

TABLE OF CONTENTS

Academic Awards	5
Academic Program	5-6
Advanced Placement Program	6
Alma Mater/Fight Song	3
Anti-Hazing Policy/Harassment	25-26
Athletics	9
Attendance Reporting	15-16
Awards & Criteria	6
Care of Property	11
Cellular Telephones and Electronic Communication Devices	19
Cheating Policy	30
Clubs/Organizations	7
College Credit Plus	5
Detention Procedures	18
District Attendance Policy	12-14
Dress and Grooming	10
Fees	17
Food Services	4
Forward / Vision Statement	2
Grading	5
Graduation Requirements	7
Homecoming Queen Attendants & Officers	10
Honor Roll	5
Library-Media Center, Study Hall procedure	17-18
Lockers	11
National Honor Society	8-9
Ohio Counterfeit Drug Law	24-25
Passes	18
Saturday School	30
Search and Seizure	12
Student Conduct Code	20-30
Student Rights/Responsibilities	11
Student Sales	15
Study Hall Procedures	18
Suspension/Expulsion Policy, Emergency Removal	28-29
Tardy to Class	16
Tardy to School	14
Visitors	20
West Muskingum District School Calendar	32

Adopted June 18, 2020 by Board of Education

Adopted May 16, 2001 by Board of Education

FORWARD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parent's use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your high school Counselor or Administrator.

The vision of West Muskingum High School is to provide students an excellent and equitable opportunity to achieve their greatest potential, now and in the future, to meet the challenges they face in a diverse and ever-changing world. We believe that our school should provide students with the means to access the skills, knowledge, and attitudes necessary to become contributing members of our society. Our school program should operate in a safe and caring environment which enhances student learning. We believe that the school shares all these responsibilities with both the home and the community. Given the appropriate learning conditions, we believe that all students can and will learn. We accept the responsibility as a learning community to make this vision a reality.

ALMA MATER

FIGHT SONG

Poised upon a hill top proudly
Reaching toward the sky.
Stands our noble Alma Mater,
West Muskingum High.

Hail to thee dear Alma Mater
School so brave and true,
May you always be a symbol,
Of the gold and blue.

Fight the team across the field,
Show them that West is here.
Set the earth 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,
For the victory of West M. High

SCHOOL COLORS - Royal Blue and Gold

MASCOT – Tornado



FOOD SERVICES

We utilize a pre-pay system in the Cafeteria. All students will be issued a PIN number which they enter before approaching the cashier. Their purchase amount will either be deducted from their account or the student will pay at that time.

An online resource to assist in monitoring meal balances, viewing transactions, making payments and setting up low balance alerts is available through our website. You will need your student's ID number to register.

OR

You may choose to remit a check or cash with your child to their building of attendance.

Parents can limit their child's purchases, and/or request a record of purchases, by contacting the cafeteria staff.

It is the policy of West Muskingum Schools that no student will miss lunch because lunch money is forgotten. Students may secure two lunch charges under the following guidelines:

- * The regular price lunch charge will entitle the student to a type A lunch.**
- * The lunch charge must be paid the next day.**
- * Students will not be permitted to buy "extras" if they have an unpaid charge.**

Parents will receive notice of unpaid lunch charges either by written notice or by an automated notification system.

For menus and pricing, please, visit the school's website. Other extras such as pizza, salad, peanut butter and jelly sandwiches are available.

CLOSED LUNCH-No student is permitted to leave the school grounds during the lunch period. Food is not to be ordered in and delivered to the school by outside vendors.

ACADEMIC PROGRAM

West Muskingum High School is known for its commitments to academic excellence. Please refer to the Course Offerings Booklet (distributed in the spring) for a detailed description of the West Muskingum High School academic program.

GRADING

The following grading scale will be used by each teacher:

	1. Percentages
90-100 = A	2. Class assignments
80-89 = B	3. Homework
70-79 = C	4. Class participation
60-69 = D	5. Class discussion
59-Below = F	6. Consistent effort
	7. Assessments
	8. Attendance
	9. Teacher observation

Teachers will use numerical grades through a given marking period and average them at the end of the period. The numerical average would then be converted to a letter grade on the above scale. Semester grades would be the numerical average of the 2 grading periods. The yearly or final grade would be the average of the two numerical semester averages. This would be converted to a letter grade on the above scale. Grades of 'Incomplete' must be made up within 30 calendar days.

COLLEGE CREDIT PLUS

College courses offered to students who have qualified to participate in the CCP program. Students must meet with their counselor and meet program deadlines and requirements.

MAKE - UP POLICY

Students with excused absences from school will be given the same number of days absent to make-up missed work. For example: if a student missed two days excused, he will be allowed two days to make-up the missed work, etc. In all cases it is the student's responsibility to contact the teacher to make up missed work. Pre-assigned class work is due upon student's return to school. Exceptions to this would have to be approved by staff and administration.

HONOR ROLL

A student must have a 3.0 grade point average with no grade below a C.-

PRINCIPAL'S LIST

A student must have a 3.5 grade point average with no grade below a B.

Each 9 weeks the honor roll will be figured in the office. If your name is not on the list and you qualify, please notify the office.

ACADEMIC AWARDS

Formal recognition of academic achievement is done through the presentation of academic awards. Students may earn these awards for each year that they are enrolled at the high school.

AWARDS AND CRITERIA

1. 1st Year Award-Academic - Letter 3rd Year Award - Bar
 2nd Year Award – Bar 4th Year Award – Engraved Pen
2. Must be a full time student at West Muskingum High School.
3. Students who make the honor roll in each of the first 3 grading periods will receive an academic award in May of each school year.

END OF COURSE EXAMS

End of course exams, or other assessments designed to measure student growth shall be administered when available, as required by Ohio Revised Code.

ADVANCED PLACEMENT PROGRAM

West Muskingum High School conducts an Advanced Placement Program with several course offerings. The Advanced Placement examinations are offered by the College Board, a non- profit membership organization that provides tests and other educational services for students, schools and colleges. The membership is composed of more than 2,600 colleges, schools, school systems and education associations.

Students who have completed college level work in the Advanced Placement class at West Muskingum High School are looking forward to the following benefits as a result of taking the examinations:

Exemption by their college or university from beginning courses and permission to take higher level courses in certain fields.

Academic credit for exams taken, which means fewer graduation requirements.

Tuition savings - up to a year of credit may be given for three or more qualifying AP grades.

Time to explore undergraduate subject areas that they wouldn't otherwise be able to study.

Eligibility for honors and other special programs open to students who have received AP recognition.

For further information on the AP program, see the AP Coordinator, your guidance counselor, or the current course description guide. In recognition that the Advance Placement and College Credit Plus course requirements represent a much more rigorous curriculum than all other high school level coursework, grades in AP and CCP classes will be weighted on a 5 point scale, used in determining GPA and class rank as follows:

- A= 5 quality points
- B= 4 quality points
- C= 3 quality points
- D= 2 quality points
- F= 0 quality points

The reasoning for this is to recognize and reward students for challenging themselves. It brings our high school more into line with other high schools that have well developed AP and CCP programs.

REQUIREMENTS FOR CLASS OF 2021 AND BEYOND

Twenty-one (21) units of credit will be required.

Complete Course Requirements: English language arts 4 units, Mathematics 4 units, Social Studies 3 units, Science 3 units, Fine arts 1 unit, Health ½ unit, Physical education ½ unit, Electives 5 units.

All students take end-of-course exams: • Algebra I and Geometry • Biology • American History and American Government • English I and English II

Students studying Advanced Placement (AP), International Baccalaureate (IB) or taking dual enrollment courses in Biology, American History or American Government may take assessments aligned to those courses in lieu of end-of-course exams to avoid double testing.

And meet one of the following three:

1. Earn a cumulative passing score on seven end-of-course exams. The scores will be set by the State Board of Education.

2. Earn a “remediation-free” score on a nationally recognized college admission exam such as ACT or SAT. The state of Ohio will pay for all 11th-grade students in the Class of 2018 and beyond to take the exam free of charge.

3. Earn a State Board of Education-approved, industry recognized credential or a state-issued license for practice in a career and achieve a score that demonstrates workforce readiness and employability on a job skills assessment.

Additional up to date information is also available at education.ohio.gov (search: graduation requirements)

1. Students may have their pictures taken by the photographers of their choice.
2. Students must submit a picture to the yearbook advisor or designee by the established due date for their picture to be included in the yearbook.
3. Students must be within 1 credit of the required 21 credits including the courses required by the State of Ohio to participate in the graduation ceremony.
4. Students having unpaid fees will NOT be permitted to go through the Graduation ceremony.

* This is subject to change due to legislation regulations.

CLUBS AND ORGANIZATIONS

F.F.A.	FCCLA	E-Sports Club	Powerhouse
National Honor Society	FCA & S	Class Officers	Archery Club
Student Council	F.B.L.A.	Key Club	Art Club
Foreign Lang. Club	TableTop	A&G Club	Writing Club

All class and organization officers must be passing four (4) units of credit to be ELIGIBLE FOR ELECTION.

SELECTION PROCESS FOR

NATIONAL HONOR SOCIETY

Please review the following information regarding the West Muskingum Chapter of the National Honor Society. The four principles of NHS are **scholarship, leadership, character, and service**. The criteria used to evaluate the four principles of NHS are listed below. Information following the evaluation criteria explains the Student Activity Form and process for induction into the WMHS National Honor Society.

Scholarship: *A minimum 3.4 cumulative grade point average must be maintained.*

Students maintaining a 3.4 cumulative grade point average are eligible for consideration for National Honor Society.

Character: *National Honor Society is a member of the Character Counts! Coalition. Through this activity, the society supports and recommends the use of a multi-faceted definition of character known as the "Six Pillars of Character." A person of character demonstrates the following six qualities: respect, responsibility, trustworthiness, fairness, caring, and citizenship.*

In addition, it can also be said that the student of character:

- *Takes criticism willingly and accepts recommendations graciously*
- *Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)*
- *Upholds principles of morality and ethics*
- *Cooperates by complying with school regulations concerning property, programs, office, halls, etc.*
- *Demonstrates the highest standards of honesty and reliability*
- *Regularly shows courtesy, concern, and respect for others*
- *Observes instructions and rules, is punctual, and faithful both inside and outside the classroom*
- *Has powers of concentration, self-discipline, and sustained attention as shown by perseverance and application to studies*
- *Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others*
- *Actively helps rid the school of bad influences or environment*

Leadership: *The leadership criterion is considered highly important for membership selection. Leadership roles in both the school and community may be considered, provided they can be verified.*

The student who exercises leadership:

- *Is resourceful in proposing new problems, applying principles, and making suggestions*
- *Demonstrates initiative in promoting school activities*
- *Exercises positive influence on peers in upholding school ideals*
- *Contributes ideas that improve the civic life of the school*
- *Is able to delegate responsibilities*
- *Exemplifies positive attitudes*
- *Inspires positive behavior in others*
- *Demonstrates academic initiative*

- *Successfully holds school offices or positions of responsibility; conducts business effectively and efficiently; demonstrates reliability and dependability*
- *Is a leader in the classroom, at work, and in other school or community activities*
- *Is thoroughly dependable in any responsibility accepted*
- *Is willing to uphold scholarship and maintain a loyal school attitude*

Service: *Service is generally considered to be those actions undertaken by the student which are done with or on behalf of others without any direct financial or material compensation to the individual performing the service. In considering service, the contributions this candidate has made to school, classmates, and community, as well as the student's attitude toward service can be reviewed.*

The student who serves:

- *Volunteers and provides dependable and well organized assistance, is gladly available, and is willing to sacrifice to offer assistance.*
- *Works well with others and is willing to take on difficult or inconspicuous responsibilities*
- *Cheerfully and enthusiastically renders any requested service to the school*
- *Is willing to represent the class or school in inter-class and inter-scholastic competition*
- *Does committee and staff work without complaint*
- *Participates in some activity outside of school, for example, Girl Scouts, Boy Scouts, church groups, volunteer services for the elderly, poor, or disadvantaged.*
- *Mentors persons in the community or students at other schools*
- *Shows courtesy by assisting visitors, teachers, and students*

If a student chooses to be considered for induction into the West Muskingum Chapter of the National Honor Society, the student's name will be submitted to the entire faculty so it may be determined if the student's character meets National Honor Society standards. More than one teacher would have to recognize that the student does not meet the character standards in order to be refused admission. The results of the character evaluations will be submitted along with the Student Activity Forms to a Faculty Council for final review. A majority vote of the Faculty Council will determine membership in the West Muskingum National Honor Society.

ATHLETICS - SPORTSMANSHIP

West Muskingum High School is a member school of the Muskingum Valley League and competes interscholastically in a variety of sports. Students are encouraged to participate in athletics. The following is a list of sports. West Muskingum High School participates in:

Baseball	Golf	Boys/Girls Basketball
Boys/Girls Soccer	Boys/Girls Track	Football
Cross Country	Cheerleading	Volleyball
Softball	Boys/Girls Swimming	Wrestling
Twisters Dance Team		

All students are invited to attend athletic events and support their teams. In doing so, students are expected to practice "**SPORTSMANSHIP**".

HOMECOMING QUEEN, ATTENDANTS AND OFFICERS

The Student Council and advisor will be in charge of the homecoming activities excluding the dance.

1. There will be 1 homecoming queen, 1 homecoming king, 2 senior attendants, 2 senior escorts, and 1 attendant and escort from the junior, sophomore, and freshman class.
2. Freshmen, sophomore & junior students will nominate 3 attendants and 3 escorts from their class to be on the ballot. A second round vote will then narrow it down to 1 attendant and 1 escort.
3. Seniors will nominate 6 attendants and 6 escorts from their class to be on the ballot. A second round vote will then narrow it down to 3 attendants and 3 escorts,
4. Selected faculty members will count all ballots.
5. Student Council will be in charge of the pep assembly and ceremony held the Friday before homecoming. At the pep assembly, the student council advisor will announce who has won Homecoming King.
6. The queen will be announced before the homecoming game ~~at~~ during the pre-game ceremony.
7. All freshman and sophomore attendants and escorts are not eligible for homecoming court election again until their senior year.
8. The senior class will be in charge of the dance.
9. Escorts will be chosen from the attendant's class and must be a student of West Muskingum High School.

DRESS AND GROOMING

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hair style) that disrupts the educational process or presents a safety risk will not be permitted.

The following dress regulations are to be followed:

1. Shoes are to be worn by all students.
2. Shorts may be worn, unreasonable short-skirts and shorts are not permitted. All dresses, skirts and shorts must meet the following standards. They can not be any higher than the end of the students' finger tips when their arms are extended down by their sides.
3. Strapless tops & halter tops, strapless dresses, spaghetti straps, midriff blouses are not permitted. All tops, shirts, and blouses must have two straps, one over each shoulder connected from the front to the back. Any top, shirt or blouse worn must have the bottom of it touch the top of the skirt, pants or shorts.
4. Hats, bandannas or sweatbands, and sunglasses are not to be worn in the building.
5. Clothing with vulgar or obscene language and/or graphics are not to be worn.
6. Clothing with excessive rips, tears or holes cannot be worn.
7. Chains or sharp pointed articles cannot be worn as a part of clothing or clothing ornaments.

Students in violation of the dress code will either be warned or sent home to change depending on the nature of the violation.

Students who are representing West Muskingum High School at an official function or public event may be required to follow specific dress requirements. This applies to athletic teams, cheerleaders, and other co-curricular groups.

Since fashions and designs constantly change and issues may arise which are not addressed by the above guidelines, it is the duty and responsibility of the building administrators to make individual decisions on each new situation so as to maintain the general philosophy stated within this policy

LOCKERS

Each student is assigned a locker and corresponding combination at the beginning of the school year. **Students are responsible for keeping their locker locked at all times.** The school **will not assume responsibility** for lost or stolen articles. The lockers are the property of the West Muskingum Local School District.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for personal property or cell phones. Valuables such as jewelry or irreplaceable items should not be brought to school. Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the School are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teacher directions and obey all school rules. Disciplinary procedures are designed to insure due process (a fair hearing) before a student is removed because of his/her behavior. Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to insure contact. Parents are encouraged to build a two-way link with their student's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared in the educational program.

Adult students (age 18 or older) are expected to follow all school rules. If residing at home, adult students should include their parents in their educational program.

STUDENT WELL - BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident she/he must notify any staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the School office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the School office. All medications, prescribed and non-prescribed, are to be delivered to the office and taken only with adult supervision. The administration is available to discuss the procedure for medications and treatments. No medications or medical treatments are to take place in school without his/her knowledge.

SEARCH AND SEIZURE

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

Students are provided lockers, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

Anything that is found in the course of a search that may be evidence of school rules or the law may be taken and held or turned over to the police. The School reserves the right not to return items which have been confiscated.

STUDENT SALES

No student is permitted to sell any item or service in school without the approval of the administration.

No student is permitted to hang signs on school property without first receiving approval from Administration.

DISTRICT ATTENDANCE POLICY

Policy on Attendance

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session.

- or during the attendance sessions to which she/he has been assigned.

In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a (**written**) statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each: **single absence or prolonged absence.**

Repeated infraction of Board policy regarding attendance may result in suspension or expulsion.

The Board considers the following factors to be reasonable excuses for time missed at school:

- Personal illness (a written physician's statement verifying the illness may be required.
- Recovery from accident
- Required court attendance
- Death in family
- Illness in the family (the absence under this condition shall not apply to children under fourteen (14) years of age.
- Quarantine of the home
- Necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- Observation or celebration of a bona fide religious holiday
- Such good cause as may be acceptable to the Superintendent.

-Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

-The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program provided that she/he reports to such staff member she/he is assigned for guidance at the place in which she/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

-The Superintendent may excuse a student over fourteen (14) years of age from attendance at school for a future limited period for the purpose of performing essential work directly or exclusively for his/her parents or guardians. Such excuse should not exceed five (5) days and may be renewed twice if necessary in any one (1) school year.

A student will be considered habitually truant if the student is absent without a legitimate excuse for five (5) or more consecutive school days, for seven (7) or more school days in one (1) month, or twelve (12) or more school days in one (1) school year.

A student will be considered chronically truant if the student is absent without a legitimate excuse for seven (7) or more consecutive school days, for ten (10) or more school days in one (1) month, or for fifteen (15) or more school days in one (1) year.

On the request of the Superintendent, or when it comes to the attention of the school attendance officer or other appropriate officer of the District, the designated officer must investigate any case of supposed truancy within the District and must warn the child, if found truant, and the child's parent in writing of the legal consequences of being a "habitual" or a "chronic" truant. The parent is required to have the child attend school immediately after notification. If the parent fails to get the child to attend school, the attendance officer or other appropriate officer, if directed by the Superintendent or the board, must send notice requiring the child's parent to attend a parental education program.

The legitimate excuses for the absence of a student who is otherwise habitually or chronically truant are:

- A. the student was enrolled in another school district;
- B. the student was excused from attendance in accordance with R.C. 3321.04; OR
- C. the student has received an age schooling certificate.

If a student is habitually truant and the student's parent has failed to cause the student's attendance, the Board authorizes the Superintendent to file a complaint with the Judge of the Juvenile Court jointly and/or to take any other appropriate intervention actions as set forth in this Board's policy.

If a student is chronically truant and the student's parent has failed to cause the student's attendance, the board authorizes the Superintendent to file a complaint with the Judge of the Juvenile Court.

In order to address the attendance practices of a student who is habitually truant, the Board authorizes the Superintendent to take any of the following intervention actions:

- A. Assign the student to a truancy intervention program
- B. Provide counseling to the student
- C. Request or require the student's parent to attend a parental involvement program.
- D. Request or require a parent to attend a truancy prevention medication program.

- E. **Notify the Registrar of Motor Vehicles of the student's absences**
- F. **Or taking appropriate legal action**
- G. **Possible referral to an alternative school**

The Superintendent is authorized to establish an educational program for parents of truant students which is designed to encourage parents to ensure that their children attend school regularly. **Any parent who does not complete the program is to be reported to law enforcement authorities for parental education neglect, a fourth class misdemeanor if found guilty.**

The Superintendent shall develop administrative guidelines that comply with this policy.

Whenever any student of compulsory school age has seven (7) or more consecutive days of unexcused absence, ten (10) or more days of unexcused absence in one month, or a total of fifteen (15) days of unexcused absence from school during the year, she/he will be considered chronically truant. The Board authorizes the Superintendent to inform the student and his/her parents, **guardian, or custodian** of the record of excessive absences as well as the District's intent to notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court of the student's excessive absences.

R.C. 3313.64, 3321.01 et seq., 3321.13(b)(2), 3321.19, 3321.191, 3321.22,
R.C. 3321.38, 3331.05
A.C. 3301-35-03(G), 3301-47-01, 3301-51-13

LATE ARRIVALS/EARLY DEPARTURE

Students arriving after 9:30 A.M. are counted absent for a half day. Students departing before 1:10 P.M. are counted absent for a half day. Students absent for more than two hours during the day are counted absent for a half day.

TARDY TO SCHOOL

Students will not be counted unexcused tardy if they have a medical reason, legal reason or a family emergency as determined by a school official.

- Over 5 unexcused tardies in a 9 weeks will result in Saturday School
- Any combination of tardies over 5 in a 9 weeks will result in a 1 hr.detention

Senate Bill 181 became effective on September 4, 2000. This would require a parent, guardian, legal custodian or a truant child to attend all juvenile court meetings with their children. The parent or guardian could then be ordered by a judge to perform community service or participate in truancy prevention programs if their children do not attend school. Parents and guardians could be held in contempt of court and charged with a misdemeanor if they fail to follow the court's mandates.

TRUANCY/CUT CLASS

Truancy is defined as being out of school or class for a reason other than the reasons listed under the Ohio Revised Code (ORC). A student who is truant from school or class will not be allowed to make up missed work in the class(s) for the truancy date(s).

Truancy from school or from study hall will result in disciplinary action.

MAKE - UP OF CLASS WORK

ALL SCHOOL - PLANNED ABSENCE

According to Ohio Law, days missed for family vacation, college visitation, and educational activities sponsored by organizations other than the school are not legal absences. However, it is recognized that circumstances may cause a parent to request that a student be out of school for one of the above reasons and a planned absence policy has been adopted by the Board of Education. It should be noted that a planned absence is not an exception to the (20) days maximum absence per year or (10) days maximum absence per semester.

HIGH SCHOOL AND MIDDLE SCHOOL

There is no adequate way to make up a class that is missed. When a pupil has been absent, it is the pupil's responsibility to contact his/her teacher on the day he/she returns to school and make arrangements to make up his/her assignments and tests. The time limit for make-up work shall be one day for each day of absence, but may not exceed two (2) weeks after the re-entry to school unless an extension is granted, in writing by the principal. Where the absence is anticipated in advance, such as an operation, the student should arrange a procedure in advance for making up assignments and tests.

Work missed because of suspension is to be made up when the student returns to school.

Students are to make up work missed as directed by the teacher.

Note: School field trips or school-sponsored activities do not count as class absences.

Note: The parent may appeal to the Superintendent of Schools, in writing, any action of the administration that does not reflect the intent of this policy.

Reference: O.R.C. 3321.04 A2 Date Adopted: December, 1981
O.A.G. 79-056 Date Revised: April 18, 1984
O.R.C. 3313.205 June 20, 1989
August 16, 1989

ATTENDANCE REPORTING AND FOLLOW-UP PROCEDURE

Parents or guardians must phone the school reporting their son or daughter's absence by 9:00 A.M.

Parents of students not phoned off absent will be contacted by the school, A.S.A.P. (at least one attempt to contact will be made.)

Absence will be distributed daily to each teacher prior to the end of first period. Upon returning to school after an absence, the student must obtain an appropriately marked admit slip from the office. A note will no longer be required. A student will remain unexcused until their parent/guardian communicates with the school the reason for the absence.

Students truant or unexcused will receive no credit for academic work missed.

A student with 9 or more absences in a class within a semester could result in failure to receive a credit for that class.

Compulsory Attendance Exclusions - The County Superintendent may excuse from compulsory school attendance, for not more than one school year at a time, any school age child, if: (1) the child suffers from a disability which prevents his/her physical attendance to school. (2) the parents desire home instruction for religious reasons. If the County Superintendent so excuses, the parent/guardian must agree to:

1. Provide instruction for the child by a person who holds at least a Baccalaureate Degree.
2. Provide instruction in accordance with courses of study approved by the County Board of Education.
3. Provide periodic reports to the local school district in the manner requested as evidence that instruction has been given according to the courses of study.
4. Provide assurance to the local school district that the number of days of instruction the number of hours per day is not less than that required of a public school student.

Adherence to the above provisions does not excuse the child from meeting local district entrance and placement requirements if and when he/she would be enrolled in the district of residence.

Course of study and other materials will be furnished on a cost basis.

If for religious beliefs, are they sincere, how will the school attendance law interfere with this belief and does the school have an overriding need for the child to be in school?

ENTERING AND LEAVING SCHOOL **RULES & REGULATIONS**

1. A student who is not in his first period class and in a seat before the tardy bell rings is tardy and must report to the office before being admitted to the first period class.
2. No student is permitted in the building thirty minutes after school is dismissed unless he is participating in a regularly scheduled activity with a teacher/coach in charge.
3. If a student finds it necessary to leave school, whether due to illness or an emergency, **HE OR SHE MUST REPORT TO THE OFFICE TO SIGN OUT AND TO BE EXCUSED BY A SCHOOL OFFICIAL.** Any other manner of leaving will be considered **TRUANCY** and dealt with as such. (Saturday School)
4. If it should be necessary to be excused from school during the day, the student should have a parent or guardian phone the attendance secretary before school begins. They should give the date, time and reason for being excused.
5. Students who have reached the age of sixteen will be granted working permits allowing them to withdraw from school provided they will be regularly employed. Otherwise they are required to attend school until they are eighteen years of age. Students working part-time or during vacation are also required to have a special type of working permit. Arrangements for part-time working permits will be made through the office.
6. When a student wishes to withdraw from West Muskingum High School, he/she must obtain a **STUDENT WITHDRAWAL** form from the Guidance Office and follow the procedure described in it. Absolutely no records will be released until the student has completed the withdrawal process, returned all material and paid all fees.

TARDY TO CLASS

The teacher and the administration shall make every effort to prevent tardy behavior. Students will be counted tardy when they are not present at the designated beginning time for class or school. Tardiness will result in a progressive disciplinary action developed by the school; the more tardies a student accrues, the more severe the punishment. If the primary cause for tardiness to school is because of driving, the student's driving privilege will be revoked.

CLASS / STUDY HALL TARDY PROCEDURE

1st time	Student receives verbal warning
2nd time	30 minutes detention
3rd time	60 minutes detention

Continued tardiness will result in further serious disciplinary action.

FEEES

The amount of fees for the various courses will be given to the student by each teacher. These fees must be paid in the office to the secretary. Diplomas and transcripts will not be distributed unless fees are paid in full.

LIBRARY MEDIA CENTER

The library media center is open each day from 7:30 A.M. to 3:00 P.M. The library is staffed by student library aides and a licensed library media specialist who is available to assist and instruct students in the use of library materials, equipment, and computers.

Library media services for students include:

1. Use of library computers and networked printer/copier.
2. Use of digital equipment as needed for class assignments or presentations.
3. Research databases available through INFOhio and the Muskingum County Library.
4. The library media specialist can assist students with email accounts. Students who need help with email questions, user names, passwords, etc. should see the library media specialist!

LIBRARY RULES

1. All students reporting to the library from study hall or class are to sign in at the beginning of each period.
2. Freshmen students will receive a library orientation at the beginning of the school year.
3. Students may check out books or magazines between classes to take to study hall. Magazines are due back at the end of each study hall.
4. Students with research assignments should obtain a library pass from the teacher making the assignment.
5. Study hall teachers and the library media specialist will work together to keep accurate library attendance.
6. All books except reference and reserve books are checked out for a period of two weeks. Books may be renewed at the end of two weeks.
7. Most reference and reserve materials may be checked out overnight. Items checked out overnight are due by the end of first period the next morning.
8. Fines and lost books: There are no fines for overdue books. However, overdue notices will be sent when books become overdue. Once a book becomes thirty days overdue, the student who signed the book out of the library media center loses all library privileges. Such loss of privileges will continue until the book is either returned or paid for.
9. Student behavior in the library media center: Students visiting the library media center are expected to comply with all the rules and regulations of the school. Any student not behaving in an acceptable manner will lose his/her library privileges. Any student guilty of destroying or misusing media center materials, machines, or facility will be expected to pay for all damages plus will lose all library privileges.
First Offense --- Student loses all privileges for 10 school days
Second Offense --- Student loses all privileges for 20 school days

Third Offense --- Media specialist will meet with the principal or dean of students to decide further loss of privileges.

STUDY HALL PROCEDURE

1. Students will have assigned seats.
2. Attendance will be checked.
3. Students must have books and materials to study.
4. Only authorized students can be in study hall.
5. Any student leaving study hall must have a pass signed by the study hall teacher and also sign the sign-out sheet.
6. If a student needs to go to another class or the guidance office, he/she needs to have a pass already signed by that teacher or counselor.
7. The study hall teacher will determine the amount of talking permitted and when students are excused to the rest rooms, locker or telephone.

PASSES

1. Students must have a valid hall or corridor pass if they are in the halls, rest rooms, or outside the building while classes are in session.
2. Corridor passes are good for only the destination noted on them. They also should include the time they were excused and the teacher's signature.
3. When a student goes to see another teacher, counselor or administrator, that individual should also sign the pass and indicate the time the student returned to his/her assigned area.

DETENTION PROCEDURE

1. Detentions will be served on Wednesdays after school.
2. Students will serve detention in either 30 or 60 minute segments of time.
3. Detentions must be served the day they are assigned unless prior arrangements to reschedule are made with the associate principal.
4. **Students failing to serve detention will result in further Disciplinary Action.**

REST ROOMS

1. Students are encouraged to use rest rooms in between class periods rather than during instructional time.
2. Students are not permitted to loiter in rest rooms.

GAMBLING

Gambling of any type is not permitted.

CELLULAR TELEPHONES AND ELECTRONIC COMMUNICATION DEVICES

A student may possess a cellular telephone or other wireless communication devices (WCD) (e.g., laser pointers and attachments, paging devices/beepers, personal digital assistants (PDAs), and other devices designed to receive and send electronic signals in

school, on school property, at after school activities and at school-related functions, provided that during school hours and on school vehicles the cellular telephone or other WCD remains off. Students may not use cellular telephones or WCDs on school property or at a school-sponsored activity to access and/or view Internet web sites or other services or content that is otherwise blocked to students at school.

Also, during school activities when directed by the building administrator or sponsor, cellular telephones and other WCDs shall be turned off (not just placed into vibrate or silent mode) and stored out of sight (e.g. student locker).

The requirement that cellular telephones and WCDs must be turned off will not apply if the student obtains prior approval from the building principal or staff member. The approval of using cellular telephones and WCDs for educational and/or necessary avenue(s) for communication is at the discretion of the building administrator or staff member.

The use of cellular telephones and other WCDs in locker rooms, classrooms, bathrooms and/or swimming pool is prohibited.

Possession of a cellular telephone or other WCD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the cellular telephone or WCD. If the cellular telephone or the WCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g., child pornography).

The student who possesses a cellular telephone or WCD is responsible for its care. The Board is not responsible for preventing theft, loss, damage, or vandalism to cellular phones or WCDs brought onto its property.

Parents/guardians are advised that the best way to get in touch with their child is by calling the school office.

Students may use District owned telephones to contact parents/guardians during the school day with permission from professional staff.

ELECTRONIC DEVICES AND SIMILAR EQUIPMENT

If a mobile device in any way disrupts or distracts an individual or class:

- 1st offense – Student asked to put device away.
- 2nd offense – Teacher will retain device until the end of class.
- 3rd offense – Student will be sent to the office.
 - 1st offense – Office keeps device till end of day/detention.
 - 2nd offense – Office keeps device till end of day, plus student assigned Saturday School Detention.
 - 3rd offense – Office keeps phone till end of day, plus student assigned School Suspension.

PUBLIC DISPLAY OF AFFECTION

- 1. Public display of affection is discouraged at West Muskingum High School.
- 2. School is simply not the place or time for this.
- 3. If this becomes a problem, parents will be notified.

USE OF THE TELEPHONE

The telephone in the office is for school personnel to use in transacting school business. Students should not expect to be called to the telephone for calls from friends or parents. Unless there is an emergency, the office secretaries will take the message and deliver it to the student.

VISITORS

All visitors must register at the office. Students absent from their own school are welcome ONLY if they are here as official representatives of their school. Boyfriends or girlfriends from outside our student body are not welcome during the school day.

Students wanting to bring a visitor must have their parent/guardian obtain prior approval from high school administrators.

STUDENT DISCIPLINE

It is the desire of the faculty and staff at West Muskingum High School to provide each student with the best education and high school experience possible. In order to insure this, a student conduct code is in effect and will be enforced. Please read the code carefully. Several other discipline related items and forms have been included for your reading and consideration.

STUDENT CONDUCT CODE

PART 1

Rights and Responsibilities- Students attend West Muskingum Schools under the direction of state law and with the full benefits of constitutional protection for their rights as citizens. They therefore can act, speak, or behave as young citizens within a large scope of options. This code, published in conformity with O.R.C.3313.661, specifies the school expectations. Pupils have a right to reasonable treatment from the school and its employees. The school, in turn, has a right to expect reasonable behavior from students. Freedom carries with it, responsibilities for all concerned.

PART 2

Conduct Code- *A violation of any rule will result in disciplinary action, including detention, suspension, emergency removal, and/or expulsion.*

Rule 1 - Disruption of school - A student shall not, by the use of violence, force, coercion, threat, profanity, lying or by any other method cause disruption, obstruction, or any other interference with the educational process.

Rule 2 - Damage of School Property - A student shall not cause or attempt to cause damage to school property including school busses, building, grounds, equipment, or materials. (Students in violation of this rule will also be required to pay the replacement cost of damaged property. If a school custodian is used to repair damages, the custodian's hourly rate will also be assessed in the total bill.)

Rule 3 - Damage of Private Property - A student shall not cause or attempt to cause damage to private property on school premises, or any school activity on or off school grounds.

Rule 4 - Assault - A student shall not cause physical injury or behave in such a way which could threaten to cause physical injury to school staff, other students, or visitors

while under the jurisdiction of the school, including inciting other students to fight.

Rule 5 - Dangerous weapons and instruments - A STUDENT SHALL NOT POSSESS, HANDLE, TRANSMIT, OR CONCEAL ANY WEAPON OR INSTRUMENT CAPABLE OF HARMING ANOTHER PERSON, SUCH AS GUNS, KNIVES, ICE PICKS, SWITCH BLADES, BRASS KNUCKLES, ETC. INCLUDED IN THIS PROHIBITION WOULD BE THE USE OF CHEMICALS AND GASES, INCLUDING MACE. VIOLATION OF THIS RULE COULD RESULT IN SUSPENSION OR EXPULSION FROM SCHOOL.

Rule 6 - Tobacco - A student shall not possess, use, transmit, or conceal tobacco while on school grounds or facilities, at school sponsored events, in other situations under the authority of the school or in school-controlled vehicles. Tobacco products, for purposes of this provision, encompass counterfeit or "look alike" items or paraphernalia whose use either simulates smoking or permits the user to ingest or otherwise be affected by a drug or substance prohibited by this policy, including, but not limited to smokeless tobacco products, e-cigarettes, vapor pens or any other device. "Smoking of electronic cigarettes, "vapor devices", and other substitute forms of cigarettes whether they contain nicotine or not, are also prohibited."

Penalty: 1st Offense - Saturday School
2nd Offense - 3 Day Suspension
3rd Offense - 5 Day Suspension
4th Offense - 10 Day Suspension

Rule 7 - Substance Violations - It is a primary objective of the West Muskingum Schools to assure that the education of all shall proceed in an efficient, orderly and non-disruptive manner. The sale, use or possession of intoxicants, illegal drugs or other controlled substances on school premises is an obstacle to that objective and an interference with the rights of students to receive quality-academic instruction. While student drug education and referral to community resources will continue to be made available, such measures should be viewed as instructional or rehabilitative and will not ordinarily be considered as an alternative to the disciplinary measures.

No student shall knowingly possess, use, be under the influence of, sell, offer for sale, purchase, offer to purchase, give, receive, or transmit any substance which is, represented as, or understood to be any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, opiate, opium derivative, alcoholic beverage, stimulant, or depressant of any kind while at school, on school property, at any school-related function, or on a school bus or rented carrier. (The only exception to this policy is the student who is taking prescribed medication in accordance with West Muskingum Board Policy #5330). Nor shall a student knowingly have in the student's possession drug-related paraphernalia as defined by ORC 2925.12 and 2925.14 while at school, on school property, at a school-related function, or on a school bus or rented carrier.

Under the Influence is defined as manifesting signs of chemical uses such as staggering, reddened eyes, odor of chemicals, nervousness, restlessness, falling asleep in class, memory loss, abusive language or any other behavior not normal for that particular student.

Prescription Medication is defined as a drug authorized by a medical prescription from a licensed physician and shall not be considered a violation of this rule as long as a signed parent' physician's statement, and prescription label is presented to the principal's office. Such medication shall be kept in the security of school personnel, and dispersed per West Muskingum School Board Policy #5330.

Drug Related Paraphernalia is defined as any instrument used for drug abuse,

or paraphernalia, including but not limited to hypodermic needles, syringes, pipes, bhangs and rolling papers, etc.
Violations of this rule are cumulative within each of the following periods of academic life: (1) grades K through 5; (2) grades 6 through 8; and (3) grades 9 through 12.

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

(a.) First Offense

- (1) A parent or custodian (hereafter referred to as “parent” of the student will be immediately notified of the incident and will be directed to remove the student from school pending a suspension hearing, which shall be held within seventy-two (72) hours of the order of removal.
 - (2) The principal or principal’s designee will notify the student and the student’s parent in writing of an intent to suspend and will arrange a suspension hearing among the student, the student’s parent, and the principal.
 - (3) The principal or principal’s designee will notify the appropriate counselor of the incident.
 - (4) LAW ENFORCEMENT OFFICIALS WILL BE NOTIFIED AS PERMITTED BY LAW.
 - (5) The principal will suspend the student for ten (10) days in compliance with all requirements of law. The suspension may be reduced to no less than five (5) days if the following occur. a) the student proceeds to be evaluated by a professional approved by the West Muskingum Local School District; (b) the student agrees to follow any appropriate treatment, which may include but not be limited to required attendance at support groups; and (c) the professional satisfactorily notifies the principal of the foregoing.
 - (6) Not with-standing the above provisions, an initial, self-referred violation of section A shall not be deemed a **first offense** under part 1
- (a) if the following occur. (a) the student proceeds to be evaluated by a chemical dependency professional approved by the West Muskingum Local School District; (b) the student agrees to follow any appropriate treatment, which may include but not be limited to required attendance at support groups; and (c) the professional satisfactorily notifies the principal of the foregoing.

(b.) Second or Subsequent Offense:

- (1) A parent of the student will be immediately notified of the incident and will be directed to remove the student from school pending an expulsion hearing “not less than three days, nor more than five days following the order of removal.”
- (2) The principal will recommend that the superintendent expel the student up to the maximum permitted within all requirements of the law.
- (3) The principal or principal’s designee will notify the appropriate counselor of the incident.
- (4) LAW ENFORCEMENT OFFICIALS WILL BE NOTIFIED AS PERMITTED BY LAW.
- (5) The superintendent will notify the student and the student’s parent in writing of an intent to expel and will arrange an expulsion hearing among the student, the student’s parent, and the principal.
- (6) The superintendent will expel the student up to the maximum permitted within all

requirements of law.

2. Selling, supplying, or transmitting:

The first incident of selling, supplying, or transmitting alcoholic beverages, illegal drugs and controlled substance shall be treated as a second offense.

3. Procedures to be followed in dealing with drug related paraphernalia:

(a.) First Offense

(1) The student may be suspended for up to ten days.

(b.) Second Offense

(1) A parent of the student will be immediately notified of the incident and will be directed to remove the student from school pending an expulsion hearing, "not less than three days, nor more than five days following the order of removal."

(2) The principal will recommend that the superintendent expel the student up to the maximum permitted within all requirements of the law.

(3) The principal or principal's designee will notify the appropriate counselor of the incident.

(4) LAW ENFORCEMENT OFFICIALS WILL BE NOTIFIED AS PERMITTED BY LAW.

(5) The superintendent will notify the student and the student's parent in writing of an intent to expel and will arrange an expulsion hearing among the student, the student's parent, and the principal.

(6) The superintendent will expel the student up to the maximum permitted within all requirements of law.

POLICY PROCEDURE

1. This policy shall be provided to parents and students through enclosure in the student handbook.

2. Parents of students who violate this policy shall be informed of counseling, rehabilitation, and reentry programs available to students.

3. A resource guide citing sources of substance abuse assistance will be available in each building.

4. Compliance with the standards stated in this policy is mandatory.

All staff members of the West Muskingum Local School District will be responsible for reporting any violations of this policy to a building administrator and/or counselor.

Forms for such reporting are available in the school offices and teacher handbooks.

Administrators will follow the above listed procedures and adhere to all requirements of law in suspending and expelling students. Students have the right of appeal as stated in the code of student conduct. Administrators with knowledge that a violation has been or is being committed which would constitute a felony if the student involved were an adult shall report such information to law enforcement officials. In order to protect the health and/or safety of its students and other individuals, the West Muskingum Local School District reserves the right to file complaints in the appropriate County Juvenile Court regarding any violations of this regulation.

Date Adopted: June 20, 1989 Revised: March 17, 1993

Rule 8 Insubordination - A student shall not fail to comply with directions of

teachers, student teachers, substitute teachers, teacher aides, principal, assistant principal or any other authorized school personnel under the authority of the school personnel. Repeated violations of any minor rule, directive, or discipline procedure shall also constitute insubordination.

Rule 9 Frightening, Degrading or Disgraceful Acts - A student shall not engage in any act which frightens, degrades, disgraces or tends to frighten, degrade, or disgrace himself/herself, a teacher or fellow student, school administrator or visitor, by written, verbal, or gestural means. Included in this prohibition would be use of profanity, obscene gestures, signs, pictures, or publications.

Rule 10 Theft - A student shall not cause or attempt to take into possession the public property or equipment of school district or the personal property of another student, teacher, visitor, or employee of the school district.

Rule 11 Misconduct - Misconduct directed at a school official or their property.

Rule 12 Other - Since all such acts cannot be stated here, it must be understood that a student may be suspended or expelled for these and similar acts which are considered misbehavior, and /or inappropriate conduct.

WEST MUSKINGUM SCHOOL DISTRICT
NOTICE TO PARENTS AND STUDENTS
REGARDING OHIO COUNTERFEIT DRUG LAW

Recently, the Ohio Legislature enacted a Counterfeit Drug Law which is now in effect. The following information is provided to inform all parents and students of the provisions of this law.

A. Definition of a counterfeit controlled substance (counterfeit drug)

- (1)** Any drug that bears, or whose container or label bears, a trademark, trade name, or other identifying mark used without authorization of the owner of rights to such trademark, trade name, or identifying mark;
- (2)** Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed, or distributed by a person other than the person that manufactured, processed, packed, or distributed it;
- (3)** Any substance that is represented to be controlled substance that a reasonable person would believe to be a controlled substance because of its similarity or the price for which it is sold or offered for sale.

B. Violations under this law may result in very severe penalties.

Specific violations with the maximum penalty which may be imposed under the counterfeit Drug Law are listed below. While the penalties listed are prescribed for adult violations, and, therefore, may not be applied in the same way to juveniles in Juvenile Court, they do give some indication of the seriousness of specific offenses under the law.

- (1)** Knowingly possessing a counterfeit drug is a misdemeanor of the first degree, punishable by up to six (6) months in prison and up to a One thousand Dollar (\$1,000.00) fine.
- (2)** Knowingly making, selling, offering to sell, or delivering any counterfeit drug is a felony of the fourth degree, punishable by up to five (5) years in prison and up to a Two Thousand Five Hundred Dollar (\$2,500.00) fine.
- (3)** Knowingly making, possessing, selling, offering to sell, or delivering any punch, die, plate, stone, or other device used to print or reproduce a trademark, trade name, or other identifying mark upon a counterfeit drug is a felony of the fourth degree, punishable by up to five (5) years in prison and up to a Two Thousand Five Hundred Dollar (\$2,500.00) fine.

(4) Selling, offering to sell, giving, or delivering any counterfeit drug to a person under the age of eighteen (18) years of age is a felony of the third degree, punishable by up to ten (10) years in prison and up to a Five Thousand Dollar (\$5,000.00) fine.

(5) Directly or indirectly representing a counterfeit drug as a controlled substance by describing its effects as the physical or psychological effects associated with use of a controlled substance is a felony of the third degree, punishable by up to ten (10) years in prison and up to a Five Thousand Dollar (\$5,000.00) fine.

(6) Directly or indirectly advertising a counterfeit drug as a controlled substance is a felony of the fourth degree, punishable by up to five (5) years in prison and up to a Two Thousand Five Hundred Dollar (\$2,500.00) fine.

(7) Any person convicted of any of the above offenses a second time will receive punishment one degree more severe than for a first offense.

As you can see from the above summary, the penalties for violating this statute are quite severe. In addition to the possibility of criminal penalties associated with counterfeit drugs, the Board of Education of the West Muskingum School District has amended its Code of Student Conduct and Student Chemical Abuse Policy prohibiting the possession, use, transmission, sale, concealment, or distribution of counterfeit controlled substances. The student may be suspended, expelled, counseled in school, referred to an outside agency, and/or report to the proper law enforcement authorities, the specific seriousness of the offense, and the frequency of such offenses.

WEST MUSKINGUM LOCAL SCHOOL DISTRICT POLICY No. 3280 No. 4260
No.5640

Professional Staff Non Professional Staff Student

ANTI-HAZING

It is the policy of the West Muskingum Board of Education and School District that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.

Hazing is defined as doing any act or coercing another, including the victim to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does NOT lessen the prohibition contained in this policy.

Administrators, faculty members, and all other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. If hazing or planned hazing is discovered, involved students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing activities immediately. All hazing incidents shall be reported immediately to the Superintendent.

Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action, and may be liable for civil and criminal penalties in accordance with Ohio law.

The contents of this policy shall be distributed in writing to all students and school district employees following its official adoption by the Board of Education. In addition, this policy shall be incorporated into building, staff, and student handbooks, and shall be the subject of discussion at employee staff meetings.

Reference: O.R.C. 2307.44, 2903.31

ANTI-BULLYING

It is the policy of the West Muskingum Board of Education and School District that acts of bullying are prohibited on school property, at school events or on school buses.

Bullying is considered to include harassment and intimidation, and includes conduct carried out by electronic means, or cyber-bullying.

Students engaged in bullying, including cyber-bullying, face possible suspension. Students who report bullying may request to remain anonymous. Students who make false reports face disciplinary procedures. Threats of harassment or retaliation against reporters will be treated as serious discipline infractions.

Students will be educated about this policy. Students and parents will have made available to them an explanation of the seriousness of cyber-bullying and receive a written policy statement.

Custodial parents or guardians will be notified of and have access to reports of a bullying incident.

(This meets the requirement of HB 116)

SEXUAL AND OTHER FORMS OF HARASSMENT

The Board of Education recognizes that every student has the right to participate and function in school without fear of demeaning remarks or actions. The harassment of students, other staff members, or any other individual is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive environment. Any student who is found to have harassed a staff member or student will be subject to discipline in accordance with law and the Student Code of Conduct. Such an environment is not conducive to the educational, career, personal, and social development of any student. Conduct constituting harassment may take different forms, including but not limited to the following:

Sexual Harassment

A. VERBAL: The making of written or spoken sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the District.

B. NONVERBAL:

Causing the placement of offensive sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of offensive sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the District.

C. PHYSICAL CONTACT:

Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual acts that include but not limited to sexual intercourse with a fellow student, staff member, or other person associated with the District.

Racial/Ethnic/National Origin Harassment

A. VERBAL:

Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks

concerning a person's race, ethnicity, or national origin, etc. toward a fellow student, staff member, or other person associated with the District.

B. NONVERBAL:

Placing objects, pictures, or graphic commentaries in the school environment concerning a person's race, ethnicity, or national origin or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District. Intentionally conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interaction with the person.

C. PHYSICAL:

Intimidating or disparaging actions such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the District. Other actions that are life-threatening such as beating, burning, or shooting, or a threat to do such to a fellow student, staff member, or other person associated with the District.

Gender/Religious/Disability/Height/Weight Harassment

A. Verbal: Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, religious beliefs, disability, height, weight, etc. that are offensive to a fellow student, staff member, or other person associated with the District.

B. NONVERBAL:

Placing objects, pictures, or graphic commentaries in the school environment concerning a person's gender, religious beliefs, disability, height, weight, etc. or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District. Intentionally conducting a "Campaign of silence" toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interaction with the person.

C. PHYSICAL:

Intimidating or disparaging actions such as hitting, hissing or spitting on a fellow student, staff member, or other person associated with the District.

Other actions that are life-threatening such as beating, burning, or shooting, or a threat to do such to a fellow student, staff member, or other person associated with the District.

The Superintendent shall establish administrative guidelines which address the conduct prohibited by this policy and describe a reporting procedure. The Superintendent shall ensure that the prohibited conduct and reporting procedures are available to all students and are posted in appropriate places throughout the District.

WEST MUSKINGUM LOCAL SCHOOL DISTRICT POLICY AND PROCEDURE

No. 5610 pupils

Revised 7/17/96

Revised 12/11/96

**REMOVAL, SUSPENSION, EXPULSION AND PERMANENT
EXCLUSION OF STUDENTS**

The Board of Education recognizes that exclusion from the educational program of the schools, whether by emergency removal, suspension, expulsion, or permanent exclusion,

is the most severe sanction that can be imposed on a student in his district, and one that cannot be imposed without due process.

No student is to be removed, suspended, expelled, or excluded from an activity, program, or a school unless his/her behavior represents misconduct as specified in the Student Code of Conduct approved by the Board. In addition to the procedural safeguards and definitions set forth in this policy and the student/parent handbook, the procedures set forth in Policy 2465 shall apply to students identified as disabled under the IDEA and/Section 504 of the Rehabilitation Act of 1973.

For purposes of this policy and the Superintendent's administrative guidelines, the following shall apply:

A. "Emergency removal" shall be the exclusion of a student who poses a continuing danger to District property or persons in the District or whose behavior presents an ongoing threat of disrupting the educational process provided by the District.

B. "Suspension" shall be the temporary exclusion of a student by the school principal from the District's program for a period not to exceed ten (10) school days.

C. "Expulsion" shall be the exclusion of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place, unless the incident involves a firearm. If a student brings a firearm on school property, in a school vehicle, or to any school sponsored activity's she/he shall be expelled for one (1) year unless the Superintendent reduces the punishment for reasons related to specific circumstances. The Superintendent may expel a student for up to one (1) year if the student brings a knife onto school property, in a school vehicle, or to any school sponsored activity. In compliance with Federal law, the Superintendent shall also refer any student expelled for possession of a firearm to the criminal justice or juvenile delinquency system serving the District.

A firearm is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. A destructive device, includes, but is not limited to any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missal having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device. A knife is defined as any cutting instrument consisting of at least one sharp blade.

The specific circumstances under which a Superintendent may modify a one (1) year expulsion could include:

1. A recommendation from the group of persons knowledgeable of the student's educational needs in accordance with Policy 2465 - Suspension/Expulsion of Disabled Students;
2. The student was unaware that she/he was possessing a firearm or knife;
3. The student did not understand that the item she/he possessed was considered a firearm or knife;
4. The student brought the item to school as part of an educational activity and did not realize it would be considered a firearm or knife;

If at any time of a suspension or expulsion, there are fewer days remaining in the school year than the number of days of the suspension or expulsion, the Superintendent may apply any or all of the remaining period to the following school

D. "Permanent exclusion" shall mean the student is banned forever from attending a public school in the State of Ohio. (See policy 5610.01)

If a student is expelled for more than twenty (20) school days or for any period of time that extends into the next school year, the Superintendent shall provide the student his/her parents with the names, address, and telephone numbers of those public or private agencies in the community which offer programs or services that help to rectify the student's behaviors and attitudes that contributed to the incident(s) that caused the expulsion.

The Board authorizes the superintendent to provide for options to suspensions/expulsion of a student from school which may include alternative educational options and which shall include a program whereby a student performs community service either in lieu of or a part of a suspension or an expulsion. The Superintendent shall develop guidelines that describe the conditions under which a student may participate in community service and define the types of services considered "service to the community".

A student that has been expelled by another district temporarily may be denied admission to the district's schools during the period of expulsion even if that student would otherwise be entitled to attend school with the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the expulsion and any other factors the Superintendent determines to be relevant.

The Board designates the Superintendent as its representative at all hearings regarding the appeal of a suspension. The Board will hear the appeal of an expulsion.

The Superintendent shall develop administrative guidelines which provide appropriate procedures for implementing this policy and ensure compliance with applicable statutes. R.C. 3313.66, 3313.661, 3313.662, 3321.13 (B) (3) and (C)

18 USC Section 92120 USC 3351, 20 USC 8921

Revised 9/20/95 Revised 12/13/95

VIDEOTAPES ON SCHOOL BUSES

The board of Education has authorized the installation of video cameras on school buses for purposes of monitoring student behavior.

If a student is reported to have misbehaved on a bus and his/her actions were recorded on a videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal Law.

SATURDAY SCHOOL REGULATIONS

Students assigned to Saturday School during the school year will report directly to the West Muskingum High School at 8:00 A.M. on the date assigned. They will be dismissed at 11:00 A.M. At no time will the students be permitted to leave the building or talk. If a student is removed from Saturday School for a violation of the rules he/she

will receive a 3 day out of school suspension. Listed below are regulations for Saturday School.

1. Students are not allowed to talk.
2. Students are not allowed to sleep.
3. Electronic devices are not permitted.
4. It is each student's responsibility to get assignments from their teachers. Appropriate materials for Saturday School include textbooks, library books, suitable paperback books and magazines used in conjunction with homework assignments.
5. If a student fails to serve a Saturday School he/she will receive two days suspension.

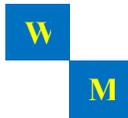
If there are any questions please call the high school at 455-4050 and discuss the matter with the Principal or Associate Principal.

CHEATING POLICY

All forms of cheating and plagiarism are wrong and, therefore, prohibited. Behavior that is unacceptable includes but is not limited to:

- Copying another student's homework
- Looking at or copying another student's test or quiz answers
- Taking a test in whole or part to use or give to others
- Providing or receiving tests, quizzes or assignment answers using any method (including use of any electronic or data storage/retrieval device)
- Copying information from a source without proper attribution
- Taking papers from other students, publications, or the internet

Violators of this policy will be disciplined depending on the seriousness of the violation, prior violations, and other factors. Disciplinary measure may include, but are not limited to, notification of parent/guardian by the teacher, receiving a failing grade, detention, Saturday School, in-school suspension, out of school suspension or expulsion.



NOTICE

THE WEST MUSKINGUM LOCAL SCHOOL DISTRICT AFFIRMS THAT NO PERSON SHALL ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX OR DISABILITY BE EXCLUDED FROM PARTICIPATION IN, BE DENIED THE BENEFITS OF, OR BE SUBJECTED TO DISCRIMINATION UNDER ANY EDUCATIONAL PROGRAM OR ACTIVITY CONDUCTED UNDER ITS AUSPICES.

School Calendar
West Muskingum Local Schools
2020-21

2020:

August	25 (Tues)	Students First Day of School	
September	7 (Mon)	No School	Labor Day
October	26 (Mon)	No School for students	Staff Work Day
November	3 (Tues)	No School for students	Parent/Teacher Conferences
November	25 (Wed)	No School	Start of Thanksgiving Break
December	1 (Tues)	Students return to School	
December	21 (Mon)	No School	Start of Christmas Break

2021:

January	4 (Mon)	Students return to school	
January	15 (Fri)	No School for students	Staff Work Day
January	18 (Mon)	No School	Martin Luther King Day
February	12 (Fri)	No School for students	Professional Development
February	15 (Mon)	No School	President's Day
March	31 (Wed)	No School for students	Professional Development
April	1 (Thurs)	No School	Start of Spring Break
April	6 (Tues)	Students return to school	
May	4 (Tues)	No School for students	
May	27 (Thurs)	Students Last Scheduled Day of School	
May	28 (Fri)		Graduation 7:00pm

Make-up Days if needed: Will be at the end of school year as needed.

***This Calendar may be changed by the Board of Education for weather, energy, or other reasons for school closings.**

Grading Periods	Period Begins	Period Ends
1	August 25	October 23
2	October 27	January 14
3	January 19	March 19
4	March 22	May 27

High School Parent/Teacher Conferences

November 3	11:00-6:30 p.m
March 4	3:00-7:00 p.m
March 10	3:00-6:30 p.m