementary Secretary

Guidance Department
Mrs. Amanda Stieber, P-6 Counselor
Mrs. Jennifer Harvey, 7-12 Counselor

Athletic Department
Mr. Ben Paul, Athletic Director
Mrs. Janet Gerber, Athletic Secretary & EMIS Coordinator

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1. Introduction & General Information

Principal's Message

This Parent/Student Handbook is designed to familiarize you with the policies, procedures, and expectations of Monroeville Local Schools. We encourage you to review this handbook carefully with your child(ren). A clear understanding of its contents will help strengthen the partnership between home and school and support the achievement of our district and schoolwide goals.

Thank you for your continued support and commitment to Monroeville Local Schools. By working together, we can create a learning environment where every student feels safe, supported, and empowered to succeed.

Please note that the policies and procedures outlined in this handbook are subject to change. Any updates made in response to new legislation or district decisions will be communicated promptly.

We look forward to a successful and rewarding school year filled with learning, growth, and achievement. Together, we will continue to build a school community where every student has the opportunity to thrive.

Let's Soar to Greatness!

Dr. Grant, Principal

District Mission Statement

Our mission is focused on building the Profile of an Eagle in each of our students:

- **Active community members** who serve the greater good.
- **Thinkers** who take an interest in the world and work together.
- **Good neighbors** who approach the world with positivity and compassion.
- **Proud role models** who are driven to achieve their goals with a strong work ethic.

Mascot: Eagles
Colors: Black and Gold

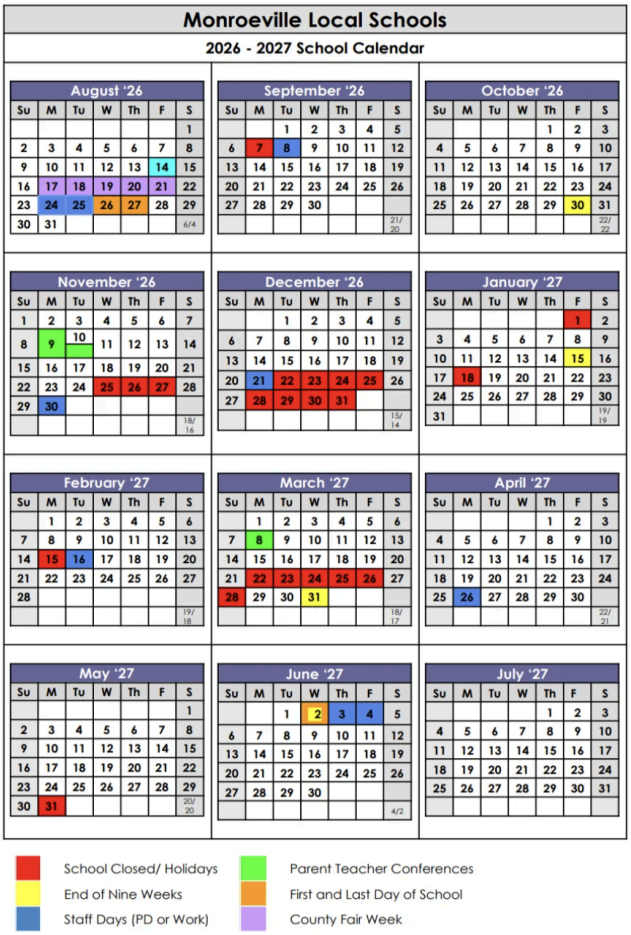
School Fight Song

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 OOOOOOOOOH
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.

School Calendar



2026-2027 Testing Programs

2026 State-Funded ACT Test Dates (Juniors Only)

- **Test Day:** Tuesday, February 23, 2027
- **Make-up Days:** Tuesday, March 9, 2027 & Tuesday, March 23, 2027
- *Note: If school is delayed or cancelled on test day, the test will be rescheduled for the next make-up day*

2026-2027 ACT National Test Dates

Registration & deadlines available at ACT

- September 19, 2026
- October 17, 2026
- December 12, 2026
- February 27, 2027
- April 10, 2027
- June 12, 2027
- July 10, 2027

2026-2027 SAT National Test Dates

Registration & deadlines available at College Board

- August 22, 2026
- September 12, 2026
- October 3, 2026
- November 7, 2026
- December 5, 2026
- March 6, 2027
- May 1, 2027
- June 5, 2027

Ohio State Testing Windows

(Specific dates will be communicated)

Fall Testing Windows (2026):

- 3rd Grade ELA (English Language Arts): October 19th - November 6th (5 consecutive days)
- High School Retesting Opportunity: November 30th - January 15th (15 consecutive days) (Only students who are required to retake a test)

Spring Testing Windows (2027):

- ELA (English Language Arts) Grades 3-10: March 29th - April 30th (15 consecutive days)
- Math (Grades 3-8, Algebra, Geometry): April 5th - May 14th (15 consecutive days)
- Science (Grades 5 & 8, Biology): April 5th - May 14th (15 consecutive days)
- Social Studies (American History & Government): April 5th - May 14th (15 consecutive da

Staff Directory

Elementary Staff

- **Preschool:** Mrs. Deborah Smith (3), Mrs. Tracy Weis (4)
- **Kindergarten:** Mrs. Melissa Fries-Seip, Mrs. Gail Rosser
- **First Grade:** Mrs. Stephanie Houser, Mrs. Kari Pisano
- **Second Grade:** Mrs. Rachel Hamm, Miss Whitney Quillen
- **Third Grade:** Mrs. Sonia Barker, Mrs. Jennifer Meagrow
- **Fourth Grade:** Mr. Michael Liptay, Miss Sydnee Perram
- **Fifth Grade:** Mrs. Renee Jackson, Miss Savannah Stacy
- **Sixth Grade:** Ms. Lesley Hitch, Miss Shelby Smith

Junior High / High School Staff

- **Social Studies:** Miss Bailey Bollenbacher (JH), Mr. Tylor Nester (HS), Mr. Brad Dunlap (HS), Mr. Ben Paul (HS)
- **Math:** Mrs. Erin Wise (JH), Mrs. Alayna Underwood (HS), Mr. Chris McDonald (HS)
- **Science:** Mrs. Monica Nuhfer (JH), Mr. Kyle Shock (HS), Mrs. Diane Kluding (HS)
- **English Language Arts:** Mrs. Amber Whaley (JH), Mrs. Stephanie Van Fleet (HS), Mrs. Caroline Gessling (HS)

Specials and Electives

- **Spanish:** Mrs. Melanie Lugo-Bowers
- **Industrial Technology:** Mr. Mike Mandeville
- **Agriculture/FFA:** Mr. Scott Bauer
- **Family Consumer Science:** Mrs. Kelli Brumbaugh
- **Art:** Miss Jana Berg (elementary), Mrs. Laurie Replogle (JH/HS)
- **STEAM:** Mrs. Jenni Meyer
- **Band/Choir/Music:** Mr. Robert Hayes (Band/Music), Mrs. Isabelle Duranleau (General Music/Chorus)
- **Health/Physical Education:** Mr. Zac Reer (JH/HS), Mr. Austin Gossett (Elem/JH)

Support Services

- **Media and Guidance Secretary:** Mrs. Jessica Bellamy
- **Title 1 Reading:** Mrs. Shannon Adams and Ms. Teri Smith
- **Library:** Mr. Eric Rogers
- **Intervention Specialists:** Miss Morgan Griffith (Elem), Mr. Drew Planthaber (Elem), Mrs. Hannah Gibson (Elem), Mr. Dustin Durbin (Elem), Mrs. Kirsten Smith (JH), Mr. Richard Lill (HS)
- **School Nurse:** Mrs. Michala Mohr
- **Speech Pathologist:** Mrs. Cheryl Seymour

Support Staff

- **Paraprofessionals:** Mrs. Rebecca Adelman (PK), Mrs. Stacy Corbin, Mrs. Susan Dugger, Mr. Jefferson Fair, Mrs. Lindsey Gfell, Mrs. Rickie Metarko, Mrs. Cassandra Salmons, Miss Makenna Wittmer (PK),
- **Food Service:** Mrs. Betsy Perry, Mrs. Sandy Schafer, Ms. Jessica Sparks, Mrs. Penny Sparks, Mrs. Pat Whitacre
- **Maintenance and Custodial:** Mr. Steve Reer, Mrs. Samantha Ackerman, Mrs. Denise McMurray, Mr. Tony Schweinfurth, Mr. David Lindenberger, Mrs. Halena Shuttlesworth, Mr. Chuck Sanders, Mr. Scott White

Monroeville Parent-Teacher Organization (PTO)

The PTO is an organization of parents and staff members who support and sponsor educational endeavors in the interest of the students of Monroeville Elementary. They hold monthly meetings scheduled for the **2nd Tuesday of each month at 6:00 PM** in the MAC Community Room (except June, July, and December). All parents, grandparents and guardians are welcome to attend.

Officers for the 2025-2026 School Year:

- **President:** Holly Nielsen-Rowlett
- **Vice President:** Hannah NIkolaus and Becky Newland
- **Treasurer:** Jennifer Miller
- **Secretary:** Caitlen Hoffmeyer-Henderson

2. Student & Parent Rights and Responsibilities

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 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, traveling via school transportation, or attending a school-sponsored activity. To guarantee their rights, students must assume responsibility for their own behavior and refrain from interfering with the rights of others.

- **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.
- **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.
- **RESPONSIBLE EXERCISE OF FREE SPEECH:** 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.
- **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

- Support school officials in their effort to develop and maintain well-disciplined schools.
- Treat school officials in a respectful manner.
- Teach their child socially acceptable standards of behavior.
- Teach their child to have respect for law, authority, and the rights and property of others.
- 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.
- Share the responsibility for student conduct with the school.
- Maintain an active interest in the student's schoolwork & activities.
- Require prompt and regular attendance at school.

Access to Equal Educational Opportunity

The Monroeville Board of Education declares it to be the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered by Monroeville Local School. 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.

Directory Information

Ohio Revised Code 3319.321 permits school districts to release directory information without permission of 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 student name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, height and weight if a member of an athletic team, dates of attendance at the District, date of graduation, awards received, or honor rolls and scholarships. If you DO NOT wish your child's directory information to be released, please mark the appropriate area on FinalForms.

Photo Consent

If you wish to deny permission for your child's picture to be used on our school website/social media or released to the local media, please indicate this on the appropriate form in Final Forms. Occasionally throughout the school year, news reporters take pictures and write articles about our school's activities; the school cannot control what the media publishes, so this may not prevent members of the

media from publishing your child's image.

3. General School Operations & Policies

Morning Arrival & Dismissal

- **Morning Arrival:** The school day begins the minute you arrive on school grounds. Doors open for students eating breakfast and bus riders at 7:30 AM.
    - *Grades 1–6:* Report to designated area or classroom upon arrival.
    - *Grades 7–12:* Report to the high school auditorium and sit in designated areas until dismissed to lockers and/or homeroom.
    - *Instructional Start:* Classes begin strictly at 7:45 AM. Students reporting after 7:45 AM are considered tardy.
- **Dismissal:** School is dismissed at 2:45 PM. No student is permitted to remain in the building after 3:00 PM without proper adult supervision.

School Transportation & Bus Rules

When riding a school bus or traveling on a school-sponsored trip, students must abide by the following safety guidelines:

- Drivers ahead of schedule will wait for students at the stop until the scheduled time before proceeding.
- Students must cross the highway at a point 10 feet in front of the school bus.
- Students shall not move from seat to seat or stand while the bus is in motion.
- No hands, heads, or objects are to be outside the windows.
- Students must remain completely quiet 300 feet from and during railroad crossings.

Notice: Video cameras may be operational on any school bus at any time. Violations of these rules/policies may result in disciplinary action as outlined in the student code of conduct.

Safety for Walkers, Bicycles, and Scooters

- **Walkers:** Go directly home after school. Walk on designated sidewalks only (do not cut through private yards). Cross streets only at intersections or with a designated crossing guard. Never enter a strange automobile.
- **Bicycles & Scooters:** Park and securely lock items in the designated bicycle rack. The school assumes no financial or custodial responsibility for lost, stolen, or damaged items.

Driving to School & Use of the Parking Lot

Students are permitted to park in the main parking lot located in front of the school under the following strict guidelines:

- **Designated Spaces:** rows 2 and 3 of the main lot are reserved exclusively for seniors who have purchased spots. Students are never permitted to park in row 1 or in areas closest to the MAC, high school entrance, or Board of Education building (reserved for staff/visitors). All student vehicles must be parked within marked parking spaces.
- **Restrictions:** Junior High students are under no circumstances permitted to drive to school.
- **Speed Limit & Safety:** The parking lot speed limit is 10 MPH. West Street and Route 20 are designated school zones (20 MPH) from 7:30–8:00 AM and 2:30–3:00 PM.
- **Building Access:** Once a student enters the building, they may not return to their vehicle without main office permission. Access is typically restricted to before/after school, homeroom, or lunch.
- **Searches & Leaving Campus:** Vehicles on school property are subject to search by school officials if there is reasonable suspicion of illegal substances, tobacco, weapons, or stolen items. Students may not leave campus (defined as all school property) during the school day without principal approval. The school is not responsible for any vehicle damage incurred on school property.

Visitors to School & General Communication

- **Visitors:** For school security, parents and community members must check in at the front office prior to gaining admittance into the respective buildings and must secure an authorized visitor pass. To meet with a specific teacher, please coordinate in advance via email, note, or telephone to establish a mutually agreeable time.
- **Communication Turnaround:** Please allow 24–48 hours for teachers to respond to electronic communications.

Custody Orders & Transportation Changes

- **Custody Orders:** Authorized copies of court-issued custody orders or official placement documentation must be actively on file in the main office for students of divorced, separated, or foster placed placements.
- **Alternative Transportation Plans:** Students must have written parental approval to alter normal dismissal or bus routes (e.g., going home with a friend). Notes from **both** parents are required to confirm mutual agreement. Please notify your child(ren) teacher and the office secretary regarding these plans in advance.

School Closings & Telephones

- **School Closings:** In the event of closures or delays due to inclement weather, official announcements will broadcast via the ParentSquare system, local radio, and regional TV news channels.
- **Telephones:** Students are granted access to school phones only for emergency purposes. Students will not be pulled from instructional class time to receive general phone calls. Last-minute dismissal adjustments should be phoned directly into the main office.

Lost and Found

Found items should be promptly turned into the main office. Students who have misplaced belongings should check the designated lost and found area regularly. Items remaining unclaimed at the conclusion of each academic quarter will be donated to Goodwill.

School Lunch Program & Schedule

Monroeville Local Schools operate under a strict **closed lunch philosophy**. All students must remain on campus during their lunch period and eat within assigned areas.

Meal Costs & Balances

- **Breakfast Time:** 7:35 AM – 7:45 AM
- **Breakfast Cost:** $1.60 *(Reduced: $0.30)*
    - *Adults $2.55*
- **Lunch Cost:**
    - Grades K–4: $2.80
    - Grades 5–8: $3.00
    - High School: $3.15
    - Adults: $5.20
    - Reduced Lunch: $0.40
    - Milk: $0.50
- **Collection & Payments:** Money should be submitted in an envelope clearly labeled with the student's name and intended purchase days. Payments can also be managed online via PaySchools. Alternative lunches are provided if a student forgets their lunch or account funds run out.
- **Free and Reduced Lunch Applications:** Qualifying families may apply for meal benefits at any point in the school year. Approved applications grant access to a regular Point-of-Sale account. Signing the program waiver also exempts the family from standard school fees for that academic year. Qualifying students packing their own lunch may purchase milk separately for 50 cents.

    Please note fees may be subject to change, pending approval from the Board of Education.

Book, Material, and Activity Fees

School fees are structured by grade level and course selection. Families qualifying for free or reduced lunch benefits are eligible for a full fee waiver via an annual application. Payment plans can be coordinated through the school office.

- **Elementary (K–6) Fees:** $10.00 Activity Fee, $30.00 General Course Fee, and $10.00 Technology Fee. Workbook and material fees vary by grade, with a maximum cap of $150.00 per family (calculated separately from the high school cap).

- **Junior High / High School Fees:** $10.00 Activity Fee, $28.00 General Course Fee, and $10.00 Technology Fee. Non-general course fees are specified within individual course descriptions. Class dues are assessed as follows: 9th Grade ($4), 10th Grade ($5), 11th Grade ($6), and 12th Grade ($10). A family cap of $150.00 applies to high school courses.

Textbooks & Fine Schedules

Students are universally required to keep textbooks covered and in the best possible condition. Fines for damaged or misplaced materials are evaluated at the close of the year:

Damage Type	Elementary Fine	High School Fine
Missing Page	$2.00	$5.00
Torn Page	$1.50	$5.00
Broken Binding	$5.50	$10.00
Excessive Markings / Damage	Full cost of book	Full cost of book
Lost Book (1–4 years of use)	Full cost of book	Full cost of book
Lost Book (5 years of use)	3/4 cost of book	3/4 cost of book
Lost Book (6 years of use)	2/3 cost of book	2/3 cost of book
Lost Book (7 years of use)	1/2 cost of book	1/2 cost of book

Field Trips & Fundraising

- **Field Trips:** Students must have completed digital parent permission slips via the Student Demographic Form on file before departing on any field trip. Excursions extending beyond one single day may necessitate supplementary waivers and health disclosures. Parents will be made aware of all trips off campus prior to the outing by the teacher or advisor.
- **Fundraising:** Extracurricular or booster-led fundraising campaigns are strictly voluntary. All profits are re-routed directly to the sponsoring program. Equipment or uniforms purchased with fundraising dollars remain the explicit property of the school or booster organization; no individual student or parent reimbursements will be issued. Students are ethically and financially responsible for delivering ordered goods or returning materials. Unreturned inventory or unfulfilled balances will be billed directly to the student's school account. All campaigns must be scheduled and approved through the Board Office.

Nurse's Clinic & Medication Policies

- **Clinic Usage:** The clinic is strictly reserved for emergency first aid or immediate illness assessment. Students exhibiting a fever of 100.0°F or higher, active vomiting, diarrhea, or other discernable symptoms of contagious illness will be sent home. Staff will contact parents first, followed by emergency contacts listed on the Emergency Medical Form. Students sent home for medical reasons are barred from attending any evening school events or extracurriculars until they are completely fever-free/symptom-free for a full 24 hours without medication.
- **Medication Administration:** Students are strictly prohibited from carrying, providing, or sharing any prescription or over-the-counter (OTC) drugs with other peers. Violations will result in strict disciplinary action up to suspension or expulsion. All medications must be brought to the clinic by an adult in the original manufacturer or pharmaceutical container. Prescribed drugs require Board Policy 6.34 compliance, including an official physician statement and parental authorization. OTC medications must be clearly labeled with the student's name and date of birth. Unclaimed medications are safely destroyed at the end of the school year.

Communicable Disease Control

Parents must pre-screen children for illness before arrival and notify the district if a contagious diagnosis occurs. The following isolation windows apply before returning:

- **Chicken Pox:** Excluded for a minimum of 7 days; all lesions must be fully crusted and dry.
- **Scarlet Fever:** May return upon full clinical recovery, no sooner than 1 week from initial onset.
- **Strep Throat:** Excluded until 24 hours of continuous antibiotic treatment have elapsed and the student is fever-free.
- **Vomiting & Diarrhea:** May return only after a full 24 hours have passed since the final episode.
- **Respiratory Illnesses / COVID-19:** May return once 24 hours symptom-free have passed without the assistance of symptom-reducing medication.
- **Inflamed / Reddened Eyes:** Excluded until the eye is clear or a formal physician release note is provided.
- **Skin Rashes / Sores (Scabies, Impetigo):** Excluded until the skin is fully cleared or cleared by an official doctor's note.
- **Head Lice:** Discrete assessments are handled by the school nurse. Students are allotted up to 3 excused days per occurrence for treatment. Students must be completely **nit-free** and undergo a cleared recheck by the school nurse before returning to classrooms. Advisory letters are distributed to affected classrooms.

I need to stay home if …

I have a fever	I am vomiting	I have diarrhea	I have a rash	I have lice	I have an eye infection	I have been in the hospital
Temperature of 100.0 or higher	Within the past 24 hours	Within the past 24 hours	Body rash with itching or fever	Itchy head, active head lice or nits	Redness, itching, and/or crusty drainage from eye	Hospital stay and/or ER visit
I am ready to go back to school when I am …						
Fever free for 24 hours without the use of fever reducing medication	Free from vomiting for at least two solid meals & 24 hours vomiting free	Free from diarrhea for 24 hours	Free from rash, itching, or fever for 24 hours	Treated with a lice treatment at home, and proof is provided to the nurse	Evaluated by my doctor and 24 hours of medication	Released by my doctor to return to school

4. Student Expectations & Code of Conduct

Student Code of Conduct & Scope

Monroeville Local Schools require academic and behavioral excellence. The Student Code of Conduct applies to misconduct occurring on district property, at any school-sponsored event or activity regardless of location, off-property actions that directly connect back to school safety, or any misconduct directed at a school official, employee, or their personal property. The provisions additionally extend to adjacent properties within line of sight of school grounds or during transport on school-provided buses. Violations will prompt progressive disciplinary actions.

Prohibited Suspendible Offenses:

1. Damaging, defacing, or illegally removing school property (financial restitution required).
2. Physical attacks or intentional injury directed at any student, staff member, or visitor.
3. Participation in fighting, including physical or verbal instigation.
4. Disrespect, open defiance of authority, or failure to comply with lesser disciplinary instructions.
5. Misuse, forgery, or alteration of school documents (hall passes, notes, grades, attendance records).
6. Entering unlocked classrooms or school structures without authorized staff supervision.
7. Possession, handling, or concealment of stolen property.
8. Harassment, mocking, bullying, or participating in humiliating tricks targeting others.
9. Sexual harassment, unwanted sexual advances, or derogatory statements regarding gender, religion, race, ethnicity, or disability (reports are handled confidentially by the office).
10. Possession or distribution of pornographic or obscene materials.
11. Gambling or betting of any variation.
12. Making threats of bodily injury or threats involving weapons or explosive ordnance.
13. Failure to serve assigned teacher or institutional detentions.
14. Engaging in any behavior that actively disrupts school safety or the pursuit of education.

Note: The behavior levels and potential corrective actions outlined in this handbook are guidelines. The Board of Education preserves the right to apply any disciplinary actions permitted under law based on the severity of a student's conduct.

Level 1 Behavior Infractions

Overview: Minor disruptions to the educational process.

- 1A – Dress Code: Dressing or grooming in a manner that disrupts instruction.
- 1B – Electronic Devices: Unauthorized use of electronic games, laser pointers, personal stereos, mobile phones, or smartwatches during instructional hours. Devices must remain off or silent and stored securely in lockers or backpacks.
- 1D – Unacceptable Behavior: Minor disruptions to the educational process (e.g., public displays of affection, unapproved food/drink in hallways/classrooms, littering, throwing objects, horseplay, talking, poor cafeteria conduct).

Offenses

Potential Corrective Actions
Disciplinary measures other than suspension may be used by the teacher/administrator to correct Level I offenses providing it's a first-time offense. Continuous violations of Level I offenses may warrant a suspension/expulsion.

Level I offenses will result in disciplinary responses that may include:
- Teacher Conference [with student alone or with parent(s) and/or guardian(s)]
- Office Referral
- Principal or Dean of Students Conference [with student alone or with parent(s) and/or guardian(s)]
- Parent contact by phone
- Lunch Detention
- After School Detention
- Behavioral Intervention Plan
- In-School Restriction

Level 2 Behavior Infractions

Overview: Intermediate misconduct. Penalties may be adjusted based on context, but repeat Level 2 infractions automatically cycle to the next progressive consequence level across any subcategory.

Offenses
- **2A – Cheating / Plagiarism:** Using, submitting, or attempting to obtain academic data dishonestly.
- **2B – Complicity:** Acting as an accomplice or helping another commit wrongdoing. *(Follows the disciplinary actions of the primary violation level)*.
- **2C – Dishonesty / Academic Dishonesty:** Lying, providing false verbal or written information, or copying homework.
- **2D – Forgery:** Altering names, times, grades, passes, or suspension dates.
- **2F – Peer Conflict:** Unauthorized physical touching, threats, or mutual verbal challenges between students.
- **2G – Insubordination:** Refusing to comply with explicit school rules or direct staff/guest instructions.
- **2H – Profanity:** General use of profane or obscene language (written or verbal).
- **2I – Verbal Abuse:** Obscene language, gestures, slurs, or signs directed at a specific individual.
- **2J – School / Class Disruption:** Disrespectful or disorderly behavior that stops the operation of a class or school activity.
- **2K – Trespassing / Truancy / Unauthorized Area:** Being in unassigned zones, failing to sign in, refusing to leave when asked, or leaving a closed campus without office clearance.

Potential Corrective Actions
- Any disciplinary options suggested under Level I may be applied for offenses under Level II
- The principal or dean of students may utilize a school based agency or mediation programs for conflicts between student as appropriate
- The principal or Superintendent may suspend a student for a period not to exceed ten (10)
- A zero grade given for the affected academic assignment.

Level 3 Behavior Infractions (Illegal/Serious Misconduct)

Overview: Serious or illegal misconduct that does not present an immediate threat to physical life or health. Infractions prompt immediate school removal, and repeat violations carry a mandatory recommendation for expulsion.

Offenses
- **3A – Extortion / Coercion:** Forcing another to give up property/money or act via physical or mental intimidation.
- **3B – Fighting:** Physical conflicts, or actions/words that provoke physical engagement.
- **3C – Harassment / Hazing / Menacing:** Threatening, accosting, annoying, or initiating humiliating or harmful rituals (hazing).
- **3D – Sexual Misconduct:** Sexually oriented touching, verbal comments, or written statements.
- **3E – Theft:** Stealing, attempting to steal, or holding stolen property. High-value items raise penalties.
- **3F – Tobacco Products:** Using or possessing tobacco, lighters, matches, vapes, or related items.
- **3G – Vandalism:** Purposefully defacing or destroying district, staff, or peer property.
- **3H – Computer / Technology Tampering:** Deliberately altering systems/networks; introducing viruses or unauthorized programs; bypassing internet safety blocks; violating digital copyrights; or transmitting digital hate mail, profanity, or harassment.

Potential Corrective Actions
- The principal or dean of students may suspend a student for a period not to exceed ten (10) school days, following appropriate due process as specified in Ohio Revised Code 3313.66.
- The student may be recommended by the proper administrator for expulsion, as recommended by the principal to the superintendent.
- Parents will be notified immediately of any possible Level III offense.
- Students receiving special education services under IDEA or services under Section 504 may require a manifestation team review for this type of behavior.

- If the actions giving rise to expulsion for any misconduct described above are committed by a

Level 4 Behavior Infractions (Life/Health Threatening)

Overview: Critical, illegal, or life-threatening misconduct. Due to the severe nature of these behaviors, there is no progressive scale.

Offenses

- **4A – Arson:** Setting fire, or attempting to set fire, to school structures, vehicles, or personal property belonging to staff or students.
- **4B – Assault / Battery:** Intentionally causing or attempting to cause physical injury to another person.
- **4C – Bomb Threats / False Alarms:** Knowingly making false statements regarding explosives or intentionally activating fire alarms when no emergency exists.
- **4D – Chemical Abuse:** Possessing, using, distributing, or displaying signs of being under the influence of alcohol, drugs, inhalants, controlled substances, or look-alike drug paraphernalia on school property or at school events.
- **4E – Level 4 Sexual Misconduct:** Deliberate acts committed to gain sexual favors, lewd or lascivious actions, or indecent exposure.
- **4F – Volatile Acts:** Employing violence, force, coercion, or severe disruption to incite group disorders or threaten individual safety.
- **4G – Weapons or Dangerous Instruments:** Possessing, transmitting, or wielding weapons, replicas, or objects designed to inflict harm (including firearms, knives, razors, clubs, chains, stun guns, or brass knuckles).
- **4H – Incendiary Devices:** Handling, transmitting, or setting off firecrackers, smoke bombs, or other combustible tools.
- **4I – Other Illegal / Criminal Acts:** Engaging in any conduct that violates federal, state, or municipal statutes and threatens school safety, including felony convictions on or off school grounds.

Potential Corrective Actions

- The principal or the dean of students may suspend a student for a period not to exceed ten (10) days, following appropriate due process as specified in ORC 3316.66.
- The student will be recommended by the principal to the superintendent for expulsion.
- Parents will be informed of any level IV offense immediately by the principal or dean of students.
- Students receiving special education services under IDEA or services under Section 504 may require a manifestation team review for this type of behavior.
- Students are required due process as specified in ORC 3313.16; found to have violated this section shall be expelled by the Superintendent. However, the Superintendent may reduce the expulsion on a case-by-case basis in accordance with the policy on School Discipline

Substance Abuse Policy

In accordance with Federal and State law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs, alcohol, anabolic steroids, controlled substances, or look-alike items by students on school grounds, transportation, or activities.

- **First Offense:** Parents are contacted immediately. The student receives an automatic **10-day suspension with a recommendation for expulsion**. The expulsion recommendation may be revoked if the student provides official proof of enrollment in an intensive, continuing treatment program. The school resource officer will also be notified.
- **Second Offense:** Mandates a **permanent recommendation for expulsion** to the Superintendent. The district will facilitate treatment resources, but long-term compliance rests with the family. The school resource officer will also be notified.

Dangerous Weapons, Threats, and School Searches

- **Threats:** Any threat made toward the physical safety of Monroeville Local Schools students, staff, or facilities will be treated with serious gravity, resulting in immediate suspension and/or expulsion. This includes false emergency calls or reports.
- **School Searches:** Lockers, desks, and storage spaces are the exclusive property of the Board of Education on temporary loan to students. They are subject to random inspection and search by school officials at any time, **without regard to reasonable suspicion**. Vehicles parked on school grounds are subject to search if reasonable suspicion of contraband exists. To maintain a safe environment, the district may employ local law enforcement "drug dogs" to screen school hallways and student parking lots.

Bullying and Cyber-Bullying

- **Bullying:** Defined as unwanted, aggressive behavior involving a real or perceived power imbalance that is repeated over time. This includes verbal threats, physical attacks, spreading rumors, or purposeful group exclusion.
- **Cyber-Bullying:** Bullying executed via the internet, mobile devices, or interactive digital platforms. Using off-campus or personal devices for cyber-bullying that results in a material or substantial disruption to the school environment will be investigated and penalized under school disciplinary rules.

Artificial Intelligence and Digital Misconduct

Scope and Prohibited Conduct

The unauthorized use of artificial intelligence (AI), digital editing tools, or other technology to create, alter, generate, distribute, post, share, or publish digital content depicting another student, teacher, administrator, official, staff member, or community member is prohibited when such conduct materially and substantially disrupts the educational environment, school operations, or infringes upon the rights and safety of others.

To safeguard First Amendment rights, this policy is not intended to restrict protected student expression, political discourse, or harmless satire. Instead, it strictly prohibits technology-facilitated misconduct that crosses the line into unprotected speech (such as severe harassment, true threats, defamation, or cyber-bullying). This includes, but is not limited to, the creation or dissemination of:

- **AI-Generated Media:** Deepfakes, synthesized audio recordings, or AI-generated images/videos designed to falsely depict an individual engaging in behavior they did not commit, with the intent to cause severe harm.
- **Manipulated Content:** Altered photographs, doctored audio/video files, or fabricated electronic communications used to impersonate, humiliate, or ridicule another member of the school community.
- **Targeted Digital Harassment:** Direct messages, social media posts, or group chats containing manipulated media intended to bully, threaten, intimidate, or severely damage the reputation of another individual.

Expectations & Responsible Citizenship

All students are expected to demonstrate integrity, mutual respect, and responsible digital citizenship both on and off campus. While the district recognizes and respects students' constitutional rights to free speech outside of school hours, students must refrain from utilizing digital tools to facilitate severe off-campus misconduct that directly impacts classroom instruction, campus safety, or the well-being of the school community.

Enforcement and Disciplinary Consequences

The district reserves the right to investigate alleged violations and impose consequences when there is a clear nexus to the school and the digital conduct results in a substantial disruption to the school environment or invades the rights of others.

Any student found to have created, shared, or encouraged the dissemination of prohibited digital content will be subject to progressive disciplinary action as outlined in the Student Code of Conduct, up to and including:

- Temporary or permanent loss of district technology privileges if a school-issued device or the district network is used to create or distribute the content.
- School disciplinary consequences (e.g., detention, In-School Restriction, suspension).
- Suspension or permanent removal from extracurricular activities, clubs, or school events.
- Referral to law enforcement if the conduct involves true threats of physical violence, extortion, or illegal material.

First Amendment Standard: In alignment with legal precedents governing student speech, off-campus digital expression will only be subject to school discipline if it creates a foreseeable, substantial, and material disruption to the educational process or directly violates the civil rights of a specific member of the school community.

Detention Policy

Minor behavioral infractions, as determined by an individual classroom teacher, will result in a written detention. These detentions must be served directly with the issuing teacher at the assigned date and time.

School Resource Officer Program

The School Resource Officer (SRO) Program of the Monroeville Local School District places a full-time law enforcement officer throughout our district to provide a variety of support programs and services to students and staff.

The SRO's responsibilities encompass three primary roles: serving as a law enforcement officer, a resource teacher, and a law-related counselor.

Key Roles & Responsibilities:

As a Law Enforcement Officer

- **Early Intervention:** Work with administration and guidance staff to identify students with pre-delinquency behavior, with the goal of redirecting them to find success.
- **Attendance Support:** Work collaboratively with the principal and dean of students and other service agencies to eliminate truancy.
- **Campus Monitoring:** Provide general overall monitoring of the campus during the instructional day. **.** (before/after school, between classes, during lunch hours, and at special assemblies/events).
- **Intervention Strategies:** Assist administration with intervention strategies relative to contemporary issues.

As a Resource Person

- **Classroom Education:** Serve as a resource person for classes in areas such as law-related education, substance awareness, etc.

As a Law-Related Counselor

- **Legal Guidance:** Act as a resource regarding legal issues for students, parents, teachers, and administration.
- **Community Collaboration:** Know and work alongside all area agencies that service youth and their families so that maximum support can be given to students.

Cellular Devices and Smartwatches

To maintain focused educational environments, cell phones and smartwatches are **prohibited during instructional hours** and must remain turned off or silenced.

- **Storage:** Devices must be stored out of sight in a secure place, such as a locker, closed backpack, or district-provided storage bin.
- **Exceptions:** Devices may be used if explicitly documented in a student's IEP or 504 plan. Use for medical monitoring requires an official written note from a physician. Students in grades 9-12 may be permitted to use their devices for classroom projects with permission from the principal, upon the teachers request.

Playground Rules K-6

To maintain outdoor safety during school recess periods, elementary students must abide by the following:

- Stay within clear sight of and obey all playground supervisors on duty.
- Play safely and report any injuries or peer conflicts to duty teachers immediately.
- Use playground structures and equipment properly and only for their designed purpose.
- No spitting, kicking, or throwing of sticks, stones, or snowballs.
- Throw balls only within designated athletic areas (away from fences and building walls).
- Swing properly (one person at a time; no standing up or jumping off mid-swing).
- Keep lunch boxes placed neatly in designated baskets.
- Wear or tie jackets around the waist as instructed by duty supervisors.
- Slides are for sliding down only; walking or running up the slide surface is prohibited.

Eighteen-Year-Old Students Policy

Students who have reached the age of majority but continue to reside with a parent or guardian must comply with all standard rules that apply to minor students at Monroeville Local Schools. This includes requiring parent-signed absence excuses, field trip permission slips, and sharing school records directly with parents.

Because eighteen-year-olds are no longer under the jurisdiction of the juvenile court system, serious infractions of the behavioral code will be referred directly to local police and adult courts. Adult students who choose not to adhere to school regulations may exercise their legal option to withdraw from enrollment. Special conditions apply for independent adult students living entirely outside a parent's household, which will follow state educational laws.

5. Attendance Policies, Academic Policies & Grading Systems

Attendance Procedures, Absences, and Make-Up Work

Reporting an Absence

The elementary and high school offices open at 7:30 AM, and phone lines are monitored starting at 7:30 AM.
Voicemail is available for parents to report absences overnight from 3:00 PM to 7:30 AM.

- If no notification is received, office personnel will attempt to call the parent/guardian.
    - State law mandates that contact between the school and the parent/guardian must be made within 120 minutes (2 hours) after the start of the school day. Because school begins at 7:45 AM, this contact must occur by 9:45 AM.

Parents must call the attendance line prior to **9:00 AM** on the morning of a student's absence. Upon returning to school, the student must provide a written or emailed excuse from a parent or guardian to the building secretary. Failure to follow this process can result in truancy interventions. **Students may not call themselves sick.**

- **Elementary Attendance:** (419) 465-2533, option 1
- **High School Attendance:** (419) 465-2631, option 1

Returning to School

Students must bring a written statement explaining the cause of the absence upon their return. If they visited a physician, an official note from the physician's office should be provided. The written statement could also be emailed to the secretaries of each building.

- Elementary School: bmyers@monroevilleschools.org
- High School: rjenks@monroevilleschools.org

Note: Family vacations are legally classified as unexcused absences.

Attendance Policy Overview

- Legal Requirement: Attending school is both necessary and mandated by state law (ORC 3321.04) until the age of 18.
- Consequences of Poor Attendance: Students who do not maintain good attendance may fail courses, lose school privileges, and/or face legal action in court for themselves and their parents.

Ohio has updated its attendance law beginning with the 2026-2027 school year. These changes are designed to help schools work with families earlier to improve student attendance.

What Families Need to Know

- **ALL absences count toward a student's total time missed.** This includes excused, medical, and unexcused absences.
- **Schools will contact families sooner** when a student begins missing school. The goal is to work together to improve attendance before it becomes a larger concern.
- **The focus is on supporting students and families.** Schools will provide opportunities to work with families to help students attend school regularly.

What Has Not Changed

- **Truancy is still based only on unexcused absences.**
- A student may be considered **habitually truant** if they have:
    - 30 consecutive hours of unexcused absences,
    - 42 unexcused hours in one school month, or
    - 72 unexcused hours in one school year.
- Schools will continue to use **Absence Intervention Plans** and work with families before legal action is considered, as required by Ohio law.

When Do These Changes Begin?

The updated attendance requirements take effect for all Ohio schools beginning with the **2026-2027 school year**.

Attendance Categories

1. Excused Absences

The Ohio Revised Code recognizes only the following as legal excuses for missing school:

1. **Personal illness:** A physician's certificate may be required if a student is absent for five (5) or more consecutive days.
2. **Illness in the immediate family.**
3. **Appointments:** Medical, behavioral, or dental appointments (requires a professional statement).
4. **Quarantine in the home:** Limited to three (3) days, depending on public health recommendations.
5. **Death of a relative:** Limited to three (3) days, unless reasonable cause for an extension is approved by administration.
6. **Observance of a religious holiday:** Aligned with the student's creed.
7. **Farm work at home:** Limited to three (3) days per year; **must** be pre-approved by the Principal.
8. **Pre-approved absences:** Any other absence approved by the school administration prior to the date.
9. **College Visits:** Postsecondary college visitations (maximum 3 days; requires official university verification).
10. **Military:** Pre-enlistment military reporting or testing (requires official verification). Military family deployment activities under RC 3301.60.
11. **Legal Matters:** Court Placement or court proceedings related to foster care.
12. **Homelessness status.**
13. **Pre-approved absences:** Any other absence approved by the school administration prior to the date.
14. **Emergency Situations:** Emergency circumstances approved at the sole discretion of the Superintendent.

Note: Parents are strongly encouraged to schedule medical and dental appointments during non-school hours whenever possible.

2. Unexcused Absences

Absences not approved by the school or state code will result in disciplinary action and/or a **grade of zero** for all missed schoolwork. Examples include:

- Oversleeping / Missing a ride / Car trouble
- Shopping / Non-medical appointments
- Non-approved vacations / Trips with friends
- "Senior Skip Day"
- Employment/Jobs
- Unverified or excessive absences

General Attendance Rules & Extracurriculars

- **Full-Day Absence Threshold:** A student who leaves before **9:15am** or arrives after **1:15pm** will be charged with a full day of absence.
- **Half-Day Absence Threshold:** A student who arrives after **9:15am** or leaves before **1:15pm** will be charged with a half day of absence.
- **Extracurricular Eligibility:** To participate in extracurricular activities on any given day, students must sign into the office by **9:15 AM**.
    - Students leaving early during the second half of the day cannot participate in extracurriculars that evening unless they provide a doctor's note.

Excessive or Habitual Absences Intervention

When a student begins to display a pattern of poor attendance, the administration will initiate progressive intervention steps.

- **Step A: Warning for Absenteeism**
    - *5 Absences / 35 Hours*
    - The school will send an informational letter home explaining the attendance policy.
- **Step B: Chronic Absenteeism / Habitual Truancy**
    - *8 Absences / 56 Hours OR 30 Consecutive Hours, 48 unexcused hours missed within one (1) month)*
    - The school will send a formal letter stating that the hours missed have exceeded attendance thresholds and will outline next steps if absences continue. A parent may be required to attend an official attendance intervention meeting with school personnel if the student reaches an attendance threshold defined by Ohio Revised Code Section 3321.191
- **Step C: Chronic Absenteeism / Habitual Truancy**
    - *15 Absences / 105 hours OR 72 hours missed within one school year*
    - The school will send a formal letter indicating that the hours missed have exceeded attendance thresholds and will outline the next steps if absences continue. A parent may be required to attend an official attendance intervention meeting with school personnel if the student reaches an attendance threshold defined by Ohio Revised Code Section 3321.191.
- **Step D: Activity Restrictions:**
    - Students classified with Habitual Truancy or Chronic Absenteeism may be barred from field trips or school-day events. Participation will be reviewed on a case-by-case basis.

	Consecutive Hours	Hours per MONTH	Hours per school YEAR
Habitual Truancy	30 hours **without** legitimate excuse	42 hours **without** legitimate excuse	72 hours **without** legitimate excuse
Chronic Absenteeism			5% of total hours **excused or unexcused** (56 hours) - warning 10% of hours **excused or unexcused** (105 hours)

Chronically Absent: Defined by state law as missing 10% or more of the school year (approx. 15 days), whether excused or unexcused.
Habitual Truancy: Absence without parent or school authorization. This includes leaving the closed campus building without permission.

Make-Up Work Regulations

- It is the sole responsibility of the student, not the instructor, to coordinate make-up work.
- Arrangements must be initiated within **two (2) school days** of returning to school, or make-up privileges are forfeited.
- Students receive the **number of days missed plus one day** to turn in completed work.
- In cases of verified truancy, no make-up work is permitted, and the student receives a zero grade for any assignments or assessments from that day.
- If a student misses only the day of a previously scheduled exam, they may be required to take that exam on their first day back.

School Fees & Dues

Elementary School Fees (General)

- **Activity Fee:** $10.00 (All students)
- **General Course Fees:** $30.00 (All students)
- **Technology Fee:** $10.00 (All students)
- *Note: Kindergarten through 6th-grade workbook and material fees vary by grade, with a maximum cap of $150.00 per family (elementary only).*

Junior High / High School Fees (General)

- **Activity Fee:** $10.00 (All students)
- **General Course Fees:** $28.00 (All students)
- **Technology Fee:** $10.00 (All students)
- *Note: Fees for non-general courses are listed next to their respective course descriptions in the Course Guide.*
- *Grade Level Dues:*
    - *9th Grade (Freshmen) - $4.00*
    - *10th Grade (Sophomore) - $5.00*
    - *11th Grade (Junior) - $6.00*
    - *12th Grade (Senior) - $10.00*

Student Activities & Conduct

Student Journalism

Student publications (newspapers, yearbooks, etc.) are an integral part of the school curriculum. Full editorial control rests with school authorities.

School Dance Rules

Students may attend school dances with or without a date. The following regulations apply strictly:

- **Conduct & Dress:** The Student Code of Conduct and school dress code remain in full effect. Semi-formal attire is preferred.
- **Attendance Requirement:** Students must arrive and be in school prior to **9:15 AM** on the day of the dance. For Saturday dances, attendance on the last school day of the week applies. A doctor's medical excuse is the only exception.
- **Attendance Restrictions:**
    - Junior High students (7th & 8th Grade) are **not** permitted to attend High School (Grades 9–12) dances and cannot bring outside guests.
    - High School students are **not** permitted to attend Junior High dances. No exceptions.
- **Leaving the Dance:** Once a student or guest leaves the venue, they may not re-enter. If students leave unusually early, parents may be notified. The school assumes no responsibility once a student leaves school grounds.

- **Outside Guests:** Guests from other schools are permitted for high school dances but must be pre-registered with the Principal.
- **Behavior:** Lewd, suggestive, or offensive dancing is strictly prohibited, as determined by chaperones and administration. Admission may be refused to anyone.

"The Rock" Guidelines

The rock in front of the school is designated for spirit-oriented displays.

- Students may paint school spirit slogans or graphics without prior permission.
- Displays must maintain good sportsmanship and must never demean an opponent school or individual.
- Content promoting alcohol, tobacco, drugs, gangs, or anything sexual, slanderous, or hazing-related will not be tolerated. Violations will result in strict discipline (detention, in-school restriction, suspension, or expulsion).

Signs & Posters

All signs, flyers, or announcements to be displayed anywhere in Monroeville Local Schools must be pre-approved by the Principal.

Dress Code & Personal Appearance

The dress code is established to ensure a safe, decent environment conducive to learning and free from distractions. Caregivers share the responsibility of ensuring students dress appropriately.

Prohibited Items & General Rules

- **Headwear:** No hoods up or hats worn during class.
- **Opaque Clothing:** All clothing must be non-see-through (opaque).
- **Coverage:** Shirts must completely cover the belly button. Both the buttocks and chest must be fully covered. No visible undergarments are allowed.
- **Footwear:** Required at all times.
- **Pajamas:** Not permitted.
- **Offensive Graphics:** No t-shirts displaying vulgar language, profanity, offensive images, inappropriate double meanings/innuendos, or references to alcohol, tobacco, drugs, sex, or racial discrimination.
- **Safety Risks:** No clothing denoting gang activity or item types that could cause harm (e.g., chains or spiked jewelry). Body piercings that may result in bodily fluid discharge are prohibited.

Gym Shoes Requirement

Students must bring a clean pair of **non-marking soled shoes** dedicated exclusively to physical education classes inside the gym to protect the playing surface. Regular outdoor shoes will be worn on warmer days when PE is held outside. A doctor's note is required for long-term PE exemptions.

Safety & Emergency Drills

Fire & Tornado Alarms

- Please strictly follow the specific evacuation or safety guidelines posted in each classroom.
- Drills are held regularly for student safety. Treat every drill with absolute seriousness.
- **Silence is mandatory** during all drills so that emergency directions can be clearly communicated and heard by everyone.

Grading Systems & Performance Standards

Kindergarten Grading Scale

- + : Meeting
- ✓ : Progressing
- - : Limited
- NA : Not Assessed

Grades 1–3 Grading Scale

Core Subject Letter Grade	Core Subject Percentage	Subcategories / Specials Grade	Definition
A	90–100%	Exemplary (E)	Exceeds the grade level standard
B	80–89%	Meeting (M)	Meeting grade level expectations
C	70–79%	Progressing (P)	Moving toward expectations with assistance
D	60–69%	Limited (L) (0-74% for sub)	Skills are limited; requires frequent support
F	00–59%	Not Assessed (NA)	These skills have not yet been assessed

Note for Behavior/Specials support: O = Outstanding, S = Satisfactory, U = Unsatisfactory.

Grades 4–6 Grading Scale

Core Subject Letter Grade	Core Subject Percentage	Subcategories / Specials Grade	Definition
A	90–100%	Exemplary (E)	Exceeds the grade level standard
B	80–89%	Meeting (M)	Meeting grade level expectations
C	70–79%	Progressing (P)	Moving toward expectations with assistance
D	60–69%	Limited (L) (0-74% for sub)	Skills are limited; requires frequent support
F	00–59%	Not Assessed (NA)	These skills have not yet been assessed

Grades 7–12 Grading Scale

Letter Grade	Percentage Range	Alternative Scale Designation
A+	100–99%	-
A	98–92%	Exemplary: 95–100%
A-	91–90%	-
B+	89–88%	-
B	87–82%	Meets: 85–89%
B-	81–80%	-
C+	79–78%	-
C	77–72%	Progressing: 75–84%
C-	71–70%	-
D+	69–68%	-
D	67–62%	-
D-	61–60%	Limited: 00–74%
F	Below 60%	Not Assessed: N/A

Academic Policies & Support

Homework Policy

Homework provides essential practice, mastery of skills, and data-gathering experience. Each teacher or grade level establishes their own homework policy. Parents are expected to support timely completion. Failure to complete homework severely restricts a teacher's ability to identify learning gaps.

Academic Honesty & Cheating

Academic integrity is foundational.

- **1st Offense:** Automatic 0 (zero) on the assignment and code of conduct discipline.
- **2nd Offense:** Automatic F for the grading period (at teacher's discretion).
- **3rd Offense:** Failure of the course for the entire academic year.

Academic Recognition

- **Academic Letter:** Awarded to students maintaining a 3.5 GPA average over three (3) consecutive 9-week grading periods.
- **Honor Roll (Grades 4–6):** Calculated via a points system (not printed on report cards) across three tiers: All A, Honor, and Merit.
- **Honor Roll Tiers (High School):**
    - High Honor Roll: 4.0 GPA and above
    - Honor Roll: 3.5 to 3.99 GPA
    - Merit Roll: 3.0 to 3.49 GPA *(lowest individual grade allowed is a "C")*

Progress Reports & Report Cards

All reports are distributed digitally via **ProgressBook**. Caregivers are encouraged to monitor progress consistently online. Hard copies

can be printed upon request by completing a consent form on **FinalForms**. Report cards are issued four times each school year using letter grades based on the district's grading scale. Progress reports are provided midway through each grading period. Additional progress reports may be issued if a student is in danger of failing or experiences a significant decline in academic performance.

Parent-Teacher Conferences

Parent-teacher conferences are scheduled during both the fall and spring semesters. Conference sign-up links will be shared digitally so families can reserve a convenient time. Parents wishing to meet with a teacher outside of the scheduled conference dates are encouraged to contact the teacher directly to arrange a meeting.

Library Policies

Books may be checked out for a duration of one week. Contact the elementary librarian or classroom teacher with specific queries.

High School Graduation, Class Standing, and Grading

Class Standing (Credit Thresholds)

A student's grade classification is determined at the end of each school year based on the total number of credits earned.

- **Sophomore (10th Year):** Minimum 5 units
- **Junior (11th Year):** Minimum 10 units
- **Senior (12th Year):** Minimum 15 units
- *Remedial Note: Failed required subjects must be repeated the following year or completed via approved summer school courses.*

Students who do not earn credit in a required course must repeat the course or complete an approved credit recovery or summer school program. Any remedial or outside coursework must receive prior approval from the principal to be eligible for high school credit.

Grade Point Average (GPA)

A cumulative Grade Point Average (GPA) is calculated for each high school student at the end of every school year. All courses that earn high school credit are included in the GPA calculation.
Monroeville High School uses a 4.0 GPA scale. College Credit Plus (CCP) courses receive additional weight in accordance with the district's weighted GPA policy. The district's grading scale and weighted GPA chart are provided below.

High School Grading & Weighting Scale (4.0 System

Grade	Unweighted Scale	Weighted Scale
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	2.37
D	1.00	2.00
D-	0.63	1.63
F	0.00	0.00

GPAs are computed at the end of each year. Weighted ranges are applied exclusively to courses at or above the 200-college level (or equivalent).

Pre-High School Credit

If a grade school/junior high student completes a high school course prior to entering 9th grade, the final grade earned will count toward their cumulative high school GPA.

College Credit Plus (CCP)

Students interested in participating in the College Credit Plus (CCP) Program must notify the principal by **April 1** of the school year before they plan to participate. Students must meet all college admission and placement requirements, including any required college readiness assessments, and comply with all requirements outlined in the Monroeville Local School District College Credit Plus Policy. CCP students are expected to attend all scheduled classes and activities. Students are permitted up to **five school-related activities** (such as field trips or college visits) and **five unexcused absences** per semester without penalty. Beginning with the **sixth** school activity or unexcused absence, the student's final course grade will be reduced by **10%** for each additional occurrence.

Minimum Course Load

In addition to meeting Ohio's graduation requirements, Monroeville Local Schools expects all students to maintain a full academic schedule that supports college, career, workforce, and military readiness.

Students are expected to enroll in a minimum of **six courses each school year**. Students taking College Credit Plus courses must carry the equivalent of **two CCP courses plus one Monroeville Local Schools elective** to meet this expectation.

Seniors may be approved for a reduced course load if they:

- Are enrolled in at least **three College Credit Plus courses**.
- Participate in an approved internship while working toward the **OhioMeansJobs Readiness Seal** and continue to meet all program requirements, including attendance, behavior, and academic expectations.
- Participate in an approved work-based learning program while working toward the **OhioMeansJobs Readiness Seal** and continue to meet all program requirements, including attendance, behavior, and academic expectations.
- Are enrolled in a career and technical education program.
- Are participating in a student training program through a public agency.
- Have an Individualized Education Program (IEP) that provides for a different course load.
- Receive approval from the principal or superintendent.

Graduation Requirements

Ohio's graduation requirements provide students with multiple pathways to earn a high school diploma while preparing for college, careers, the military, or other postsecondary opportunities.

- Classes of 2025, 2026, and 2027: A minimum of 20 credits is required for graduation.
- Class of 2028 and Beyond: A minimum of 23 credits is required for graduation.

Step 1: Earn the Required Credits

Students must successfully complete the following coursework:

Subject	**Credits**
English Language Arts	4.0
Mathematics*	4.0
Science**	3.0
Social Studies***	3.0
Health	0.5
Physical Education†	0.5
Electives††	Varies to meet graduation requirements

Additional Graduation Requirements

Students must also:

- Complete instruction in Economics and Financial Literacy during grades 9-12.
- Complete two semesters of Fine Arts during grades 7-12 (not required for students completing an approved Career-Technical Education pathway).

* Mathematics: Must include Algebra II or its equivalent.

** Science: Must include Physical Science, Life Science, and one advanced science course.

*** Social Studies: Must include American History, American Government, and World History/Civilizations as required by Ohio law.

† Physical Education: Students may qualify for a waiver under district policy through approved activities such as athletics, marching band, cheerleading, or JROTC. Students receiving a waiver must complete an approved substitute course.

†† Class of 2028 and Beyond: Students must earn one additional elective credit in Science, Social Studies, or another approved elective area.

Physical Education Exemption
Students participating in interscholastic athletics, marching band, 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. The additional one-half unit cannot be in physical education, including physical education electives.

Step 2: Demonstrate Competency
Students must demonstrate competency in Algebra I and English II by:

- Earning a passing score on the Ohio state assessments (684 or higher),

OR
Meeting one of Ohio's approved alternative competency options, including:

- Completing qualifying career-focused activities.
- Signing a contract to enlist in a branch of the U.S. Armed Forces.
- Successfully completing approved College Credit Plus (CCP) college-level English and/or mathematics coursework.

Students who do not initially earn a passing score on the state assessments will receive additional support and have opportunities to retake the assessments. These assessments MUST be taken twice before an alternate pathway can be an option.

Step 3: Demonstrate Readiness
Students must earn two diploma seals, with at least one being an Ohio-designed seal.

- Ohio Means Jobs Readiness Seal (Ohio)
- Industry Recognized Credential 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)
    - Must complete at minimum 60 hours of community service
- Fine and Performing Arts Seal (Local)
    - Must complete at least six semester total (which includes the two semesters already required by the state) of band, choir, or visual arts
    - One participation requirement in band, choir, or visual arts event or preparation of even
- Student Engagement Seal (Local)
    - Successfully complete four semesters or seasons of extra-curricular activities

State End-of-Course Assessments

Students will complete Ohio End-of-Course (EOC) assessments in:

- Algebra I
- Geometry
- Biology
- American History
- American Government
- English II

**Students enrolled in approved College Credit Plus courses may qualify for alternative assessment options in certain subject areas in accordance with Ohio Department of Education and Workforce guidelines.

Service Learning Requirement
Students must complete 40 hours of approved service learning to earn a Monroeville High School diploma.Students are required to earn a minimum of 10 hours per year to meet the graduation requirements.

- In addition to Ohio's graduation requirements, Monroeville High School requires all students to complete 40 hours of Service Learning before graduating.
- Students in grades 9-11 must submit annual service hours by May 1.
- Seniors must submit all service hours by March 1.
- Hours completed beyond the annual expectation of 10 hours may be applied to previous school years if needed, but cannot be applied toward future years.
- Students who complete 100 or more service hours may qualify for Service Learning recognition on their diploma and may also be eligible for the Presidential Volunteer Service Award.

Class Rank

Monroeville High School uses a class ranking system based on cumulative Grade Point Average (GPA) for students in grades 9-12. A student's GPA is calculated at the end of each school year and includes all courses receiving high school credit. Class rank is maintained as confidential information and is shared only with colleges, universities, and other approved postsecondary institutions as needed.

Graduation Academic Achievement Recognition

To encourage students to pursue rigorous coursework, Monroeville High School uses a weighted GPA system. Weighted GPAs are used to determine academic recognition, honor roll eligibility, academic awards, transcripts, and class rank. Graduating seniors are recognized according to the following academic achievement levels:

- Summa Cum Laude: GPA of 4.0 or higher
- Magna Cum Laude: GPA of 3.80-3.99
- Cum Laude: GPA of 3.60-3.79

All academic achievement levels will be recognized in the graduation program. Students earning Summa Cum Laude recognition will also be recognized during the graduation ceremony and receive an academic achievement medal.

Honors Diploma

Ohio students may earn state recognition by completing the requirements for an Honors Diploma. Honors Diploma pathways recognize students who complete advanced coursework, demonstrate college and career readiness, and participate in meaningful academic or career experiences.

Students must meet all graduation requirements and satisfy all but one of the criteria listed below (unless the requirement is a minimum graduation requirement).

Academic Honors Diploma Requirements

Students must complete:

1. Mathematics: Four units of mathematics, including Algebra I, Algebra II, Geometry, or equivalent coursework, plus an additional advanced mathematics course.
2. Science: Four units of science, including two units of advanced science.
3. Social Studies: Four units of social studies.
4. World Language: Either:
    - Three units of one world language, or
    - Two units each of two different world languages.
5. Diploma Seals: Earn two additional diploma seals (excluding the Honors Diploma Seal).
6. GPA: Maintain a cumulative GPA of at least 3.5 on a 4.0 scale.
7. College Readiness Assessment: Earn:
    - ACT composite score of 27, or
    - SAT composite score of 1280.
8. Experiential Learning: Complete one of the following:
    - Field experience,
    - OhioMeansJobs Readiness Seal,
    - Portfolio, or
    - Work-based learning experience.

Students may use the OhioMeansJobs Readiness Seal toward the additional seal requirement if it is not used to meet the experiential learning requirement.

Students may use an approved Student Strength Demonstration option to replace one of the following requirements:

- ACT/SAT score requirement
- GPA requirement
- World language requirement

Students should work with their school counselor to determine eligibility and ensure the replacement option aligns with the student's Honors Diploma pathway.

Career-Technical Honors Diploma
Students completing an intensive career-technical education program may earn a Career-Technical Honors Diploma by meeting all but one of the following requirements:

1. Mathematics: Four units of mathematics, including Algebra I, Algebra II, Geometry, or equivalent coursework, plus an additional advanced mathematics course.
2. Science: Four units of science, including two units of advanced science.
3. Social Studies: Four units of social studies.
4. World Language: Two units of one world language.
5. Career-Technical Education: Four units of career-technical coursework.
6. GPA: Maintain a cumulative GPA of at least 3.5 on a 4.0 scale.
7. Readiness Assessment: Earn one of the following:
    - ACT composite score of 27,
    - SAT composite score of 1280, or
    - WorkKeys scores meeting state requirements.
8. Field Experience: Complete and document a field experience related to the student's area of focus.
9. Portfolio: Develop a comprehensive portfolio based on the student's field experience or area of study.
10. Industry Credential: Earn an industry-recognized credential or meet proficiency benchmarks on an approved Ohio Career-Technical Competency Assessment.

Additional Honors Diploma Pathways
Ohio also offers Honors Diplomas in additional areas, including:

- STEM
- Arts
- International Baccalaureate
- Social Science and Civic Engagement
-

Students interested in earning an Honors Diploma should meet with their school counselor to review the specific requirements for each pathway.

Course Registration & Scheduling Policies

Schedule Changes
Schedule adjustments are strongly discouraged. Changes require written agreement from the counselor, teacher, parent, and final approval/signature from the principal on a *Class Change Request Form*. All changes must happen during the **first week of classes** and any dropped course must be replaced with an equal credit course.

Student Schedules
The principal has final authority over student schedules, course placements, and other educational decisions related to a student's daily program.

Withdrawal from Class Policy
Dropping a class outside the designated schedule window established by the principal will result in an automatic **"F" grade** for the course. Exceptions are only granted if initiated by an IEP/IAT team or due to emergency conditions approved by the principal.

Repeating a Course
Due to their sequential nature, Math and Foreign Language courses may be repeated if:

1. The student scored a "C" or lower on the first attempt.
2. The course is retaken during the immediate following academic year.
3. *The final grade will be averaged with the original grade to populate the student's transcript.*

Credit Flexibility
Alternative coursework, assessments, or performance tests demonstrating mastery may be awarded equivalent graduation credit with district approval. Applications are available in the High School office.

Positive Behavioral Interventions and Supports (PBIS)

Monroeville Local Schools uses Positive Behavioral Interventions and Supports (PBIS) to create a safe, respectful, and positive learning environment for all students.

PBIS is a schoolwide approach that focuses on **teaching, recognizing, and supporting positive behaviors** rather than relying only on consequences after problems occur. Expectations are taught and reinforced in all school settings, including classrooms, hallways, buses, and other common areas.

PBIS provides different levels of support based on student needs:

- **Tier 1:** Universal supports provided to all students.
- **Tier 2:** Targeted supports for students who need additional assistance.
- **Tier 3:** Individualized supports for students requiring intensive behavioral interventions.

The goal of PBIS is to help students develop positive behaviors and skills that support success in school and beyond.

PBIS Rewards (Grades K-6)

All students in grades K-6 participate in the schoolwide PBIS reward system.
Students may earn individual tickets for demonstrating positive behaviors and meeting school expectations. Tickets are used for both classroom and schoolwide recognition.

- Classroom rewards are provided when ticket jars reach designated levels.
- Student names are selected from classroom jars for individual rewards.
- Completed classroom jars contribute to the schoolwide **Greater Good Jar**, which celebrates the collective impact of positive choices across the school.
- When the Greater Good Jar is filled, students in grades K-6 earn a schoolwide reward opportunity.

Students may earn tickets for positive behaviors and for demonstrating monthly CharacterStrong traits connected to the district's Social Emotional Learning (SEL) curriculum.

PBIS Junior High (Grades 7-8)

WOW Boards

Each classroom has a WOW Board to recognize students who demonstrate positive choices, exceptional effort, improvement, or accomplishments.

When a teacher notices a student demonstrating these qualities, the student may sign the classroom WOW Board. At the end of each quarter, teachers select names from the board for classroom rewards. Names from all classroom WOW Boards are also combined for additional schoolwide recognition and prizes.

Punch Cards

Throughout the year, students may participate in PBIS Punch Card opportunities designed to encourage positive habits. Examples of behaviors recognized may include:

- Being prepared for class
- Completing assignments
- Keeping Chromebooks charged
- Maintaining or improving grades
- Demonstrating responsibility and positive choices

Students receive a punch card with four opportunities to earn recognition. Students who demonstrate the targeted behavior at least three out of four times may earn a reward.

PBIS Incentive Card Program (Grades 9-12)

The PBIS Incentive Card Program recognizes high school students for positive habits in academics, attendance, and service.

The program encourages students to:

- Maintain strong academic performance
- Attend school regularly
- Complete assignments on time
- Meet service-learning expectations

Students may earn one of three incentive cards each quarter based on their academic performance, attendance, assignment completion, and service hours. Incentive cards provide access to rewards such as classroom incentives, school event opportunities, and exam exemptions.

Additional Pop-Up Rewards may also be offered throughout the year to recognize students who demonstrate positive habits and involvement in the school community.

Launched in 2019, the PBIS Incentive Card Program has become an important part of Monroeville High School's positive school culture and has been recognized as a model practice featured in the State of Ohio's PBIS training videos.

High School Incentive Card Requirements

Gold Card

Students must earn:

- All A's in every class
- 100% attendance (excused absences do not reduce the percentage)
- No missing assignments
- Required service hours:
    - Quarter 1: 4 hours
    - Quarter 2: 8 hours
    - Quarter 3: 12 hours
    - Quarter 4: 15 hours

Rewards:

- One free ticket to an athletic event each quarter
- Gold-level classroom incentives in each class

Black Card

Students must earn:

- B's or higher in every class
- 95% attendance (excused absences do not reduce the percentage)
- No missing assignments
- Required service hours:
    - Quarter 1: 3 hours
    - Quarter 2: 5 hours
    - Quarter 3: 7 hours
    - Quarter 4: 10 hours

Rewards:

- One half-price ticket to an athletic event each quarter
- Black-level classroom incentives in each class

White Card

Students must earn:

- C's or higher in every class
- 90% attendance (excused absences do not reduce the percentage)
- No missing assignments
- Required service hours:
    - Quarter 1: 1 hour
    - Quarter 2: 3 hours
    - Quarter 3: 5 hours
    - Quarter 4: 7 hours

Rewards:

- White-level classroom incentives in each class

Exam Exemptions (High School)
Students who earn PBIS Incentive Cards may qualify for semester and/or final exam exemptions.

Eligibility is determined by the cards earned each quarter:
- Semester exams: Based on first and second quarter cards.
- Final exams: Based on third and fourth quarter cards.

Students who score Proficient or higher on Ohio State Tests in English Language Arts II, Algebra I, Geometry, Biology, American History, or American Government may also qualify for an exemption from the corresponding final exam, at the discretion of the classroom teacher. Students who have a failing grade in the course will not be permitted to exempt the corresponding exam.

Students in grade 8 who are enrolled in high school-level courses may qualify for exam exemptions if they meet the same academic expectations. They may also qualify for OST-based exemptions for their high school courses.

Exam Exemption Chart
Earning incentive cards across quarters determines how many cumulative semester or final exams a high schooler may exempt:

Note: Achieving a "Proficient" or higher score on corresponding Ohio State Tests (OST) can also grant a classroom final exam exemption at the teacher's discretion.

Gold - Gold = All exams Gold - Black = 6 exams Gold - White = 3 exams	Black - Gold = All Exams Black - Black = 5 Exams Black - White = 3 Exams	White - Gold = All Exams White - Black = 5 Exams White - White = 3 Exams	No Card - Gold = All Exams No Card - Black = 4 Exams No Card - White = 2 Exams

Exam Exemptions (Jr. High School)
Students enrolled in high school courses may qualify for exemption from a course final exam if they meet both of the following criteria:
1. Earn passing grades for both the third and fourth grading periods; and
2. Score at the Proficient level or higher on the applicable Ohio State Test (OST).

To maintain equitable and consistent academic expectations, any student who does not earn a passing grade in either the third or fourth grading period shall be required to complete the course final exam, regardless of OST performance.

6. Extracurriculars, Athletics, & Technology

National Honor Society
Membership in the National Honor Society (NHS) is an honor recognizing students who demonstrate excellence in scholarship, leadership, service, and character.

Selection Process
Students with a cumulative non-weighted GPA of 3.4 or higher on a 4.0 scale will be considered for NHS membership.

Eligible students may be considered during the second semester of their sophomore, junior, or senior year.

Academic eligibility is only the first step in the selection process. Students must also demonstrate outstanding achievement in the areas of:
- Scholarship: Academic achievement and commitment to learning
- Leadership: Demonstrated leadership in school and community activities
- Service: Contributions through service to others and the school community
- Character: Integrity, responsibility, and positive behavior

Students being considered for membership must complete and submit a Student Activity Information Sheet detailing their

high school involvement and accomplishments in these areas. Students must also submit an autobiography as part of the application process. All required materials must be completed and submitted by the established deadline.

A faculty council will review applications and select new NHS members. The names of faculty council members are confidential, and all selection decisions made by the council are final. Faculty members may also provide evaluations of students being considered for membership.

Maintaining Membership
Membership in the National Honor Society is a privilege earned through continued demonstration of academic excellence, leadership, service, and character.

A student's membership may be revoked if the student:
- Falls below the required 3.4 GPA, or
- Demonstrates behavior that does not meet National Honor Society standards or expectations.

Students are expected to continue upholding the values and responsibilities of NHS membership throughout their time in the organization.

Extracurricular Activities Overview

Elementary (Grades 4-6)	Junior High School	High School
Choir (5-6)	Cross Country	Cross Country
Band (5-6)	Football	Football
Robotics (4-6)	Cheerleading	Cheerleading
Student Council (4-6)	Volleyball	Volleyball
Library Club (4-6)	Basketball	Basketball
Drama Club	Wrestling	Wrestling
	Drama	Drama
	Student Council	Student Council
	Co-ed Weightlifting	Co-ed Weightlifting
		Track & Field
		Baseball & Softball
		Band & Choir
		Robotics
		Academic Challenge
		Art Club
		E-Sports

*Annually, a one-time activity fee of $25.00 will be charged to all students involved in after-school activities requiring transportation for high school students.. Additional fees may apply for elementary and junior high school as it relates to their activities. Please note, communication will be shared by sponsors.

Monroeville Athletic Code of Conduct

Purpose and Scope
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.
Participation in extracurricular activities is a privilege, not a right. Student conduct in these activities reflects directly upon the Monroeville Local School District and must exemplify high standards. Students desiring to participate must meet both academic and behavioral standards.
Any conduct that results in dishonor to the student, team, program, or school will not be tolerated. Unacceptable conduct includes, but is not limited to: theft, vandalism, disrespect, immorality, or violations of the law. **This code shall be in effect twelve (12) months a year.**

Communication Protocol
Procedure for Handling an Athletic Issue
98% of problems can be resolved by dealing directly with the coach who is immediately responsible for your student-athlete. It is essential to approach them first.
1. **Coach Level:** Schedule a meeting by contacting the coach directly. *Meetings should never be requested or held before/after a practice or a game.* It is mandatory for the student-athlete to be present at this meeting to ensure clarity and transparency.
2. **Athletic Director Level:** If the issue is unresolved, a meeting may be scheduled with the Athletic Director.
3. **Administrative Escalation:** If still unresolved, the issue may proceed through the following chain of command: **Principal** → → **Superintendent** → **Board of Education**.

Note: Any deviation from this process will result in the matter being directed back to the appropriate initial level.

Participation Policies

Quitting a Sport

- **Same-Season Restriction:** If an athlete quits a sport during the season, they are ineligible to participate in another sport during that same season (e.g., quitting basketball prevents an athlete from joining wrestling).
- **Definition of Quitting:** Ending participation on an athletic team more than two weeks after the athlete's first official practice.
- **Conditioning Restrictions:** If an athlete quits a sport and wishes to engage in out-of-season conditioning programs (such as open gyms), they must wait **30 days** from the date they quit before participating.

Student Eligibility Requirements

Scholastic endeavors are the most important part of the educational program. Minimum academic standards apply to all extracurricular participants, including athletic teams, academic teams, and performing groups (e.g., stage band, pep band, plays, and musicals).

1. **OHSAA High School Requirements (Grades 9–12):** Students must receive passing grades in a minimum of **five (5) one-credit courses** (or the equivalent) counting toward graduation during the preceding grading period. High school students must also maintain a minimum GPA of **1.50** per grading period.
2. **Junior High Requirements (Grades 7–8):** Students must pass at least **five (5) subjects** carried in the preceding grading period and maintain a minimum GPA of **1.50** for that same period.
3. **F-Grade Limit:** No student receiving **more than one (1) "F"** in a grading period will be eligible for athletic participation.
4. **Eligibility Effective Date:** Eligibility or ineligibility continues until the start of the **fifth (5th) school day** of the next grading period, at which time the new grades become effective. *Exception:* Eligibility for the first grading period of the school year commences with the start of the fall sports season.
5. **Seventh Grade Exception:** A student enrolling in the seventh grade for the first time is automatically eligible for the first grading period, regardless of previous academic achievement.
6. **Practice for Ineligible Students:** Ineligible students are strongly advised to continue practicing with their team to maintain continuity, subject to the head coach's discretion. They may not compete.
7. **Age Limitations:**
    - **Junior High:** If a student turns **15 before August 1**, they must participate at the High School level.
    - **High School:** If a student turns **20**, they become immediately ineligible for interscholastic athletics.
8. **Special Program Checkpoints:**
    - **Credit Recovery:** Students enrolled in credit recovery must meet the following completion deadlines to maintain eligibility. Grades at these checkpoints dictate status:
        - *Semester Classes:* Half (50%) completed by the end of the 1st nine weeks; 100% completed by the end of the semester.
        - *Year-Long Classes:* 25% by the end of the 1st nine weeks; 50% by the end of the semester; 75% by the end of the 3rd nine weeks; 100% by the end of the school year.
    - **College Credit Plus (CCP):** CCP students must submit their grades at the end of each grading period to determine eligibility.

Health and Safety

Student-athlete health (mental and physical) is a top priority. Student-athletes who miss practice or competition due to health reasons—including receiving medical care or being advised by a physician not to participate—must provide their coach with **documentation from the treating physician** explicitly clearing them to safely return to athletic activities.

General Training Rules

The Monroeville High School Student Code of Conduct applies to all students involved in extracurricular activities. Rules apply equally to all MHS and MCAL students.

- **Substance Policy:** Absolutely no use or possession of tobacco, vaping products, alcohol, or illegal/counterfeit drugs. No illegal use of a legal substance and no possession of drug paraphernalia.
- **Criminal Acts:** No involvement with theft, vandalism, or assault.
- **Conduct:** No excessive profanity. Student-athletes must set an example of excellent citizenship and sportsmanship.
- **Curfew:** Curfew hours are set at the discretion of the head coach or supervisor.
- **Safety:** All personal jewelry must be removed during athletic participation.
- **Attendance:** Students must be in school **prior to 9:15 AM** on the day of an activity to participate. Students are expected to be in school the day following an activity. *A written doctor's excuse is the only exception.*
- **Mid-Day Illness:** If a student goes home ill during the school day, they are barred from extracurricular activities for the remainder of that day unless a written doctor's excuse is provided.
- **Gear & Property:** Athletes may not wear or use school-issued garments or equipment for any reason other than official practice or competition. Students/parents are financially responsible for school property damaged due to carelessness or misbehavior.
- **Travel:** Students must ride school transportation to and from away events. Requests to leave an event with a parent will only be granted under extenuating circumstances as determined by the Principal and Athletic Director (not for simple convenience).
- **Bus Behavior:** No walking around while the bus is in motion. Absolute silence is required at all railroad crossings. No food is permitted on the bus.
- **Awards:** Attendance at the end-of-season banquet is required to receive awards or varsity letters, unless prior arrangements are approved by the coach or Athletic Director. Athletes who quit or are removed from a team forfeit all letters and awards.
- **Coach Discretion:** Coaches, advisors, and directors have the authority to establish additional guidelines necessary to protect the ideals of their programs.

Extracurricular Code Violations & Penalties

Violations involving drugs, alcohol, tobacco, vaping, theft, vandalism, assault, or other illegal activities will be enforced through the following tiered structure.

Self-Referral Policy

- **Availability:** Granted **one time only** across grades 9–12.
- **Condition:** The student must voluntarily inform their coach, Athletic Director, or Principal of the violation *prior* to its discovery by school officials or law enforcement.
- **Outcome:** Eligible for a penalty reduction.
    - *Substance Violations:* Must undergo an assessment by a licensed counselor and fulfill all recommendations.
    - *Theft/Vandalism/Assault:* Must complete five (5) hours of community service arranged by the Athletic Director and police department.
- *Failure to follow through with the assessment or service will result in the immediate application of the full penalty.*

Penalty Tiers

Offense Level	Standard Penalty	Conditions for Reduction	Reduced Penalty
First Offense	Automatic suspension from 50% of scheduled contests.	• Drug/Alcohol: Assessment by a licensed counselor (parent expense). • Vaping/Tobacco: Complete an approved online prevention program (parent expense). • Theft/Vandalism/Assault: 10 hours of community service. • Continued practice attendance required (cannot dress in uniform).	Suspension reduced to 20% of scheduled contests.
Second Offense	Automatic removal from the current activity and the next activity of participation.	• Drug/Alcohol: Counselor assessment + 6-week parent & student drug/alcohol course (parent expense). • Theft/Vandalism/Assault: 20 hours of school/community service. • Continued practice attendance required (cannot dress). • Forfeiture of leadership roles and special awards/letters for one calendar year.	Removal from current activity and suspension reduced to 40% of contests in the next activity.
Third Offense	12-month suspension from all extracurricular activities starting from the date of the violation.	No reduction available.	None.
Fourth Offense	Permanent removal from all extracurricular activities for the remainder of the student's career.	No reduction available.	None.

Additional Enforcement Guidelines

- **Suspension Overlap:** If a seasonal suspension cannot be fully served in the current sport, it carries over into the next sport/activity the student completes.
- **Academic Ineligibility Overlap:** A suspension cannot be served or completed while a student is academically ineligible. The student must regain academic eligibility before the remainder of the disciplinary suspension can be fulfilled.
- **Authentic Participation Verification:** A student currently not in a sport cannot join a random activity simply to burn off a suspension. The next activity chosen must be one in which the student has a proven history or a documented, sincere interest. First-time participation under suspension will face strict administrative scrutiny.
- **School Property Clause:** If an infraction occurs on school property, the student is subject to the general school code of conduct discipline in addition to these extracurricular penalties.

Conduct Unbecoming a Monroeville Student-Athlete

Misdemeanor Charges / Convictions

A misdemeanor charge or conviction brought by law enforcement may result in a denial of extracurricular participation, as determined by the administration.

Felony Charges

A felony charge brought by law enforcement results in an **immediate denial of all extracurricular activities for the balance of the current season or forty-five (45) school days**, whichever is greater.

- **Carry-Over:** The 45 school days of exclusion will carry over into the next season or school year if the infraction occurs over the summer.
- **Appeals Committee:** A committee consisting of the Superintendent, Principal, Athletic Director, and one teacher will review the circumstances to determine future eligibility.
- **Probationary Period:** Charged or convicted students may be permitted to practice (but not compete) upon the committee's recommendation. Full participation rights can only be restored after successful completion of the probationary period.

Social Media Policy

Participation in interscholastic sports is a privilege. Student-athletes must abide by the following internet and social networking rules. Violations will result in a denial of participation and forfeiture of awards, up to a **maximum penalty of a one-calendar-year suspension**. Felonious activity will be reported to law enforcement.

1. **Brand & Reputation Protection:** Student-athletes may not post pictures, language, or content online that causes embarrassment to themselves, teammates, coaches, the athletic department, or the school district. This includes, but is not limited to: obscene images/language, references to sex, or depictions of illegal substances.
2. **Sportsmanship & Conduct:** Student-athletes may not post content that is unsportsmanlike, derogatory, demeaning, or threatening toward any individual or school entity (including opponents). Posts must not depict or encourage hazing, sexual harassment, gambling, discrimination, fighting, vandalism, academic dishonesty, or underage drinking.

Firelands Conference Sportsmanship Policy

The Firelands Conference demands high standards of sportsmanship from athletes, coaches, and spectators. Unacceptable spectator behavior is subject to sanctions ranging from warnings to physical dismissal and subsequent multi-game attendance suspensions.

Spectator Expectations

As a spectator, I WILL:

- Cheer for my team, not against my opponent.
- Use positive, respectful language.
- Treat the game as a contest, not a conflict.
- Lead positive cheers in a constructive manner.
- Applaud the efforts of both teams at the game's conclusion.
- Show genuine concern for injured players, regardless of their team.
- Demand sportsmanlike behavior from those sitting near me.
- Depart the facility in a dignified, ethical manner.
- Respect the officials' judgment at all times.
- Understand that my ticket admission does not excuse or validate poor behavior.

As a spectator, I WILL NOT:

- Use profanity, taunt, trash-talk, or heckle opponents, coaches, officials, or other fans.
- Wear derogatory, offensive, or inappropriate attire.
- Enter the playing surface before, during, or after the contest.
- Throw objects or projectiles onto the playing surface at any time.

7. Computer Network and Internet Acceptable Use Policy and Agreement

Board Policy Reference: Number 3.13

Monroeville Local Schools is pleased to make available to all students access to interconnected computer systems within the District and to the Internet. This world-wide network provides various means of accessing significant educational materials and opportunities. To maintain network availability, all students must take responsibility for appropriate and lawful use of this access. One individual's misuse may jeopardize the ability of all students to enjoy network privileges. While teachers and staff members provide supervision, students must cooperate in exercising and promoting responsible use.

Access Requirements

- **Agreement Submission:** Upon reviewing and digitally submitting this Policy and Agreement via FinalForms, students will be granted access to the district network and Internet.
- **Minors (Under 18):** If a student is under 18 years of age, a parent or guardian must also read and digitally sign the policy on FinalForms.
- **Denial of Access:** The District cannot provide network access to any student who fails to complete the verification forms.
- **Disciplinary Action:** Violations will result in network access being denied or withdrawn, and the student may be subject to additional school disciplinary action.

I. Personal Responsibility

By acknowledging this Policy and Agreement, you agree to follow all outlined rules and report any network misuse to a school authority. "Misuse" includes any violations of this policy or actions that harm another individual or their property.

II. Term of Permitted Use & Device Care

Students are granted access to educational materials for the duration of the school year. A new Policy and Agreement verification must be completed on FinalForms each school year before network access is renewed.

- **District-Provided Devices:** When the District provides a device for student use, the student is responsible for its care. Any neglect or damage beyond normal wear and tear is the financial responsibility of the student and parent/guardian.
- **Consequences:** Failure to pay device repair or replacement costs will result in the retention of the student's grade card.

III. Purpose and Educational Use

The computer networks and Internet access are provided **strictly for educational purposes**. If you are unsure whether a contemplated activity is educational, consult a teacher or the District Technology Coordinator.

Important: No web-browsing software or tools that bypass the District's filtering system may be installed on any device used within Monroeville Local Schools.

IV. Student Netiquette

All users must abide by standard rules of network etiquette:

1. **Appropriate Language:** No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language. Slurs or jokes targeting ethnicity, gender, or sexual preference are strictly prohibited.
2. **Personal Safety:** Do not reveal personal information (such as your home address, phone number, or passwords) online.
3. **Legal Compliance:** Do not transmit offensive or harassing messages; download copyrighted materials; view or transmit pornographic content; or intrude into networks belonging to others. All materials on the network should be assumed protected by copyright unless explicit permission is granted.
4. **Property and Reputation Protection:** Do not engage in defamation (harming another's reputation with lies). Do not use another person's password, impersonate another user, or upload harmful items like viruses, worms, or Trojan horses. Do not share your account or password with anyone.
5. **Controversial Materials:** While precautions are in place to filter inappropriate content, it is impossible to restrict everything. Students must take personal responsibility to stay away from controversial or offensive sites.
6. **Commercial Restrictions:** The network may not be used for commercial transactions, product advertisements, or political lobbying.

V. Privacy Expectation

Electronic storage and data transfer are provided solely as educational tools. Monroeville Local Schools reserves the right to monitor, inspect, copy, review, and store any and all network usage and information transmitted or received at any time without prior notice. All data files remain the property of the school district; **users have no expectation of privacy.**

VI. Enforcement and Indemnification

Network access is a privilege, not a right.

- **Violations:** At a minimum, violations will result in termination of network access, which may be withheld for the remainder of the student's tenure at Monroeville Local Schools.
- **Failure to Report:** Failing to report a known violation by another user, or allowing another person to use your account/password, also constitutes a breach of this agreement.
- **Liability & Indemnification:** The District makes no warranties regarding network connectivity or access. By signing, parents and students agree to hold Monroeville Local Schools and its administrators harmless from any damages, losses, or fees incurred through unauthorized purchases or network misuse. Users agree to cooperate fully with any school district investigation regarding network usage.

Policy Acknowledgment & Verification

Please note that physical signatures are not required for this handbook document. Instead, parents/guardians are required to acknowledge the Acceptable Use Policy form on FinalForms, indicating they have read, understood, and accepted their responsibilities regarding district network and device usage. Students will complete this when they are issued a district device. Network privileges will not be granted until the digital FinalForms verification is complete.