

Clinton-Massie High School

Student Handbook 2020-2021

Welcome to Clinton-Massie High School! This handbook contains important information to assist you in knowing and understanding the policies, procedures, rules, and regulations that will affect you on a daily basis. Our goal is that this handbook will help answer any questions you may have concerning Clinton-Massie High School. Please read the entire handbook carefully and be sure to ask about anything that is not clear to you.

For our parents and guardians, we want to establish a collaborative spirit between you and Clinton-Massie High School. We value you as a partner in your student's education, encourage you to attend as many activities and events as your schedule permits, and hope you become actively involved in our school.

For the student, take pride in yourself and in your school. Treat others like you want to be treated and work hard in both the classroom and in your extracurricular activities. The behavioral guidelines in the handbook apply at school, on the bus, or at school-sponsored activities. Our goal is to have a safe learning environment where students exercise respect and responsibility.

The Clinton-Massie web site can be found at www.cmfalcons.org The website is a vital source of information and communication for the district. The website contains valuable announcements, news, resources, and services which will help keep you aware of what is going on in the school.

If you have questions or concerns or if you need assistance, please feel free to contact me at 937-289-2109 or email me at aaron.seewer@cmfalcons.org. We are looking forward to another great year at Clinton-Massie High School.

Thank you, and Go Falcons!

Sincerely,

Aaron M. Seewer
Principal

Clinton-Massie High School
Inspire Learners, Empower Community, Achieve Excellence

TABLE OF CONTENTS

Academic Policies	28	FERPA Act/Media Non-Consent Form	23-24
Announcements	18	Field Trips	24
Acceptable Use Policy	32-36	Food/Pop/Candy/Gum, Etc.	24
Activities and Athletics	17	Gifted Identification Procedures	24
Assemblies	18	Grades	30
Attendance Policies	14	Expulsion Policy	8
County Policy	14	Extra Credit/Floor for F's	29
Driving and Tardies	17	Grade Classification	29
Tardiness to School or Class	17	Grading Scale	29
Backpacks/Laptop Covers, Bags	18	Homework	24
Bell Schedule	4	Interim Reports	24
Bulletin Boards	18	Procedures	29
Bus Regulations	18	Graduation	
Cafeteria	19	Class Ranking	28
Cancellation of School	19	Participation	30
Calendar	3	Requirements	30-31
Clinic	19	Honor Roll	32
Medications	25	Honors Diploma	31-32
Code of Conduct	10	Intervention Assistance Team	24
Code of Conduct	9-10	Introductory Information	5
Definitions and Consequences	7-8	Mission, Vision, Belief Statements, Philosophy, and Care of the Building	
Preamble	7	Issuing Failing Quarterly Grades	29
College Credit Plus	19	Library	24
College Visits	21	Lockers	25
Computers/CMLSD Technology	21	Lost and Found	25
Covid-19 Addendum	32	National Honor Society	25
Credit Flexibility	21	Personal Electronic Devices	10
Credits from Other Sources	21	Physical Education Excuses	26-27
Dances	21	Physical Education Exemption	26
Dress Code	6	Questioning of Students by Agency	26
Prom	26	Schedule Changes	26
Discipline		Scholarship & Awards	32
Anti- Harassment/Bullying Policy	6	Semester Exam Schedule	4
Detentions	8	Release of Directory Information (SB 26)	26
Leaving School/Failure to Report	9	Signs/Literature	26
Matrix	12-13	Student Council	27
Procedures	8	Student Dress Code	6
Skipping School/Class	9	Student Records	27
Suspensions (ISS/OSS)	8	Telephone	27
Driving and Parking	22	Textbooks	27
Early Dismissal for Appointments	22	Valedictorian/Salutatorian	32
Eighteen Year-Old Students	22	Visitors	27
Emergency Drills	22	Vocational School	27
Emergency Medical Forms	23	Wellness & Nutrition Policy	27
Entering/Withdrawing CMHS	23	Work Permits	28
Extracurricular Activities	23		
Extracurricular Eligibility	23		
Fees	23		

Clinton-Massie Local Schools
2020-2021 School Year Calendar

August 13	<.....>	Pre-School Orientation
August 17-25	<.....>	Teacher In-Service
August 26	<.....>	Opening Day for Students Last Name A-G
August 27	<.....>	Opening Day for Students Last Name H-O
August 28	<.....>	Opening Day for Students Last Name P-Z
September 7	<.....>	No School – Labor Day
October 16	<.....>	No School – Fall Break
October 19	<.....>	Teacher In-service/No School
November 3	<.....>	Teacher In-service/No School
November 25	<.....>	Conference Exchange Day /Flex Day
November 25-27	<.....>	Thanksgiving Break
December 18	<.....>	2 Hour Early Dismissal (Inservice)
December 21-Jan. 1	<.....>	Christmas Break
January 4	<.....>	School Resumes
January 18	<.....>	No School – Martin L. King Day
February 12	<.....>	2 Hour Early Dismissal (Inservice)
February 15	<.....>	No School – Presidents’ Day
March 15	<.....>	Teacher In-Service/ No School
April 2	<.....>	Conf. Exchange Day/Flex Day/No School
April 5-9	<.....>	Spring Break
April 12	<.....>	School Resumes
May 4	<.....>	2-Hour Late Arrival (Inservice)
May 27	<.....>	Last Day for Students (2 hour early dismissal)
May 28	<.....>	Teacher In-Service

BELL SCHEDULE

School hours are 7:45 am to 2:25 pm. Students not riding buses should arrive at school in the morning no sooner than 7:40 am. THE SCHOOL CANNOT BE RESPONSIBLE FOR THE SUPERVISION OF STUDENTS BEFORE THIS TIME. The first bell sounds at 7:40 to release students into the building. You are to be seated in your first period class for attendance at 7:45 am, or you will be considered tardy. For more information concerning the Attendance Policy and tardiness to school, please consult the section of the handbook on Attendance.

Regular Block Schedule		
Red Day	Times	Blue Day
1st	7:45 - 9: 25 am	2nd
3rd	9:30 - 11:10 am	4th
A Lunch 5th	A Lunch - 11:10 Class - 11:45 - 12:40	A Lunch 5th
B Lunch 5th	Class - 11:15 - 11:40 B Lunch - 11:40 - 12:10 Class - 12:15 - 12:40	B Lunch 5th
C Lunch 5th	Class - 11:15 - 12:10 C Lunch - 12:10 - 12:40	C Lunch 5th
7th	12:45 - 2:25 pm	6th
Dismissal	2:25	Dismissal

2 Hour Delay		
Red Day	Times	Blue Day
1st	9:45-10:45 am	2nd
3rd	10:50-11:50 am	4th
A Lunch 5th	A Lunch - 11:50-12:20 Class - 12:25-1:20	A Lunch 5th
B Lunch 5th	Class - 11:55-12:20 B Lunch - 12:20-12:50 Class - 12:55-1:20	B Lunch 5th
C Lunch 5th	Class - 11:55-12:50 C Lunch - 12:50-1:20	C Lunch 5th
7th	1:25-2:25 pm	6th
Dismissal	2:25	Dismissal

2 Hour Early Release		
Red Day	Times	Blue Day
1st	7:45-8:45 am	2nd
7th	8:50-9:50 am	6th
3rd	9:55 - 10:55 am	4th
A Lunch 5th	A Lunch - 10:55-11:25 Class - 11:30-12:25	A Lunch 5th
B Lunch 5th	Class - 11:00-11:25 B Lunch - 11:25-11:55 Class - 12:00-12:25	B Lunch 5th
C Lunch 5th	Class - 11:00-11:55 C Lunch - 11:55-12:25	C Lunch 5th
Dismissal	12:25	Dismissal

Semester Exam Schedule

- 3 exam days with built-in review time
- 1 sixty-minute lunch period

If you miss an exam, you must make arrangements with your teacher to make it up. All students must be in the scheduled review time prior to the exam.

12/15 and 5/24
Exam A Period 1
Exam B Period 4
Exam C Period 7

12/16 and 5/25
Period 2
Period 5
Make-Ups

12/17 and 5/26
Period 3
Period 6
Make-Ups

Exam order subject to change

Daily Schedule

7:45-8:05 Review Time
8:05-9:35 Exam A
9:40-10:00 Review Time
10:00-11:30 Exam B
11:30-12:30 Lunch
12:35-12:55 Review Time
12:55-2:25 Exam C

INTRODUCTORY INFORMATION

Mission Statement

At Clinton-Massie High School, we use data-driven research and evidence-based techniques to provide our students a high-quality education that enhances their performance. We embrace technology in our classrooms, utilize systemic collaboration, and value open communication with all stakeholders.

Vision Statement

Clinton-Massie High School is a learning center committed to continuous improvement and academic growth for our students. We believe in nurturing a positive learning environment, supported by all stakeholders in our community. Our students become accountable and responsible individuals prepared for their own career and academic goals.

Belief Statements

We believe that...

1. Each student must demonstrate an active role in his/her own education, which will lead to the desire for lifelong learning.
2. Students involved in the Clinton-Massie community should demonstrate harmony, mutual respect, and cooperation.
3. Clinton-Massie High School will develop positively functioning citizens in a changing society.
4. Students need a clean, healthy, and safe environment in which to learn.
5. We can meet the needs of all students, and all students can learn.

Philosophy

We believe that the dignity and worth of the individual is of paramount importance. It is the purpose of the Clinton-Massie School System to accept each student at the level of learning they have attained and to guide them by learning experiences that are adjusted to their abilities and needs. The development of a positive attitude toward yourself, fellow students, school, and the learning process should be promoted by providing opportunities for a variety of successful learning experiences.

We believe that each student shall have those experiences, which result in the basic knowledge, skills, and attitudes necessary to become a responsible and contributing citizen. The curriculum will provide the opportunity for the student to realize these goals. We recognize the need for systemic change to meet the challenge of a changing society. Systemic change requires thoughtful planning, thorough testing of ideas, accurate evaluation, and constant adjustment to build on past successes and to plan for improvement. In addition, we believe that a school fulfills its purpose only if the citizens of the community, the school, the staff, and the students all work together.

Care of the Building

Clinton-Massie High School's grounds and equipment are provided by taxes paid by the residents of the school district. It is the responsibility of the students and staff to use these facilities properly. It should be noted that students' parents are responsible, by law, for any damage caused by students.

STUDENT DRESS CODE

The Clinton-Massie Board of Education believes that the primary responsibility for dress, grooming, and overall appearance of students rests with the parents of the individual students themselves. Appearance needs to fall within the guidelines listed below and be representative of the appropriateness within the school environment. The guidelines that must be kept in mind when selecting clothing and grooming styles are listed below. **Administrative discretion will be applied to monitor adherence to these guidelines and expectations.**

1. Appropriate neatness, cleanliness, and safety are expected for school at all times.
2. Selected clothing and grooming styles must not be distracting or disruptive to the educational atmosphere of the school.

The administration and faculty reserve the right to question the appearance of any student and require improvement before admission to class. Students who are in violation of the dress code will be required to rectify the situation and/or face disciplinary consequences. A student who is sent home to change clothes will be counted as absent and unexcused, for the time he/she is gone.

1. Clothing is to be properly fitting. Pants and shorts must fit above the hips. Students shall not wear pants that, when properly fastened, sag below the waist. All pants must be worn in a fashion that undergarments cannot be seen. Holes in jeans/clothes, tears, or length of clothes must not be inappropriate as determined by the administration.
2. Students must recognize that brief and revealing clothing is not appropriate apparel for school. The following guidelines are examples and do not cover all situations. Students shall **NOT** wear: tank tops, halter-tops, garments with spaghetti straps, or strapless garments. Garments that are "see through", cut low, or expose one's midriff are not acceptable. Sleeveless garments must extend to the end of the shoulders and fit **closely** under the arms. Skirts and shorts must have an inseam of at least four (4) inches. Undergarments must not be visible including bras or similar attire.
3. Students shall not wear head coverings or sunglasses in the district buildings during the school day except for medical/religious purposes or with a doctor's note.
4. Students shall not wear clothing items that contain messages that are vulgar, offensive, suggestive, obscene, or libelous; that denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability; that promote alcohol or drug use or violence; or that are otherwise contrary to the school's educational mission.
5. No chains or jewelry that present a danger to the wearer or others will be permitted. Piercings are limited to the ears and one on the nose.

The administration has the responsibility to interpret the dress and grooming code and determine appropriateness for dress and grooming not specifically mentioned in these guidelines.

Students found in violation of the dress code will be required to immediately remedy the violation, be sent home, or remain in the ISS room until a remedy is rendered.

Dress Code for Special Activities: Dances and Prom

Modesty and "Good Taste" are the key. Our goal is not to inhibit students' creativity, but to bring acceptable decorum back to the dances. Students who are in violation will not be admitted. If you have any questions regarding your attire, get prior approval from the activity sponsor or any administrator.

The following dress code has been established as a supplement to our regular dress code for all students and guests attending our dances. (Regular school dress code also applies to these activities)

Young ladies' attire for all dances: Dress pants and dress suits are acceptable. Dresses may be sleeveless, with "spaghetti" straps, with one strap, or with no strap. Undergarments should not be visible. No see through garments are permitted. No jeans, shorts, t-shirts, and bandanas are permitted at dances designated as semi-formal or formal.

Young men's attire for all dances: Slacks or dress pants with a dress shirt or collared shirt are acceptable. No sagging pants are permitted. At Prom, suits or tuxedos are requested. No jeans, shorts, t-shirts or bandanas are permitted at dances designated as semi-formal or formal.

We hope all parents will support our efforts in ensuring a safe and appropriate atmosphere for all students as they attend these activities. When choosing clothing for a dance, if you question whether or not the clothing meets these expectations please err on the side of caution and choose another outfit.

Clinton-Massie students are responsible for their behavior and that of their dates. Guests must act in accordance with the rules of the host school. Students who violate these rules will be subject to removal from the activity.

STUDENT CODE OF CONDUCT

Students are entitled to the basic civil liberties, which are guaranteed to other citizens by the Bill of Rights and the Fourteenth Amendment. It is the purpose of the Clinton-Massie Local Schools not only to safeguard these liberties, but also, to develop a sense of responsibility and good citizenship within each of its students.

Specifically, students at Clinton-Massie High School have the following rights:

1. The right to an education;
2. The right to protection from unreasonable searches and seizures;
3. The right to protection from unreasonable interrogation by the police;
4. The right to privacy and confidentiality of records; and
5. The right to due process in disciplinary proceedings.

Furthermore, students at Clinton-Massie have the following responsibilities:

1. To participate fully in the Educational Process;
2. To maintain expected standards of behavior;
3. To accord respect to members of the faculty and all the employees of Clinton-Massie;
4. To accord respect to other students; and
5. To accord respect to property.

Definition of Terms and Disciplinary Action

Because of the necessity of maintaining a reasonable behavior norm at curricular and extracurricular school activities, procedures for dealing with behavior which deviates from the norm have been developed. These methods include:

1. **Reprimand** - A written or verbal summary of inappropriate behavior.
2. **Detention** - Retaining a student in a specified area, outside of the school day, (including Friday) for a period of time not to exceed three hours. Transportation of said student is the responsibility of the student and parent. Detention dates will not be changed without the approval of the Principal or Assistant Principal. Normally, these are not to exceed five detentions and three Friday schools per year. Escalation on the discipline matrix will result due to excessive detentions/Friday Schools.
3. **Emergency Removal** - Removal of a student whose presence poses a continuing danger to persons or property, or an ongoing threat of disruption of the academic process (O.R.C.3313.66). Emergency Removal will result in, at a minimum, the assignment of 1 after- school detention and an unexcused absence
4. **In-School Suspension** – Removal of a student from the regular school schedule during the school day to a specified area in the building. The student will be in a monitored situation and will be excluded from all contact with his/her peers for a period of time designated by the building principal and/or designee.
5. **Suspension** - Removal of a student's school attendance and school activity privileges for a period from one to 10 days. Activity privileges and/or other privileges may be removed for a greater period of time. (O.R.C. 3313.66).
6. **Expulsion** - Removal of a student's school attendance and school activity privileges according to current Ohio Law (O.R.C. 3313.66)

Policies governing the removal, suspension, expulsion, and emergency suspension of pupil, pursuant to Ohio Revised Code, Section 3313.66

A. Suspension - Whenever the superintendent or principal finds it necessary to suspend a pupil for not more than ten (10) school days, the following procedure shall be followed prior to the suspension of said pupil:

1. The pupil will be given written notice of the administrator's intention to suspend said student and the written notice will contain the reasons for the intended suspension.
2. The pupil will be given an opportunity for an informal hearing before the principal, or designee to challenge the reasons for the intended suspension
3. If the pupil is suspended after the hearing, the administrator shall notify the pupil's parent, guardian, or custodian, the school superintendent, and the school treasurer within twenty-four (24) hours. This notice shall include: a) The reason for

the suspension; b) The right of the pupil, parent, guardian or custodian to appeal said suspension to the board of education's designee; c) The right to be represented at the appeal.

4. A verbatim record shall be kept of the appeal.

B. Expulsion - Whenever a superintendent intends to expel a pupil, the following steps must be taken prior to the expulsion.

1. A written notification of intention to expel must be given to the pupil, parents or guardian.
2. The notice to the pupil and the parent or guardian must include: a) The reason for the expulsion; b) Notification of the opportunity for a hearing and the right to be represented at the hearing; c) Notification of time and place of the hearing.

C. Emergency Removal - Whenever a pupil's presence poses a continuing or imminent danger to persons or property or an ongoing threat of disrupting the academic process within the classroom or elsewhere on school premises, school personnel may remove a pupil for a period of time not more than seventy-two hours.

Expulsion Grade Policy

If you are expelled from Clinton-Massie High School, you will not be permitted to make up work missed due to your expulsion from school.

Detentions

Detentions are assigned on Tuesdays and Thursdays from 2:35 until 4:00 pm. Students are required to bring materials to work on that are school related. Should the student not have any work to complete, or a test to study for, the student will be given an alternate activity to complete. Students are not allowed to sleep, goof off, talk with others, play on their computer, use electronic devices, or otherwise participate in an activity that is not school related. School work that requires the use of the netbook will be allowed on a limited basis and will be monitored by the detention supervisor.

NOTE: Failure to serve an assigned detention without prior arrangements may result in a one-day ISS or additional discipline. The student must make arrangements with the assistant principal PRIOR to the detention. Detentions will not be moved due to practice, contests, performances, etc.

Alternative School, Out-of-School Suspension, In-School Suspension

If you are assigned to in school suspension, alternative school, or are suspended from Clinton-Massie High School, you **will not** be permitted to participate or attend any school function during the inclusive dates of the assignment. All tests, homework, reports, assignments, etc. which take place during your assignment will be permitted to be made up. It will be the responsibility of the student to hand in all of the assigned work and complete all tests, quizzes, etc. upon his/her return from an assignment to ISS, Alternative School, or Out of School Suspension. With the exception of the most grievous offenses, the high school principal may postpone a student's suspension, providing the suspension falls within a semester examination period or end of course test period.

Discipline Procedures

In all cases where the disciplinary action of Emergency Removal, In School Suspension, Suspension, or Expulsion is anticipated, the student will be given the opportunity to state his/her case at a conference with the High School Principal or his designee.

Following the conference, if disciplinary action is to be taken, attempts to notify the parents or guardians of the student verbally and/or in writing of the disciplinary action taken and the reason for said action in compliance with The Ohio Revised Code will be made.

In cases of After School Detention, the student will be given a copy of the detention form to be hand carried to the parent/guardian. In cases of Friday Detention, In-School Suspension, or Out of School Suspension, the student will be given a copy of the appropriate form, and/or a copy will be provided to the parent/guardian. In cases of Intention to Expel or actual Expulsion, the parent will be notified by Certified Mail.

Leaving the School or Building / Failure to Report to Class or Activity

No student shall leave the school premises during the school day or be absent from a scheduled class or period without permission from his/her teacher or from other school personnel with the authority to excuse. Moreover, if you remain in a restroom during a class period and then report that you were sick, it will be considered truancy from class.

Skipping School / Cutting Class

1. Skipping School/cutting class will be considered out of school truant. Students will receive an In-School Suspension assignment for skipping/cutting class. Additional offenses will result in additional consequences including possible referral to the Juvenile Court.
2. Absences due to skipping school/class will be unexcused and all work missed will be recorded as a zero for the day of the offense.

Anti-Harassment, Anti-Intimidation or Anti-Bullying Policy

Harassment, intimidation, or bullying behavior by any student/school personnel in the Clinton-Massie Local Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying, in accordance with House Bill 276, mean any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e., internet, cell phone, personal digital assistant (PDA), or wireless handheld device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of: causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and, is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel."

Code of Conduct

The following actions shall be grounds for reprimand, detention, in-school suspension, out of school suspension, expulsion, or emergency removal:

1. Public display of affection beyond hand holding.
2. Loitering, vandalism, or destruction of property (school, another person's, or your own) will not be tolerated. The cost to repair/replace equipment and/or property will be assessed to the offender and/or the parent/guardian.
3. A student will not behave in a manner that would cause physical injury to another person. Fighting will not be tolerated.
4. Students are not permitted to sell any items to other students. Students wishing to distribute material/information must first obtain permission from the office.
5. Students are not permitted to bring radios, CD players, tape players, games, etc. to school without prior permission. Items brought without permission are subject to confiscation. Laser pointers are not permitted at school and will result in confiscation, without return, and discipline.
6. Students shall not possess, nor conceal, electronic devices or cell phones during the school day except as noted in the wireless communication devices section. These items are subject to confiscation.
7. A student shall not use obscene language or gestures.
8. Insubordination-No student shall disobey reasonable directions of administrators, teachers, substitute teachers, student teachers, teacher aides, bus drivers, or other school related personnel who are authorized to give such directions during any specific period of time when they are subject to the authority of such school personnel.
9. A student shall not possess, handle, transmit, conceal, use, consume, nor be under the influence of alcohol, tobacco, vape devices, drugs, or counterfeit substances on school premises or at any school function regardless of location.
10. Cheating policy-The student is responsible for doing his/her own work, whether in or out of class. Academic integrity is of vital importance and will be dealt with accordingly under the guidelines of the discipline matrix.
11. Forging teachers or parents' signature upon documents requiring such shall be a violation of the discipline code and violators will be subject to disciplinary action.
12. Students attending extracurricular activities at Clinton-Massie or elsewhere are subject to the rules as stated in the discipline code. Students attending after school activities are not permitted to remain at school without office/advisor permission and supervision.

13. Students shall not possess and/or conceal weapons, or facsimiles of, while under school jurisdiction or while on school property. This shall include, but is not limited to, guns, knives, and other items deemed as dangerous by school officials.
14. No student shall leave the classroom and/or school property without proper dismissal procedures being followed.
15. Bullying, harassment and hazing activities of all kinds are strictly prohibited. This includes initiating any act which creates substantial risk of causing mental or physical harm to students and/or employees.
16. Repeated violations of rules or ongoing disruptions of the educational process will result in suspension (in-school or out-of-school) or expulsion.
17. Any action judged by a school official to be misconduct and not specifically mentioned in other sections, will be dealt with appropriately.
18. Sexual Harassment-The Clinton-Massie Board Policy defines sexual harassment as unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature may constitute sexual harassment when: 1. Submission of such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development; 2. Submission to, or rejection of, such conduct by an individual is used as the basis for employment or educational decisions affecting such individual, or; 3. such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive environment. Sexual harassment or innuendos will be dealt with severely.
19. Any actions that occur off school property but that are connected to activities or incidents that occurred on school property may be dealt with by the administration as a school related discipline issue.
20. Using, purchasing, selling, or possessing vaping products in any form is PROHIBITED.

Personal Electronic Devices

Personal Electronic Devices include cell phones, iPods, Watches, iPads, film/digital/video cameras, MP3 players, or any other electronic device. No expectation of confidentiality will exist in the use of electronic devices on school property. The school has the right to view any image or text on a student's electronic device if there is reasonable suspicion that the student has violated the law or school rules. The school is not responsible for damaged, missing, or lost personally-owned devices.

The following guidelines for wireless devices are in line with Board Policy.

- Due to privacy concerns, electronic devices are NOT to be used in restrooms or locker rooms at any time. Additionally, unauthorized recording by students of other students or staff is prohibited without their knowledge and consent.
- Due to possible operator distractions and/or interference with Bus Communication Equipment, students are NOT permitted to use electronic devices on the school bus or while driving on campus.

Students **will be permitted** use of electronic devices *before school prior to 7:40, during period change times, during that student's lunch period, and following the academic day after 2:25.*

Students **may be permitted** use of electronic devices in the building during the 7:45 – 2:25 academic day only under the following circumstances:

- Use the device *as instructed by a teacher within his/her classroom.*
- Appropriate use of electronic devices in the classroom is at the sole discretion of each individual teacher. Teachers may confiscate devices if students violate the individual policy of that teacher.
- Use of devices for documented medical purposes and other office approved needs are acceptable.

Students **may not** use electronic devices to:

- Cheat. Sending or receiving answers to written evaluations, such as exams, is strictly prohibited.
- Take pictures, record audio, or record video, without gaining consent from school authorities.
- Bully or harass others.
- Sext. Sexting is strictly prohibited and subject to criminal charges.
- Send messages, text, and communication with others during class for non-educational purposes.
- Access phones or cellular devices during standardized testing.

Possession and use of electronic devices is a privilege and not a right. Students who violate any of these guidelines face confiscation of their personally-owned electronic devices as well as disciplinary action from school authorities. Teachers will report offenses to the office so a documented accumulation of student violations will be in place, as needed.

DISCIPLINARY ACTION RESULTING FROM VIOLATIONS OF THIS POLICY

Information on the violation of this policy is given to each student in the form of this written document, and the signature by a parent or guardian that confirms the acceptance of this document serves as a receipt of the deliverance of this information.

First Office Recorded Offense – confiscation of the personal device at the time of the offense. It will be returned to the student by administration at the end of that academic day and a verbal warning will be issued to the student.

Second Office Recorded Offense – confiscation of the personal device at the time of the offense. Parents will be contacted, and the device will only be returned to a parent or guardian by school administration. A detention will be issued to the student.

Further Office Recorded Offenses – Additional offenses by the same student will result in discipline on an escalating scale including multiple detentions, assignment to Friday School, ISS, suspension, and/or expulsion from the school district.

CONFISCATED ELECTRONICS WILL BE RETURNED TO THE STUDENT AT THE END OF THE SCHOOL DAY FOR THE FIRST OFFENSE, BUT ONLY TO THE PARENT/GUARDIAN OF THE STUDENT ON SUBSEQUENT OFFENSES. ADDITIONAL CONSEQUENCES WILL BE AT THE DISCRETION OF THE BUILDING ADMINISTRATION.

CLINTON-MASSIE HIGH DISCIPLINE MATRIX

In an effort to establish an infrastructure for addressing discipline issues that is equitable and fair, Clinton-Massie High School created a Discipline Rubric. This is a tool for both students and administrators to understand expectations and determine ramifications for behavioral infractions. Students are encouraged to familiarize themselves with the rubric. Consequences for misconduct on each referral step indicate a guideline for possible sanctions. Progressive discipline will be applied for repeated offenses continuously year-to-year in all areas other than those relating to attendance. The Discipline Rubric is 2 pages long and is included on the following 2 pages. **The administration reserves the right to escalate the discipline if the action so warrants it. NOTE: a classroom teacher's discipline plan may include additional consequences for infractions, but at minimum will include what is outlined in this discipline framework for the building.**

#	Misconduct	Referral Step 1	Referral Step 2	Referral Step 3	Referral Step 4	Referral Step 5	
1	Apparatus used in a dangerous manner	3 days OSS	5 days OSS	10 days OSS/ Expulsion			
2	Arson (police notification)	10 days OSS/ Expulsion					
3	Assault (police notification)	5 days OSS	10 days OSS/ Expulsion				
4	Cheating/Plagiarism Grade Tampering	Loss of Credit for assignment + detention	Loss of Credit for assignment + ISS Placement	Loss of credit for course			
5	Communication Devices and Inappropriate Equipment	Warning and Confiscation (device returned to student at end of day)	Confiscation and Detention (device returned to parent only)	Confiscation and one day ISS (device returned to parent only)	Administrative discretion from this point forward.		
6	Criminal Acts (police notification)	OSS / Expulsion	OSS / Expulsion	OSS / Expulsion			
7	Dangerous Weapon or Objects (police notification)	10 days OSS/ Expulsion					
8	Defacing, Misuse, or Destruction of Property	Restitution and 3 days OSS	Restitution and 5 days OSS	Restitution and 10 days OSS/ Expulsion			
9	Defiance of School Authority	Detention	1 day ISS	3 days OSS	5 days OSS	10 days OSS/Expulsion	
10	Disruptive/Disrespectful/ Lewd Behavior, Language, or Materials	Detention	1 day ISS	3 days OSS	5 days OSS	10 days OSS/Expulsion	
11	Dress Code Violation (Student will be placed in ISS or sent home if unable to meet compliance)	Warning/Meet Compliance	Detention/Compliance	1-day ISS	3 days ISS	5 days ISS	3 d
12	Firearm: Possession, including lookalike (police notification)	10 days OSS/ Expulsion					
13	Failure to Complete/Comply with School Sanctions	Detention	1 day ISS	3 days ISS	3 days OSS	5 days OSS	10 OS Ex
14	False Alarms	10 days OSS/ Expulsion					
15	Fighting (Includes Pushing/Shoving)	3 days OSS	5 days OSS	10 days OSS/ Expulsion			
16	Forgery/False Information	1 day ISS	3 days OSS	5 days OSS	10 days OSS/ Expulsion		
17	Harassment	Detention and Counseling	1 day ISS	3 days ISS	3 days OSS	5 days OSS	10 OS Ex
18	Inappropriate and Irresponsible use of CMLSD Technology	Review Tech Policy/Loss of Privileges for 1 week/5 days ISS	Loss of Privileges for 1 month/ 3 days OSS	Loss of Privileges for Remainder of Semester/ 5 days OSS	Loss of Privileges Remainder of Year 10 days OSS Expulsion		

19	Interference with School Personnel by Force (police notification)	10 days OSS/ Expulsion					
20	Illegal substances: Possession (police notification)	10 days OSS/ Expulsion					
21	Intimidation/Extortion/ Threats/Instigating a Fight	Counseling/ 1 day ISS	3 days OSS	5 days OSS	10 days OSS/Expulsion		
22	Leaving Class Without Permission	Detention	1 day ISS	3 days ISS	3 days OSS	5 days OSS	10 OS Ex
23	Lying/Forgery/ Obstruction of an Investigation	1 day ISS	3 days OSS	5 days OSS	10 days OSS/ Expulsion		
24	Miscellaneous Inappropriate Equipment	Warning and Confiscation	Confiscation and Detention	Confiscation and one day ISS	3 Days ISS	3 Days OSS	5 I
25	Other Behavior/Material Deemed Inappropriate	Detention	1 day ISS	3 days ISS	3 days OSS	5 days OSS	10 OS Ex
26	Possession of Ammunition (Includes CO ₂ cartridges)	3 days OSS	5 days OSS	10 days OSS/ Expulsion			
27	Public Displays of Affection	Warning/Counseling	Detention	1 day ISS	3 days ISS	3 days OSS	5 d
28	Vaping/Smoking/Tobacco (use or possession)	3 days OSS	5 days OSS	10 days OSS/ Expulsion			
29	Theft (police notified)	3 days OSS	5 days OSS	10 days OSS/ Expulsion			
30	Pornographic material found on school devices.	10 days OSS/ Expulsion					

ATTENDANCE POLICIES

Clinton County Attendance Policy:

I. Goal

The goal of the Clinton-Massie Local School district is that no student should miss any days of school without legitimate excuse. A significant correlation exists between school attendance and academic and lifelong success. To help ensure that our students achieve that success, the Clinton-Massie Local School district has joined with all of the school districts in Clinton County in adopting a uniform attendance policy as described below.

II. Attendance Guidelines

A. The attendance policy will cover each semester that the student is enrolled;

B. Each Student will be permitted a maximum of sixty (60) hours of absences per school year without independent verification; i.e. doctor excuse, etc.

C. Until a student accumulates sixty (60) hours of absences in a school year, a note or a phone call from the parent or guardian will excuse the absence for one of the reasons listed below. If a note or phone call is not provided to the school by the parent or guardian within forty-eight (48) hours, i.e. two business days, of the student's return to school, the absence will be unexcused;

III. Legitimate Excusable Absences

After a student has accumulated sixty (60) hours of absences (excused or unexcused) in a school year, absences will only be excused under the following circumstances:

A. Short Term Personal Illness: For a student who has been absent for sixty (60) hours in a school year, any further absence for personal illness will require a doctor's excuse. The doctor's excuse must be signed by the doctor and indicate that the student was seen by the doctor personally and state the reason for the student's inability to attend school. Any absence greater than sixty (60) hours in a school year due to illness that is not accompanied by a doctor's excuse as described above will be unexcused. A doctor's excuse must be provided to the school within forty-eight (48) hours, i.e. two business days, of the student's return to school or the absence will be unexcused. If an excuse is not accepted by the school, the original will be returned to the student with a notation as to why it was refused, e.g., excuse not provided within the proper time period, excuse not written by a doctor, etc. A copy of the refused excuse will be maintained in the student's file.

B. Long Term Personal Illness: If the student suffers a long term illness requiring extended absence from school, a doctor's excuse must be provided to the school every twenty (20) school days. The doctor's excuse must indicate that the student was seen personally by the doctor, the reason for the student's continued inability to attend school, and provide specific dates which are to be excused. If an excuse is not accepted by the school, the original will be returned to the student with a notation as to why it was refused, e.g., excuse not provided within the proper time period, excuse not written by a doctor, etc. A copy of the refused excuse will be maintained in the student's file.

C. Chronic Illness: Absences for a chronic medical condition (asthma, migraines, etc.) may be approved in advance by the student's healthcare provider, i.e. physician, nurse practitioner, or physician assistant, without the need for the student to be seen by the healthcare provider. Parents shall obtain this Waiver from the school nurse, administrator, or administrative assistant. Once approved by the healthcare provider and on file with the school, the parent shall provide written documentation for any absence of the specific chronic condition as long as the chronic condition is mentioned in the parent note. The Waiver is valid for August-December and shall be renewed for January-June.

D. Head Lice: Students who are excluded from school due to head lice are allowed fourteen (14) hours of excused absences with two (2) occurrences per year, maximum. Days beyond the fourteen (14) hour limit or days beyond the two (2) permissible occurrences per year are unexcused.

E. Illness or Injury in the Family: Independent verification by a physician explaining the nature and severity of the illness or injury to the family member requiring the student to be absent will be required within forty-eight (48) hours, i.e. two business days, of the student's return to school. If an excuse is not accepted by the school, the original will be returned to the student with a notation as to why it was refused, e.g., excuse not provided within the proper time period, excuse not written by a doctor, etc. A copy of the refused excuse will be maintained in the student's file.

F. Quarantine of the Home: Absences will only be excused for the length of quarantine as determined by health officials. Verification from relevant health officials explaining the nature and length of the quarantine must be submitted within forty-eight (48) hours, i.e. two business days, of the student's return to school. If an excuse is not accepted by the school, the original will be returned to the student with a notation as to why it was refused, e.g., excuse not provided within the proper time period, excuse not written by a doctor, etc. A copy of the refused excuse will be maintained in the student's file.

G. Death in the Family: Three days of absence will be permitted, unless a parent or guardian offers a reasonable explanation that

more school absences are necessary. The parent or guardian may provide a note to the school to advise the school of the absence, however under certain circumstances, the school may require additional documentation to confirm the student's absence was legitimate i.e. funeral service documentation, etc.

H. Observance of Religious Holidays: Any student shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her truly held beliefs and the parent or guardian has notified the school in writing at least forty-eight (48) hours prior, i.e. two business days, to the absence.

I. College Visits, Take Your Student to Work Day, Job Interviews, Job Shadowing, Armed Services Tests, and Professional Appointments: The total of these absences may not exceed twenty-one (21) hours without the specific approval of the principal or superintendent. Students with excessive absences (thirty-five (35) or more hours in a quarter) may have such absences denied. The absence must receive prior approval by the school and verification of the student's attendance at the activity must be provided to the school within 48 (forty-eight) hours, i.e. two business days, of the student's return to be excused. For events that require absence for part of a day, the student's absence will only be excused for the time necessary to attend the event.

J. Court Appointments: In the instance that the presence of the student is required in a court of law, the absence will be excused if documentation showing that the student's presence was required within forty-eight (48) hours, i.e. two business days, of the student's return to school.

K. Vacations: In accordance with C-M B.O.E. policy JED and the ORC 3301-69-02, absences for vacation purposes are unexcused even with prior notification. The purpose of filling out a pre-arranged absence is to allow for your student to gather work and stay up to date with all assignments.

L. Other: The school superintendent or principal must approve, at their discretion, the excusal of absences not otherwise covered in this section.

IV. Unexcused Absences

A. Any absence other than those described above.

B. The school administration will make the final determination as to whether an absence is excused, but in general, unexcused absences include, but are not limited to:

- a. Missing the school bus.
- b. Experiencing transportation problems at home or on the way to school.
- c. Remaining at home to complete school assignments.
- d. Missing school without legitimate illness.
- e. Oversleeping.
- f. "My mom didn't get me up."
- g. Not having suitable clothing to wear to school.
- h. Working at a job during the school day without a proper work permit.
- i. Babysitting.
- j. Any form of recreation.
- k. Personal business that can be done after school or on the weekends.
- l. "Helping at home" or "was needed at home."
- m. "I had a game last night."
- n. Pictures or portraits.
- o. Hunting season.

V. Absence Notification Procedures

A. Immediate Notification: In an effort to monitor student attendance, a student's parent/guardian is required to contact the school office between 8:00 a.m. and 11:00 a.m. on the day of the absence;

- i. If the school does not hear from the parent/guardian, school officials are obligated to attempt to make contact with a parent/guardian to verify the absence. We will attempt to contact you by phone.
- ii. A reported absence may still be determined to be unexcused according to the absence policy.

B. Ways of Reporting Absences: Absences will be considered reported if:

- i. A parent or guardian calls the school the day of the absence and provides the reason for the absence;
- ii. A parent or guardian writes a note or provides other required documentation to the school listing the day(s) missed and the reason for the absence(s);
- iii. School officials make contact with a parent or guardian and receive a satisfactory explanation for the absence(s).

VI. Truancy Definitions and Intervention Procedures

A. If a student is absent without a legitimate excuse for eighteen (18) hours in a school year, the parent or guardian will be notified by letter.

B. If a student is absent without legitimate excuse for forty-two (42) hours without legitimate excuse, the student will be referred to the Clinton County Juvenile Mediation Program. Whether or not mediation is performed is at the discretion of the Mediator.

C. Once a student is absent for thirty-eight (38) hours in a month or sixty-five (65) or more hours in a year, the student's parent or guardian will be notified of the excessive absenteeism by letter. The school may, at that time, implement an intervention strategy that has been adopted by the school. (RC 3321.191(C)(1))

D. Under Ohio law, a student is considered habitually truant if the student is absent from school without legitimate excuse for thirty (30) consecutive hours, forty-two (42) hours in one school month, or seventy-two (72) hours in a school year. (RC 2151.011)

E. Once a student becomes habitually truant, the school will intervene with the student for a period of sixty (60) days. Said intervention may include the participation of an absence intervention team, if required, or referral to an alternative to adjudication through the Clinton County Juvenile Court. (RC 3321.191(C)(2))

a. If the student accumulates significant absences or does not make progress during this sixty-day period, truancy charges will be referred to the Clinton County Juvenile Prosecutor for court filing.

F. Charges may be brought against the parent or guardian of a truant student for Failing to Send a Child to School or Contributing to the Unruliness or Delinquency of a Minor. (RC 2919.24 & RC 3321.38)

ABSENCE AND EXTRACURRICULAR ACTIVITIES

1. If you arrive after 9:00 AM for any reason; or leave early because of illness; or if you are absent all day because of illness, you cannot attend or participate in any after school activity that day (i.e., practices, competitions, performances, clubs, dances).

2. The principal or his designee may permit attendance or participation if approved for just cause. (College visit, court hearing, funeral, doctor's appointment, etc.)

Unexcused Absences-Definitions

- A. Any absence other than those described above;
- B. No parent or guardian contact upon the child's return to school;
- C. School suspension, expulsion;
- D. Failure to provide documentation of any excusable absence listed above **within 48 hours** of returning to school;
- E. Five (5) instances of tardiness will count as an unexcused absence;
- F. Two (2) instances of half-day absence will count as an unexcused absence;

Absence Notification Procedures

- A. Immediate Notification: Parent/guardian is required to contact the school office before 8:30am on the day of the absence;
- B. If the school does not hear from the parent/guardian, school officials are obligated to attempt to make contact with a parent/guardian to verify the absence. We will attempt to contact you via phone.
- C. A reported absence may still be determined to be unexcused according to the absence policy as outlined in sections above.
- D. Reporting Absences: Absences will be considered reported if either...
 - 1. A parent or guardian calls the school the day of the absence and provides the reason for the absence;
 - 2. A parent or guardian writes a note or provides other required documentation to the school listing the day(s) missed and the reason for the absence(s);
 - 3. School officials make contact with a parent or guardian and receive a satisfactory explanation for the absence(s).

COVID-19 CLARIFICATION AND ADDENDUM FOR THE UNIFORM CLINTON COUNTY ATTENDANCE POLICY

1. The uniform attendance policy currently addresses the procedures for long-term personal illnesses and a quarantine of the home. These should be applicable in the event that a student contracts Covid-19 or is under quarantine.
2. These changes shall be applicable for the 2020-2021 school year and may be subject to change. Parents and students are encouraged to communicate openly with the school with questions and concerns with the absence policy.
3. We do not wish to encourage students with symptoms to come to school pending results or to come to school after traveling to a state that is considered to be a high-Covid area. Therefore, the following addendums shall be added to the current language. The following is the entirety of the Legitimate Excusable Absences section of the attendance policy with additions in bold:

III. Legitimate Excusable Absences

After a student has accumulated sixty (60) hours of absences (excused or unexcused) in a school year, absences will only be excused under the following circumstances:

A. Short Term Personal Illness: For a student who has been absent for sixty (60) hours in a school year, any further absence for personal illness will require a doctor's excuse. The doctor's excuse must be signed by the doctor and indicate that the student was seen by the doctor personally and state the reason for the student's inability to attend school. Any absence greater than sixty (60) hours in a school year due to illness that is not accompanied by a doctor's excuse as described above will be unexcused. A doctor's excuse must be provided to the school within forty-eight (48) hours, i.e. two business days, of the student's return to school or the absence will be unexcused. If an excuse is not accepted by the school, the original will be returned to the student with a notation as to why it was refused, e.g., excuse not provided within the proper time period, excuse not written by a doctor, etc.. A copy of the refused excuse will be maintained in the student's file.

B. Long Term Personal Illness: If the student suffers a long term illness requiring extended absence from school, a doctor's excuse must be provided to the school every twenty (20) school days. The doctor's excuse must indicate that the student was seen personally by the doctor, the reason for the student's continued inability to attend school, and provide specific dates which are to be excused. If an excuse is not accepted by the school, the original will be returned to the student with a notation as to why it was refused, e.g., excuse not provided within the proper time period, excuse not written by a doctor, etc.. A copy of the refused excuse will be maintained in the student's file.

C. Covid-19 Testing: If a student is experiencing Covid-19 symptoms, the student is encouraged to get a Covid-19 test from a health professional or organization. The following procedures will then be utilized:

i. If the student does not opt to get a test or a health professional does not believe the symptoms warrant testing, the absence procedures under Short Term Personal Illness will be followed.

ii. If the student does get testing and the test is positive, the procedures under Short Term Personal Illness if the student is absent less than twenty (20) days and Long Term Personal Illness if the student is absent for twenty (20) days or more. Proof of testing and results must be provided to the school. The student WILL NOT be permitted to return to school after a positive test until the school receives documentation from a health professional that the student may return.

iii. If a student receives a test and that testing is negative, the time between the testing and receiving the results of that test will be excused. Proof of testing and results must be provided to the school. Any absence for that illness beyond the testing date will be covered by the Short Term Personal Illness section.

D. Chronic Illness: Absences for a chronic medical condition (asthma, migraines, etc.) may be approved in advance by the student's healthcare provider, i.e. physician, nurse practitioner, or physician assistant, without the need for the student to be seen by

the healthcare provider. Parents shall obtain this Waiver from the school nurse, administrator, or administrative assistant. Once approved by the healthcare provider and on file with the school, the parent shall provide written documentation for any absence of the specific chronic condition as long as the chronic condition is mentioned in the parent note. The Waiver is valid for August-December and shall be renewed for January-June.

E. Head Lice: Students who are excluded from school due to head lice are allowed fourteen (14) hours of excused absences with two (2) occurrences per year, maximum. Days beyond the fourteen (14) hour limit or days beyond the two (2) permissible occurrences per year are unexcused.

F. Illness or Injury in the Family: Independent verification by a physician explaining the nature and severity of the illness or injury to the family member requiring the student to be absent will be required within forty-eight (48) hours, i.e. two business days, of the student's return to school. If an excuse is not accepted by the school, the original will be returned to the student with a notation as to why it was refused, e.g., excuse not provided within the proper time period, excuse not written by a doctor, etc.. A copy of the refused excuse will be maintained in the student's file.

G. Quarantine of the Home: Absences will only be excused for the length of quarantine as determined by health officials. Verification from relevant health officials explaining the nature and length of the quarantine must be submitted within forty-eight (48) hours, i.e. two business days, of the student's return to school. If an excuse is not accepted by the school, the original will be returned to the student with a notation as to why it was refused, e.g., excuse not provided within the proper time period, excuse not written by a doctor, etc.. A copy of the refused excuse will be maintained in the student's file.

H. Death in the Family: Three days absence will be permitted, unless a parent or guardian offers a reasonable explanation that more school absences are necessary. The parent or guardian may provide a note to the school to advise the school of the absence, however under certain circumstances, the school may require additional documentation to confirm the student's absence was legitimate i.e. funeral service documentation, etc.

I. Observance of Religious Holidays: Any student shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her truly held beliefs and the parent or guardian has notified the school in writing at least forty-eight (48) hours prior, i.e. two business days, to the absence.

J. College Visits, Take Your Student to Work Day, Job Interviews, Job Shadowing, Armed Services Tests, and Professional Appointments: The total of these absences may not exceed twenty-one (21) hours without the specific approval of the principal or superintendent. Students with excessive absences (thirty-five (35) or more hours in a quarter) may have such absences denied. The absence must receive prior approval by the school and verification of the student's attendance at the activity must be provided to the school within 48 (forty-eight) hours, i.e. two business days, of the student's return to be excused. For events that require absence for part of a day, the student's absence will only be excused for the time necessary to attend the event.

K. Court Appointments: In the instance that the presence of the student is required in a court of law, the absence will be excused if documentation showing that the student's presence was required within forty-eight (48) hours, i.e. two business days, of the student's return to school.

L. Vacations: Vacations shall be excused only if pre-approved by the school principal. Students with excessive absences (thirty-five (35) or more hours in a quarter) may have such absences denied.

M. Self-Quarantine After Vacation or Other Travel: While the vacation or travel days themselves may not be excused, the school recognizes that persons are being encouraged to self-quarantine for fourteen (14) days after travel to certain states. If a student does travel to one of these states (a current list can be found at <https://coronavirus.ohio.gov/wps/portal/gov/covid-19/families-and-individuals/covid-19-travel-advisory/covid-19-travel-advisory>), the following procedures shall be followed:

- i. The student must provide to the school dates of travel and proof of travel (i.e. hotel reservation, event documentation, etc.)

ii. The student shall be excused for fourteen (14) days after return from travel to one of these states.

iii. If the child exhibits symptoms during the fourteen (14) day self-quarantine, the procedures under Covid-19 Testing shall be followed.

N. Other: The school superintendent or principal must approve, at their discretion, the excusal of absences not otherwise covered in this section.

Tardiness to Class and School

You will be considered tardy if you are not inside the classroom or assigned area when the bell stops ringing.

1. You are tardy to school if you are not in your seat in your first period class when the bell rings at 7:45 AM. If you are tardy to school, you must report to the office to acquire an admit slip before being admitted to class. In instances where tardiness cannot be avoided, you are required to bring a note from your parent/guardian explaining the reason for such tardiness. Only a doctor's note can excuse a tardy to school.
2. Please be aware that all incidences of tardiness are considered unexcused unless documented by a doctor's note. A student is considered tardy to school when he or she arrives after 7:45 AM.
3. Upon receiving a fourth (4th) tardy to school in a semester, and for each additional tardy beyond that, a student will be required to spend time after school in Detention.
4. If a student arrives at school because of a late bus, he or she should report to the office to acquire an admit slip so as not to be considered tardy.
5. Tardiness to class - Five minutes between periods provides ample time to get to your next class. Teachers will record tardiness in their own classes and will issue detentions accordingly. At the second tardy to class, you may be issued a detention. Each tardy thereafter in the same grading period may result in an additional detention. If a teacher has legitimately detained you, that teacher will write a late pass to admit you to your next class.
6. Students who leave school early because of illness cannot attend or participate in any after-school activity. Students who come to school late must be in attendance by **9 a.m.** in order to attend or participate in any after-school activity. Students who are absent all day because of illness cannot attend or participate in any after-school activity that day.
7. If you arrive after 9 .am. for any reason; or leave early because of illness; or if you are absent all day because of illness, you cannot attend or participate in any after school activity that day (i.e.,practices, competitions, performances, clubs, dances) unless you have a doctor's note.
8. The principal or his designee may permit attendance or participation if approved for just cause. (College visit, court hearing, funeral, doctor's appointment, etc.)
9. If a student attends courses off campus they must attend their regularly scheduled off-campus course in order to participate in events that day.
10. If a student schedule allows for a late arrival, they must be on time for their first class, even if there is a delay in the regular start time. For example, if there is a delay in the school day due to weather, a student on late arrival is expected to be at school on time for their first scheduled class in order to participate in events that evening. No additional grace period is granted. They must plan accordingly.

Driving Privileges and Tardy to School

Upon the fifth occurrence of tardiness to school, the student will lose driving privileges for 5 days.

At 6 tardies - 10 additional school days

At 7 tardies - 15 additional school days

At 8 tardies – evaluation of driving privileges will be determined by the administration through a conference with the student.

GENERAL INFORMATION

Activities and Athletics

Clinton-Massie High School sponsors a wide variety of extracurricular activities and a comprehensive athletic program. And, while

membership in some of these organizations and teams is competitive, and thus limited, the opportunity to try out for any and all organizations is offered to all students without regard to sex, race, or religion.

Information concerning each of these activities is available from its advisor and athletic handbooks are available from the Athletic Director. All on-campus activities must be approved by district or building administration prior to organization. Facilities reservations must be secured in advance to ensure availability and proper supervision.

Announcements

The public address system is used for daily announcements. Announcements must be approved by an administrator or designee prior to reading.

Assemblies

Throughout the school year, assemblies may be conducted as a portion of the total program. As such, students are expected to be courteous and attentive to those individuals involved in the program. Students who feel unable to attend an assembly should speak with a building administrator regarding alternate arrangements. Students may be denied attendance at assemblies due to misconduct.

Backpacks, Laptop Covers, Bags

Backpacks, book bags, and the like may only be used to transport school appropriate items to and from the building and **are to be left in the student's locker throughout the academic day.** It is up to the teacher and the administration to determine what constitutes a book bag. Laptop sleeves are most appropriate to protect the computer. Approved laptop cases are permissible, however laptop cases that are large enough to accommodate the laptop and other items will be perceived as a book bag and should be stored in a student's locker during the academic day.

Bulletin Boards

Activities involving school organizations may be advertised on bulletin-boards and/or on the walls of the cafeteria/hallways. The principal or his designee must approve these posters, banners, and displays. It is the responsibility of the individual or group posting these notices to remove them when the event has concluded.

Bus Regulations

Bus transportation is available to all students in the Clinton-Massie Local School District. The Board of Education expects the following, of those students who ride its buses:

1. Do nothing to disturb the driver;
2. Respect and obey the bus driver;
3. Be on time for your stop;
4. Help your driver to keep the bus clean;
5. No vulgar language, shoving, fighting, or hazing;
6. Remain in the seat you are assigned by the bus driver;
7. Stay in your seat until the bus comes to a complete stop;
8. Do not throw any objects of any kind while on the bus;
9. Keep your hands, head, etc. inside the bus windows;
10. Watch for traffic while entering and leaving the bus;
11. When crossing in front of the bus, be five steps in front of the bus. Never cross in the back of the bus;
12. Be absolutely quiet at all railroad crossings;
13. No radios will be permitted on buses;
14. No musical instruments or boxes should be placed in the front of the bus;
15. No eating or drinking on buses;

The Code of Conduct is in effect for students riding the bus at any time. Violation of items in the Code of Conduct, as well as violations of bus rules will result in disciplinary action being taken. This could range from parental contact, a reprimand, detention, suspension from school, and suspension from the bus. Absences from school due to loss of riding privileges will be considered unexcused.

Cafeteria

The Clinton-Massie High School cafeteria is maintained as a vital part of the health program of the school. The goals of the cafeteria are to provide the best possible lunches at a minimum cost and to help students to learn to accept and enjoy a variety of food. Your input is always welcome.

As a participant in the National School Lunch Program, the cafeteria provides free or reduced price lunches to any student who is eligible. The cafeteria management will appreciate your cooperation in:

1. Conducting yourself properly in the lunch line;
2. Returning all trays and utensils to the dish washing area;
3. Depositing all litter in a wastebasket;
4. Leaving the area, in which you eat, in a clean condition for others;
5. Keeping all food and beverages in the cafeteria;
6. Not relocating tables and chairs. (Seat no more than six (6) people at a table.)
7. Failure to follow the above rules may result in disciplinary action.

Students are expected to stay in the Auditoria or Commons Area until the end of the lunch period.

Cancellation of School

If you believe the weather may be bad enough that school might be canceled and you wish to find out, you may listen to the radio and TV stations below. A "One Call" will be made to all families in a timely manner in the event school is cancelled or delayed.

Radio

WLW-AM	700	Cincinnati
WCKY-AM	1530	Cincinnati
WKRC-AM	550	Cincinnati
WSAI-AM	1360	Cincinnati
WLQA-FM	98.5	Cincinnati
WUBE-FM	105.1	Cincinnati
WONE-FM	980	Cincinnati

Television

WLWT	Channel 5	Cincinnati
WCPO	Channel 9	Cincinnati
WKRC	Channel 12	Cincinnati

Clinic

The clinic is maintained for students who might become ill during the school day. If you become ill, you are to report to your teacher and then to the office. **Students must have a pass from their teacher to be admitted to the clinic.** You are not to leave school because of illness without authorization from the office or the nurse and parental approval. You are not to stay in the restroom if ill. You are to report directly to the office.

College Credit Plus (CCP) Program

Description of the College Credit Plus Program

An eligible high school student enrolls in a nearby college for high school and college credit. Courses may be taken at Clinton-Massie High School (formerly dual enrollment) or at a participating institution of higher education (formerly PSEO).

Program Eligibility

Eligibility to participate in the College Credit Plus Program requires the CM student attend a mandatory counseling session, usually scheduled in January or February. The student and parent must then provide Clinton-Massie High School with a signed INTENT TO PARTICIPATE form by April 1. This form does not commit the student to participate in the program. However, the student is NOT allowed to participate without the signed form. Therefore, submit the form if there is a chance of participation.

Student eligibility to attend college will be determined by the college or university to which the student seeks admission. Pay special attention to the participating institution's admission requirements and deadlines. Clinton-Massie partners with Sinclair Community College for all courses taught at CMHS.

For courses held at CMHS, the student must sign up for the course on the course request form in the spring; from here, the school counselors will register the student for the course. For any off-campus courses (online or in person), it is the student's responsibility to register/add/drop/withdraw from all courses. The student must provide the school counselor with all registration information (add/drop/withdraws) as soon as a student is registered. It is the student's responsibility to provide this information and inform the school of any schedule changes. Failure to comply with these requirements and pass the CCP course may require the student to pay for the course (per the college's cost for tuition).

High school credit equivalent to what is eligible in the normal academic year at CMHS can be earned through the CCP program. State law limits a student to 30 semester credits per year and a maximum of 120 credits total in grades 7-12.

Students who enroll in courses for college credit at CMHS must maintain a minimum overall 2.0 GPA in their college courses to participate in the program. All enrolled CCP students must comply with Ohio Administrative Codes regarding state probation and dismissal policies. For questions on the policy or appeals processes please see your respective school counselor.

This part of the program enables a student to earn high school and college credit concurrently. University-qualified Clinton-Massie teachers offer the college level courses. The high school curriculum is aligned to and approved by the partner institution. Therefore, students earn college credit without travel to the institution. This is a great option for those students who want to continue their high school experience. All CCP courses are weighted (see weighting guide in course book).

Probation/Dismissal

The College Credit Plus Dismissal Appeals policy for Clinton-Massie School District is based on the requirements of Ohio Administrative Code 3333-1-65.13. Students who have been placed on CCP Dismissal or who have been placed on CCP Probation that prohibits the student from taking a course in the same subject and wish to appeal must notify the district superintendent within five business days after being notified of the CCP Dismissal or CCP Probation status. The district will notify the college or university in which a student is enrolled that the student has requested an appeal. The district superintendent will issue a decision on the student's appeal within ten business days after the date of the appeal is made. The decision of the superintendent is final.

To request an appeal, a student must provide a written explanation of why the student should be 1) removed from CCP Dismissal or 2) permitted to take a course in the same subject while on CCP Probation. The district superintendent will review the written explanation and will consider the following possible activities that a student has taken:

- Completion of high school courses with an established grade point average
- Completion of tutoring, extra course assistance, as available
- Development of an individual pathway plan that includes high school graduation requirements and possible college courses

The district superintendent has the discretion to allow a student to participate in the program if the student meets other factors to

demonstrate readiness.

Note: The CCP Probation and CCP Dismissal policy (OAC 3333-1-65.13) does not alter, supersede, or affect any college policy or procedure on academic probation or dismissal through the college. Students wishing to appeal the college's policy must do so by following the college's procedures.

College Visits

All college visits must be pre-arranged through the high school office at least one week in advance with office approval. Visits are limited to juniors and seniors (exceptions for freshmen and sophomores may be made) with a maximum of four (4) total visits over the two-year period. Students with attendance problems (5 days or more absences in a quarter) or low GPA (1.750 or below) during the current school year may have such visitation denied. College days will not be granted just prior to or just after holiday vacations unless prior approval has been sought through the office. If you are absent because of a college visit, you need to make up all work on the day you return. Verification will be required upon your return before make up work is permitted and an excused absence is granted.

Computers / CMLSD Technology

Clinton-Massie Local Schools has a "Responsible Use Policy" (pp. 33-37) that every student and staff member must read and acknowledge before being permitted to utilize district technology. While the district computer network has safeguards in place to block inappropriate internet content and to discourage unacceptable behaviors, end users are afforded latitude to use technology for educational purposes.

Student computer use is monitored by all staff members through monitoring software. A user's activity can be accessed by staff at any time and without his/her knowledge. Students are expected to use their Netbooks for educational purposes, access the Internet using only CMLSD wireless access points while on campus, and to adhere to the AUP (Acceptable Use Policy) at all times. It is imperative that students understand that by using technology, they are leaving a digital footprint, and socially-appropriate communication via e-mail, social media, educational media, etc. is expected. Misuse of technology and/or violations of the AUP will result in punitive disciplinary actions. Please refer to the [Discipline Matrix](#).

The Clinton-Massie Local School District Board of Education recognizes that the computer, network services, internet services, and electronic information sources have altered ways to access, communicate, and transfer information to members of our society. The Board supports access by students to information resources available through this technology.

Credit Flexibility

With "Credit Flex," students will be able to show what they know and move on to higher-order content they are ready to learn and have not yet mastered. They will be able to learn subject matter and earn course credit in ways not limited solely to seat time or the walls of a school building. They will be able to customize the aspect of their learning around their interests and needs, which might include flexible schedules and a choice of modalities, as well as options to pursue niche interest areas, combine subjects, and graduate early. Interested students should see the building principals.

Credit from Other Sources

The granting of credits from make-up courses, tutoring, and correspondence school will be considered if:

1. The out of school coursework meets all state requirements.
2. The out of school course work has prior approval from the school administration.
3. Minimum hours of teacher contact time are met. Before you begin out of school coursework, permission to transfer work to Clinton-Massie must be obtained from the guidance counselor and principal. Credits to be awarded will be at the discretion of the high school principal.

Dances

Sponsors of High School organizations wishing to schedule a dance must make arrangements through the principal's office. Dances will conclude no later than 11:00. Dances sponsored by C.M.H.S. organizations are open to Clinton-Massie High School students and their dates of at least High School age, High School grade in school and be no more than 20 years of age. Once a student leaves a dance, they will not be permitted to return to it. You are required to leave the school property immediately after the dance or upon leaving the dance.

All dances, unless otherwise announced, are good behavior dances. Students who have received an Out of School Suspension/Expulsion, Alternative School assignment, or In-School Suspension may not be eligible to attend.

Driving & Parking

Driving is a privilege, not a right. Therefore, driving and parking privileges are designed to regulate the flow of traffic on school property. The following rules apply to students driving onto school property for a regular school day or for any extracurricular event, and any violation may result in suspension of the individual's driving privileges. You are NOT permitted to:

- A. Leave school grounds without permission after arriving at school.
- B. Furnish unauthorized transportation away from school during school hours.
- C. Exceed a speed limit of ten (10) miles per hour when entering or leaving the school grounds.
- D. Loiter in vehicles or in the parking lot before, during, or after school hours.
- E. Be anywhere in the parking lot during school hours without administrative escort or approval.
- F. Drive in an unsafe manner to and/or from school, including extracurricular activities.
- G. Use the parking lot in front of the school without permission from the school administration.
- H. Park in spots other than the designated student parking areas (numbered spots only).
- I. Any student who drives to school must complete the Student Driver Agreement found in Final Forms. Failure to complete this contract will result in driving privileges being suspended.

School officials may search a student's vehicle if there is reasonable suspicion that it might possess stolen property, an illegal substance, or an item that might cause danger or be disruptive to the school environment.

Early Dismissal for Appointments

Parents are asked to schedule appointments after the school day, when possible, to avoid disrupting the educational process.

1. Notes from your parents/guardian explaining the request for early dismissal must be presented to the office before school begins in the morning. The names of students who will be leaving early will appear on the daily absence list.

2. A telephone number where your parent/guardian can be reached during school hours should accompany the request for early dismissal. If no telephone number is available, one parent/guardian should call the school to verify the request for dismissal. Generally, the request will be honored as long as the student does not have an attendance problem and the excuse is a legitimate reason for dismissal. No student will be given an early dismissal for reasons that would constitute an unexcused absence. Early dismissal for emergencies cannot be granted over the telephone during the school day unless the parent/guardian speaks directly with the nurse, principal, or assistant principal. At the time of the request, the early dismissal will be recorded as excused or unexcused according to the attendance policy.

3. You are to bring back a note from the doctor or dentist's office in order to be excused.

4. Prior to leaving C.M.H.S., you are encouraged to check with your teachers whose classes you will miss concerning the day's classroom activities. You shall turn in homework that is due that day prior to leaving school, while tests and quizzes which are missed should be completed the first day you return to school. Advanced assignments are due on the date assigned in class, regardless of any early dismissal.

5. When it is time to leave, you need to come to the office and sign "out" on the sheet provided for this purpose. If you return the same day, you are to sign "in" on the same sheet and obtain an office signature in your agenda book for the periods of absence. If you don't return until the next day, you are to obtain an office signature prior to returning to any classes missed.

Eighteen-Year-Old Students

Eighteen (18) year old students must comply with the school rules and regulations. Dependent eighteen (18) year old students will still be expected to bring an excuse note and permission slips from their parents or guardians. Moreover, an eighteen (18) year old student is no longer legally required to attend school; education becomes a privilege rather than a legal necessity. For this reason,

adult students must deal with different decisions than students who are considered minors under the law.

Emergency Drills

Earthquake, Fire, Tornado, and other safety drills will be held at regular intervals throughout the school year. Please become familiar with posted safety rules and procedures in each classroom.

Emergency Medical Forms

State Law, (O.R.C. 3313.712), requires that a parent or guardian complete an Emergency Medical Authorization Form each year for their children enrolled at C.M.H.S. These forms will be maintained in the high school office and will accompany you on all field trips sanctioned by the school. The purpose of this form is to make it possible for the parent/guardian to authorize emergency medical treatment for children who become ill or injured at school or its trips or activities. If, in the opinion of school officials, an accident or illness is serious, a paramedic team will be called to examine you. In all cases, every effort will be made to reach your parent or guardian.

Entering / Withdrawing from C.M.H.S.

All new students, entering C.M.H.S., are to report to the Counselor's office prior to attending any classes, so that proper eligibility can be determined and a schedule completed. Students wishing to withdraw from C.M.H.S. are to obtain a withdrawal form from the guidance office. After it is completed, it is to be returned to the guidance office for final clearance. Failure to complete the withdrawal procedure will delay the student's transcript being sent to another school.

Extracurricular Activities

For purposes of this policy, "extracurricular activities" shall be those activities that are sponsored/supervised by an approved employee of the board. Extracurricular activities are those programs that have all of the following characteristics:

1. The program is supervised or financed by the school district.
2. Students participating in the program represent the school district. The program includes preparation for performances. Extracurricular activities are the portions of the school sponsored and directed activities designed to provide opportunities for pupils to participate in such experiences on an individual basis or in groups, at school and at public events, for improvement of skills. Students must meet the following criteria to participate in any extra-curricular activity including, but not limited to, athletics, musical, dramatic, dance, and other organizations:

Extracurricular Eligibility:

To be eligible in interscholastic athletics and extracurricular activities at Clinton-Massie, a student must pass all of his/her classes with a 1.000 G.P.A. or above, no failing grades for the grading period, and meet compliance of all OHSAA requirements.

- 1) If a student does not meet the eligibility standards at the end of each grading period, he/she will be ineligible to participate in activities/sports for 10% of the scheduled contests or administrative discretion for alternate performances.
- 2) The Student that is ineligible at the beginning of the grading period will have their eligibility checked on Fridays of each week. If at any time the student fails to meet the requirements of no F's and a 1.000 GPA in all of his/her classes, he/she will remain ineligible until all grades are passing. Grades will be checked on Friday and will determine the eligibility for Monday – Sunday of the next week.

Fees

Enrollment in certain classes at Clinton-Massie High School requires the payment of a materials or workbook fee. These fees should be paid as early as possible, however, **all student fees must be paid no later than the end of the First Semester.** Report cards will be held for students in a delinquent status. If a family financial problem is encountered, the principal should be contacted and a time schedule for

payment will be developed. Students who receive free lunch, as identified by our cafeteria supervisor, will have their fees waived upon submission of proper documentation. **Unpaid senior fees will prevent an individual from graduating.**

FERPA Act and the Media Release Non-Consent Form

It is the intent and practice of the Clinton-Massie Local School District to publish, post, or distribute a student's name, photograph, audio and/or video recording, displays of student work, or other information only as related to student achievement (e.g., academic/athletic recognition or award) or student accomplishment (e.g., a specially selected piece of work).

If you **DO NOT** grant permission for the District to release such information to the media, to publish such information in District-sponsored publications or to display such information at various school functions, you must complete, sign and return the Media Release Non-Consent form to the Central Office no later than August 31, 2020. You may obtain a copy of this form from your student's respective school office or online in the general forms section of the "Parents" information tab.

Field Trips

Field trip permits signed by the parent or guardian must be on file before you will be permitted to go on a field trip. The permit will state the date, times of departure/return, destination, and purpose of the field trip. The principal reserves the right to restrict students from field trips as a result of academic performance, improper behavior, or money owed to the school. Field trips may incur a charge to offset the cost of admission.

Food/Pop/Candy/Gum, Etc.

Open beverage containers, travel mugs, food, candy, gum, etc. **are not allowed anywhere outside of the Auditoria at any time**, including other instructional areas (i.e. band room, gym, choir room, etc.) These items will be confiscated and disposed of, and disciplinary action could result. Students may not use the vending machines between 7:45 am and 2:25 pm. Students are permitted to carry a transparent plastic bottle containing only water during the school day.

Gifted Identification Procedures

The Clinton-Massie Local School District follows the identification eligibility criteria as specified in Section 3324.03 of the *Ohio Revised Code* and the *Ohio Rule for Identification and Services for Children Who Are Gifted*. Students in grades kindergarten through twelve will be afforded the opportunity to be considered for screening, assessment, and identification in the following areas: superior cognitive, specific academic, creative thinking, and visual and performing arts. For additional information, contact the superintendent, building principals, or gifted intervention specialist.

Homework

Homework is an essential element in a student's education. It is the responsibility of the student to complete all homework assignments to the best of his/her ability. Assistance is available to students with homework questions and problems immediately after school upon request. Upon returning from an absence, it is the student's responsibility to check with his/her teachers to receive the assignments that have been missed.

Interim Reports

Students and parents should check Progress Book on a regular basis. Teachers will be updating Progress Book weekly in order to keep students and parents apprised of their progress in each class. No interim reports will be mailed home unless specifically requested by the parent.

Intervention Assistance Team

Intervention is to be used for both school-initiated referrals and/or parent/guardian-initiated referrals. Members may include, but not be limited to: Principal and/or Assistant Principal, Counselor, School Psychologist, Nurse, and Teachers.

Library

The Library at Clinton-Massie High School is maintained by the Wilmington Public Library for use by the community and students at C.M.H.S. Students using the library must:

1. Be working on a project and/or using library facilities;
2. Must sign in/out
3. Be quiet;
4. Be respectful of the library staff and library materials;
4. Pay fines for overdue materials, or pay the replacement cost of lost materials; and
5. Use the computer network only for academic purposes. Each network user must report any inadvertent access to any confidential or non-educational files to their teacher or the librarian immediately.

Students MUST have a Wilmington Public Library borrower's card in order to check out materials from the library. Library guidelines require any patron age 17 and younger to have parental permission to secure a borrower's card.

Lockers

Lockers are provided for all students. Combination locks are in the doors of all lockers and students are strongly urged to keep the combinations confidential. THE SCHOOL ASSUMES NO RESPONSIBILITY FOR BOOKS OR OTHER ARTICLES KEPT IN LOCKERS. Lockers are the property of the Board of Education and are subject to search by authorized personnel whenever necessary. Students are to keep lockers neat and locked when not in use. Students are to use only the locker assigned to them. Damage to lockers, such as placing of stickers, paint, etc. is subject to fines and/or discipline.

Lost & Found

Personal items found in the High School Building or on the grounds should be turned in to the High School office. Students should report the loss of an item immediately. Items not claimed within a reasonable length of time will be discarded. Clinton-Massie High School assumes no responsibility for personal items that are lost.

Medications

It is the policy of the Clinton-Massie Board of Education that prior written approval shall be provided by your parents and physician before medication can be consumed at school. Said approval shall specify the medication and prescribed dosage. Any medication permitted or distributed under these guidelines shall be the responsibility of the building principal or his designee and shall be kept in a safe place. Medication brought to school shall be kept in the bottle from the pharmacy containing the pharmacy name, prescription number, along with the child's and doctor's names. Principals are encouraged not to accept aspirin bottles or other types of pill bottles. Medical marijuana is not among the prescribed medications that a student is permitted to be administered at school. Medical marijuana cannot be prescribed under Ohio law, rather only recommended by a physician, therefore medical marijuana does not fall under the category of prescription drugs. Medical marijuana will be subject to the same prohibitions as set forth in Board Policies Governing Alcohol or Drugs. The use of medical marijuana by a student is strictly prohibited at school and during events sponsored or sanctioned by the Board whether on campus or off. Students are prohibited from appearing at school or any other school related activity, whether on campus or off campus, while under the influence of medical marijuana.

National Honor Society

The purpose of the National Honor Society is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of the secondary schools. Membership in our local chapter is an honor bestowed upon worthy students. Selection for membership is by a faculty council and is based on outstanding scholarship, character, leadership, and service qualities.

Students must have a 3.50 GPA at the end of the second semester of their Sophomore or Junior year to be considered for membership. Membership in the National Honor Society is both an honor and a responsibility. Students elected to membership are expected to continue to demonstrate the qualities that resulted in their selection. The integrity of the Society's standards should always be

upheld.

Physical Education Excuses

If you are to be excused from physical education class for more than one day, you are to contact your doctor for a written excuse. This excuse is to state the reason and length of time you are to be excused. The note is to be presented to the physical education teacher. The teacher will make a notation accordingly and assign the student alternative work when possible or require them to walk around the gym for the period, if able.

A student who wishes to be excused from physical education for a single day is to present a request, signed by parents, to the physical education teacher, who will make a notation and assign the student alternative work when possible.

Students who become ill at school and believe that they cannot participate in physical education are to report to the clinic after obtaining a pass from the teacher.

Physical Education Exemption

A student may be excused from the high school Physical Education graduation requirement if, during high school, the student has participated in interscholastic athletics, marching band, cheerleading, or JROTC for at least two full seasons. Prior to participating in a full season of a sport, marching band, or cheerleading, the student must submit a Physical Education Waiver form to the Guidance Department. Forms will be kept in the Athletic Department office until the season is completed and then verified by the coach and Athletic Director. After the conclusion of the 2nd completed season, the Guidance Counselor will add the exemption to the student's records. **PE credit is not earned through the exemption.** Students must take an additional elective class in order to earn the necessary credits for graduation.

Prom

During the spring of each year, the Junior Class sponsors the Junior/Senior Prom. This is a formal dance and as such, students are required to wear proper attire. The Prom is open to all juniors and seniors and their dates of, at minimum, high school age and high school grade in school and, at maximum, the age of 20. The site of the Prom, date, and times are not finalized until approved by the Clinton-Massie Board of Education. Students who have received an Out of School Suspension / Expulsion or In-school suspension may not be allowed to attend the prom.

Questioning of Students by Outside Agencies

Officials of agencies outside the school who wish to question students must first make their request known to the office. No one except an administrator may grant permission for anyone other than school personnel to talk with a student. Every effort will be made to contact parents/guardians prior to any questioning.

Release of Directory Information (Senate Bill 26)

Senate Bill 26 requires that school districts release directory information about sophomores, juniors, and seniors to armed forces recruiters. We are therefore required by law to release the names, addresses, and phone numbers of students to any branch of the armed forces that request them. However, a name or address will not be released if a student, or a student's parent, guardian, or custodian submits a written request to the school district (guidance counselor) that the information not be released. Forms are available in the school office.

Schedule Changes

Once schedules are finalized, changes will only be permitted for educational necessity. In the spring of each school year, you are given the opportunity to select your own course of study. Because of this selection process, you are expected to follow through with your course commitments. The course change request must be made by the announced deadline and changes will be made by administration and guidance staff.

Students and parents should consult teachers and the counselor in carefully planning their schedule.

Signs / Literature

Posting of signs and distribution of literature on school grounds and in school buildings must be with the permission of a building administrator.

Student Council

The Student Council is the student leadership body that will be responsible for making things happen in our school. The council will work jointly with faculty members to make Clinton-Massie High School a better place to grow and learn for the future. The Student Council will be composed of representatives from each grade level.

Student Records

Records, which include previous grades, health records, standardized test scores, and psychological evaluations, are maintained for students of Clinton-Massie High School. These records cannot be turned over to another institution, agency, or individual without written permission of a parent, guardian, or legal age pupil.

Parents, guardians, or legal age pupils may review records. Records may be reviewed by making an appointment with the high school principal or designated school official.

Telephone

Students are not permitted to use the office telephone during the school day, except in case of an emergency.

Textbooks

Textbooks are purchased and furnished to you by the Clinton-Massie Board of Education. With proper care, the life expectancy of a textbook is five years. You will be charged for excessive wear, damage, defacement, or loss of textbooks. If a textbook charge is not paid by the end of the grading period, the responsible student's report card will be held.

Visitors

All visitors must report to the main office upon arrival so that a visitor's pass may be issued. While parents are encouraged to visit school, it should be noted that students from other schools are not permitted to visit. Visitation will be granted only with administrative permission, secured in advance, for specific educational reasons.

Vocational School

Juniors and seniors at Clinton-Massie may choose from over twenty programs. Upon completion of two years of vocational school, a student will receive a certificate of completion as well as a high school diploma if all credits are in order. Information regarding vocational school is available in the guidance office. Students are required to sign an agreement and abide by the two (2) week (10 school days) attendance requirement.

Wellness & Nutrition Policy

Goal: Clinton-Massie School District is committed to promoting and protecting our students' health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is our policy at Clinton-Massie Schools that:

Schools share in the responsibility to help students learn, establish and maintain lifelong, healthy eating and activity patterns. Well-planned and effectively implemented school nutrition and fitness programs have been shown to enhance students' overall health, as well as their behavior and academic achievement in school. Staff wellness also is an important part of a healthy school environment since staff can be daily role models for healthy behavior.

All students in the Clinton-Massie School District shall possess the knowledge and skills necessary to make nutritional food choices

and enjoyable physical activity choices for a lifetime. All staff in the Clinton-Massie Local School District are encouraged to model healthful eating and physical activity as a valuable part of daily life. As a District we will follow USDA guidelines by using “Smart-Snacks, or Nutritional guidelines” set by the USDA.

The Student Wellness Program Shall:

- A. Include setting goals for nutrition education, physical activities, and goals for other school-based activities designed to promote student wellness
- B. Establish nutrition standards for all foods available on school campus during the day
- C. Provide assurances that district guidelines for reimbursable school meals are, at a minimum, equal to the guidelines issued by the U.S. Department of Agriculture
- D. Establish a plan of implementation and evaluation, including designating one or two persons within the district with the responsibility for ensuring that the district is compliant with the federal law

Physical Activity Goals:

- A. Students should be given opportunities for physical activity during the school day through daily recess periods, elective physical education classes, walking programs, and the integration of physical activity into the academic curriculum.
- B. Students should be given opportunities for physical activity through a range of after-school programs including intramurals, interscholastic athletics, and physical activity clubs.
- C. High schools shall require a one-half (.5) credit of approved physical education credit to graduation.

Nutrition Standards for all Food Service on School Campus:

- A. Clinton-Massie Local Schools participate in the National School Lunch Program. Free and Reduced cost meals are made available to students whose families meet certain income criteria. Forms are available at each school, the school website, and the central office.
- B. Schools will make every effort to prevent overt identification of students’ eligibility who participate in the free and reduced price meal program.
- C. Menus are planned to meet the nutritional guidelines established under the National School Lunch Program and meet the 6 cents guidelines set by the USDA.
- D. All vending machines accessible to students will be turned off during the entire scheduled lunch serving hours.
- E. Food service staff will make sure all ala carte sales meet the “smart snacks” guidelines before being sold on ala carte. The elementary grade levels will have limitations on the amount of ala carte they can buy. Parents can call and ask for the limitations to be different for their student for the entire district.
- F. Food and beverage items sold at school-sponsored events (such as, but not limited to, athletic events, dances, or performances) should follow the “smart snacks” guidelines. Building Administrators will sign off yearly that we will abide by these standards each year.
- G. Fresh Fruit and/or vegetables will be offered daily in the lunch lines.
- H. Clinton-Massie employs a Food Service Director who is properly qualified, according to Clinton-Massie board policy and current professional standards, to administer the Food Service Program and satisfy all the reporting requirements.
- I. The Food Service Director and all Head Cooks will be certified in the Serving It Safe, and train the staff yearly in the HACCP program and yearly safety trainings.

Procedures that will be followed as a District:

We have a Wellness Leadership Team which consists of, but not limited to a parent, student, and a representative from the school food authority, teachers of physical education, school health professionals, school board member, and school administrator.

- * The Wellness Leadership Team will conduct an assessment of the wellness policy every 3 years, at a minimum.
- * We will make all Wellness meetings available to the public by posting them on our website.
- * Our Wellness leader is our school nurse.

Work Permits

Students under eighteen years of age must obtain a work permit in order to accept employment. Furthermore, the law spells out the types of work students may do and the conditions and hours of their work. Work permit applications are available in the High School office and are processed and approved by the Superintendent of Schools.

ACADEMIC POLICIES

Class Ranking

1. Each student will have their class rank and G.P.A. computed at the end of each semester.
2. The G.P.A. and class rank will be tabulated cumulatively each semester.
3. The semester grades will be used to determine one's G.P.A.
4. The semester grade will be determined by averaging the student's two quarter grades. This average will make up 70% of the semester grade with the other 30% coming from the semester exam grade. (Exams will factor in at 15% for year-long courses).
5. The semester G.P.A. will be computed by dividing the amount of points earned by the credits attempted.

Weighted/Non-Weighted Grading Scale					
4.000	A+	98-100	2.000	C	77-79
4.000	A	95-97	1.667	C-	74-76
3.667	A-	92-94	1.333	D+	71-73
3.333	B+	89-91	1.000	D	68-70
3.000	B	86-88	0.667	D-	65-67
2.667	B-	83-85	0.000	F	0-65
2.333	C+	80-82			

The weighted scale is used to assist in determining class rank for Valedictorian and Salutatorian. The additional weight for a course is based on course difficulty. The multiplier used for weighted grades can be found in the course book. Both scales are reported to colleges and universities. However, many colleges only consider the non-weighted grading scale.

Grades

Grades are computed four times during the school year. All students will be required to take the semester exams. Exams will be given at the end of each semester and will count as 30% of the final grade for a semester-long course and will count as 15% for a year-long course.

Grade Classification

Assignment to high school grade levels are based on units of credit according to the following schedule:

10th grade.....	5.25 credits
11th grade.....	10.5 credits
12th grade.....	15.75 credits
Graduation.....	Minimum 23 credits

Grading Procedures for Clinton-Massie High School

Late/Replacement/Re-do Assignments

All students will be afforded the opportunity for “Redo” or “Replacement” assignments. The highest score a student can receive is one full letter grade above the initial grade. This only pertains to assignments that display a legitimate effort and are completed on time. It will be the student’s responsibility to notify the teacher of the desire to redo an assignment. The student will have one day from the date the original assignment was returned to redo it. It will be up to the individual teacher to determine if projects or tests can be redone.

Students will also be given the opportunity to hand in late assignments for a maximum grade. Late work must be completed within one day from its original due date. The highest grade a student can earn on late assignments is a 74%(C-).

All redone or late material is to be made up on the student’s time. Class time will not be used for these assignments to be completed. There is only one opportunity per assignment for students to turn in late work or re-do work already completed.

Extra Credit

Assigning extra credit is left up to the individual teacher. Any extra credit assigned must be academic in nature and relate to the

course for which it was assigned.

Floor for “Fs”

Legitimate effort to complete any work/assignment will earn a student a minimum effort grade of 50%. Teachers will initiate and apply such instructional strategies and interventions in an effort to assist students to improve their learning and academic performance.

Issuing Failing Quarterly Grades

Prior to issuing a failing grade, teachers will make the following efforts:

1. Meet with the student and explain why he/she is failing.
2. Contact or attempt to contact parents to inform them of their child’s failing grade.
3. Develop an action plan for the student and parents in order to enable the student to become more successful in the course.

*The teacher will document all of these efforts as per building procedures.

Graduation Participation

Graduation ceremonies at Clinton-Massie High School are held in the spring of each academic year. In order to be eligible to participate in these ceremonies, a student must complete the following:

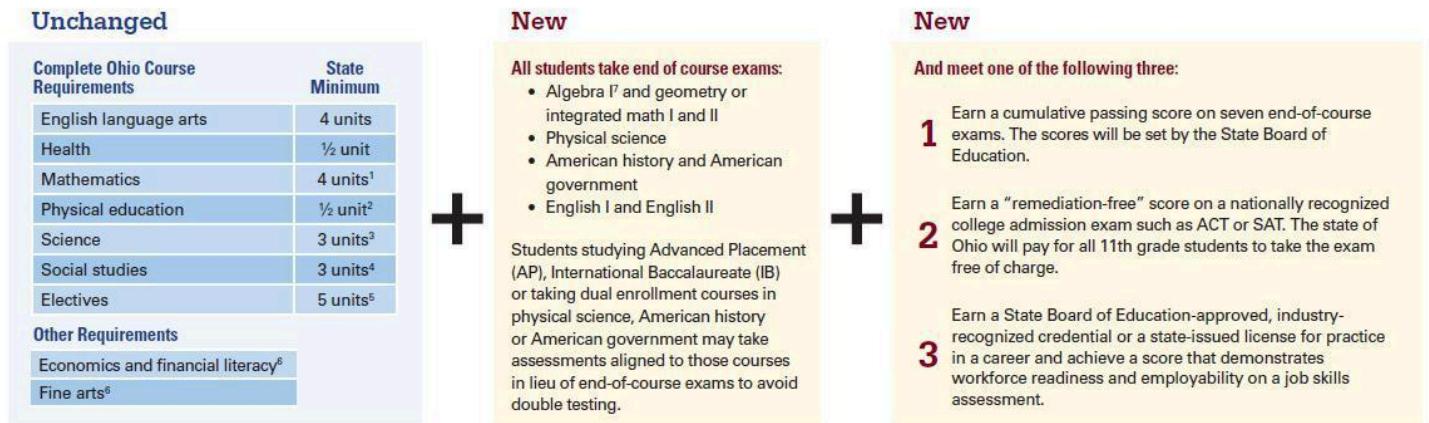
1. Have paid any and all fees, fines, and/or obligations to Clinton-Massie High School, and
2. Have met all academic requirements for graduation.

Students who have qualified for participation in graduation will receive their diploma during the ceremony. Final transcripts will be given to the students at the high school when available.

Seniors attending Laurel Oaks will participate in the graduation ceremony according to the guidelines outlined above. Seniors must attend and participate in all graduation activities in order to participate in graduation.

Graduation Requirements

House Bill 487 updated Ohio’s graduation requirements to ensure that all students are ready for success in college and careers. The new requirements take effect with the class of 2018 (ninth graders in the Fall 2014) and apply to the classes of 2021 and 2022. Additionally, every student will have the opportunity to take a nationally-recognized college admission exam free of charge in the 11th grade. The honors diploma remains another option for students. Clinton-Massie High School will continue to require a minimum of 23 credits to earn a diploma.



Source: Ohio Department of Education website

State Graduation Testing Requirements--Classes of 2023 and Beyond

In addition to the 23 credits needed for graduation, students in the Classes of 2023 and beyond must also:

1) Demonstrate Competency: This can be done by earning a passing score on the Algebra I and English Language Arts II state tests (End-of-Course exams). If a student does not pass both tests they must retake the test at least once. If testing is not the student's strength he/she can also demonstrate competency by one of the following options:

Option 1	Option 2	Option 3
Demonstrate 2 Career-Focused Activities (1 must be Foundational): Foundational: –Proficient Scores on WebXam –a 12-point industry credential –Acceptance into an approved apprenticeship or pre-apprenticeship program Supporting: –work-based learning –earn the required score on WorkKeys –Earn the OMJ Readiness Seal	Enlist in the military Show evidence that you have signed a contract to enter a branch of the U.S. armed services upon graduation.	Complete College Coursework Earn credit for one college-level math and/or college-level English course through Ohio's free College Credit Plus program.

2) Show Readiness: Earn two of the following diploma seals, one of which **MUST** be state defined. Choose those that line up with your goals and interests. These seals give you the chance to demonstrate academic, technical and professional skills and knowledge that align to your passions, interests, and planned next steps after high school.

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

*Locally Developed

For more information regarding graduation requirements for the Class of 2023 and beyond, please visit the [Ohio Department of Education's website](#) or speak to your School Counselor.

Honors Diploma

The student who completes the high school academic curriculum shall meet at least seven of the following eight criteria:

1. Earn four units of English;
2. Earn at least four units of mathematics, which shall include algebra I, algebra II, geometry, and another higher level course or a four-year sequence of courses which contains equivalent content;
3. Earn at least four units of science including two units of advanced science;
4. Earn four units of social studies;
5. Earn three units (must include no less than two units for which credit is sought), i.e., three units of one language or two units each of two languages;
6. Earn one unit of fine arts;
7. Maintain an overall high school grade point average of at least 3.500 on a four-point scale up to the last grading period of the senior year; or
8. Obtain a composite score of 27 on the American college test's ACT assessment (excluding the optional writing test) or a combined score of 1210 on the College Board's SAT verbal and mathematics sections (excluding the required writing section).

The student who completes an intensive career-technical education curriculum shall meet at least seven of the following eight criteria:

1. Earn four units of English;
2. Earn at least four units of mathematics, which shall include algebra I, algebra II, geometry, and another higher level course or a four-year sequence of courses which contains equivalent content;
3. Earn at least four units of science including two unit of advanced science;
4. Earn four units of social studies;

5. Earn four units in a career-technical education program that leads to an industry-recognized credential, results in an apprenticeship, or is part of an articulated career pathway, which can lead to post-secondary credit. If the student's program design does not provide for any of these outcomes, then the student must achieve the proficiency benchmark established for the applicable Ohio career-technical competency assessment or the equivalent;
6. Achieve the proficiency benchmark established for the Ohio Career-Technical Competency Assessment (available at http://www.webxam.org/info_docs.asp, with additional content available by clicking [here](#)) or equivalent assessment aligned with state-approved and industry validated technical standards; or
7. Maintain an overall high school grade point average of at least 3.500 on a four-point scale up to the last grading period of the senior year; or
8. Obtain a composite score of 27 on the American college testing service's ACT assessment (excluding the optional writing test) or a combined score of 1210 on the college board's SAT verbal and mathematics sections (excluding the score obtained on the required writing section).

Honor Roll

The Honor Roll is computed each grading period to recognize individual achievements at Clinton-Massie High School. Students listed on the Honor Roll must have attained As and Bs in all of their subjects. A student who has an Incomplete in a class is NOT eligible for the Honor Roll. The Administration may grant Honor Roll privileges if special circumstances exist.

Scholarships

A number of scholarships are available to graduates of Clinton-Massie High School. Interested students should contact the high school guidance counselor concerning eligibility and application procedures.

Scholarship Awards

Students may graduate from Clinton-Massie High School in one of four divisions, which constitute the Honors Program. Grades are calculated at the end of the third grading period of the senior year.

They are:	Summa Cum Laude	3.700 and above
	Magna Cum Laude	3.500 - 3.699
	Cum Laude	3.250 - 3.499
	With Distinction	3.000 to 3.249

Valedictorian – Salutatorian

Students in the running for Valedictorian and/or Salutatorian will be notified at the end of the third grading period of their senior year as to their ranking and potential for recognition. Final determination for Valedictorian and/or Salutatorian will be made once senior grades are posted following their fourth quarter assessments. If there are co-valedictorians, a salutatorian will not be selected. Valedictorian and Salutatorian are selected using the grades based on the weighted grading scale.

Covid-19 Addendum

For the 2020-2021 School Year, there will be certain rules in place due to the Coronavirus. These modifications will be in force until further notice and could change as required by governor's orders and/or CDC and local health department requirements.

- 1) Students will be required to wear a facial covering on the bus, during arrival and dismissal, in the hallways, and in the classrooms. Parents/guardians are expected to provide a mask for their child every day (cloth masks need to be washed daily; disposable masks need to be replaced daily).
- 2) Students will be assigned seats on the bus, in the cafeteria, and in the classroom. Students must sit in their assigned seats.

ACCEPTABLE USE POLICY

In order for the District to make its computer network and internet access available, all students must take responsibility for

appropriate and lawful use of this access. Students must understand that one student's misuse of the network and internet access may jeopardize the ability of all students to enjoy such access. While the Administration and other staff will make reasonable efforts to supervise student use of network and internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Upon reviewing, signing, and returning the Acceptable Use Agreement attached to this Policy, each student will be given a netbook or the opportunity to enjoy computer network and internet access at School and is agreeing to follow the Policy. Both student and parent shall read and sign the permissions form. Permission is not transferable and may not be shared.

Any questions concerning this Policy shall be directed to the Superintendent, building Principal, Teacher, or designated staff member. Additional copies of this Policy will be made available to students and parents upon request.

I. PERSONAL RESPONSIBILITY

By signing this Policy, you are agreeing not only to follow the rules in this Policy, but are agreeing to report any misuse of the network to the Superintendent, building Principal, Teacher, or designated staff member. Misuse means any violations of this Policy or any other use that is not included in the Policy, but has the effect of harming another or his/her property.

II. TERM OF THE PERMITTED USE

Network access is a privilege, not a right. A student who submits a properly signed Acceptable Use Agreement to the School will have computer network and internet access. A student who violates the Policy may have his/her access denied.

III. ACCEPTABLE USES

A. Educational Purposes Only

The District is providing a netbook computer, network access, email, or internet access for educational purposes only. Such educational purposes include, but are not limited to, research, preparing for educational instruction, and communicating with others, as it directly relates to the educational curriculum. If you have any doubt about whether a contemplated activity is educational, you may consult with the Superintendent, building Principal, Teacher, or designated staff member. Please be aware that Internet access and email, and other media that are accessed, created, or stored on computers are the sole property of the District. The District has the right to review these items for appropriateness, and to limit or revoke access to them at any time, and for any reason. The District does not retain emails.

B. Unacceptable Uses of Network

Among the uses considered unacceptable and which constitute a violation of this Policy are the following:

1. Accessing, sending, or displaying inappropriate, offensive, or obscene messages or pictures, as determined to be inappropriate, offensive, or obscene by the Administration.
2. Using obscene or inappropriate language, as determined to be inappropriate or obscene by the Administration.
3. Harassing, insulting, threatening, or attacking any individual.
4. Cyberbullying is prohibited. Cyberbullying is the use of information and communication technologies such as e-mail, cell phones, text messages, instant messages, or personal web sites to support deliberate, repeated, and hostile behavior by an individual or group, who intend to threaten or harm others or which causes emotional distress to an individual to substantially disrupt or interfere with an individual student's ability to receive an education.
5. Vandalizing and/or theft of computers, software, computer systems, or computer networks.
6. Violating copyrights laws, such as, but not limited to:
 - a. copying/downloading web sites to create another web site;
 - b. copying a set of hypertext links exactly from another web site;
 - c. copying graphics, i.e., Company Logos, Designs, or Animations; or
 - d. copying/downloading of any unauthorized program.
7. Using another person's computer or personal log-on identification.
8. Revealing your personal computer log-on identification or those of other students or staff members.
9. Sharing confidential information about other students or staff members.
10. Revealing your personal home address and/or personal phone numbers or the home address and/or personal phone numbers of other students or staff members.
11. Forwarding personal communication without the author's prior consent.
12. Trespassing on others' folders, work areas, storage areas, or files.

13. Employing the network or district equipment for commercial purposes, such as running a business or buying and/or selling products via the internet.
14. Engaging in practices that threaten the network (e.g. uploading files that may introduce a virus, worm, or other harmful form of programming).
15. Participating in hacking activities or any form of unauthorized access to other computers, networks, or information systems.
16. The system shall not be used to encourage use of drugs, alcohol, tobacco, or promotion of unethical practices or activity prohibited by law or Board policy.
17. Any act which would constitute a violation of any law, Board policy, or the Student Code of Conduct.

C. Network Etiquette

All users must abide by the rules of netiquette, which include the following:

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
2. Avoid language and uses that may be offensive to other users. Do not make, distribute, or redistribute jokes, stories, or other material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion or sexual orientation.

IV. INTERNET SAFETY

The District provides education for students regarding online safety and appropriate use within the District's board-approved curriculum which includes, but is not limited to, appropriate online behavior, interacting with other individuals on social networking sites and in chat rooms, and cyber bullying awareness and response.

A. General Warning: Individual Responsibility of Parents and Students

All students and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every student must take responsibility for his/her use of the computer network and internet and stay away from these sites. Parents of minors are the best guidance to restriction of materials for their own children. If a student finds that other users are visiting offensive or harmful sites, he/she should report such use to the Superintendent, building Principal, Teacher, or designated staff members.

B. Personal Safety

Be safe. In using the computer network and internet, do not reveal personal information such as your home address or telephone number. Do not use your last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or internet without your parent's permission. A student should never agree to meet a person you have only communicated with on the internet in a secluded place or a private setting.

C. Hacking or Other Illegal Activities

It is a violation of this Policy to use the District's computer, network, or the internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates federal or state law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

D. Confidentiality of Student Information

Personally identifiable information concerning students may not be disclosed or used in any way on the internet without the permission of a parent or guardian, or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the internet, particularly credit card numbers and Society Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.

E. Active Restriction Measures

The district, through its network provider SWOCA (SouthWest Ohio Computer Association), will utilize filtering software or other technologies to help prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The District can monitor online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other materials that are inappropriate for minors. Even though all computers and netbooks go through the district filtering system, please understand that the Clinton-Massie School District does not have control over information found on the Internet. Every attempt is made to block access from inappropriate material while at school and home.

V. VIDEOCONFERENCING

Videoconferencing is a form of technology allowing students and staff the opportunity to learn beyond the School walls without leaving the building. During an interactive videoconference, my voice, physical presence, and participation in classroom/video conference activities will be transmitted to a remote location and may be recorded for educational purposes.

VI. WEB PAGES

District recognized organizations may have web pages linked from the District's Web Page. All material placed or linked to the District web site must relate to the educational programs or extra-curricular activities of the District. Students and staff may create web pages in their online accounts. All material placed on their website must be educational in nature and approved by the Superintendent, building Principal, Teacher or designated staff member. Personal contact information shall not be posted about the student (including last name, address, telephone number, etc.). A letter needs to be sent to the Superintendent's office if you wish to not authorize the release of your student's picture for school publications relative to school activities.

VII. GENERAL NETBOOK/LAPTOP USE AND CARE

The following items should be taken into account when using a netbook or laptop:

1. When transporting your laptop to and from school, it should always be placed in the carrying case, and the case should be fully closed. (Case is not provided by the District.)
2. Always treat your laptop with care and respect. The computer is the property of the District and should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving, or otherwise defacing the laptop is not allowed and will result in the item being replaced, and you will be responsible for this cost.
3. Laptops should only be used while they are on a flat, stable surface such as a table. Laptops can be fragile, and if they are dropped, they may break.
4. Remember to protect your laptop from extreme heat or cold. Laptops should never be left in a car, even if the car is locked.
5. You are responsible for recharging the laptop at home on a daily basis.
6. Computers should be protected from the weather, water or other liquid, food, and pets. Never eat or drink while using your laptop or use your laptop near others who are eating and drinking.
7. Heavy objects should never be placed or stacked on top of your laptop. This includes books, musical instruments, sports equipment, etc.
8. Use care when plugging in any cable.
9. Computers should never be placed in a carrying case while they are turned on. The computer should either be turned off or in "sleep" mode. In addition, computers should not be placed on or under soft items such as pillows, chairs or sofa cushions, or blankets. This will cause the computer to overheat, and will result in damage to the computer.
10. Do not carry netbooks by the screen.
11. Netbooks should be turned on upon arrival to school and turned off prior to leaving school.

VIII. PRIVACY

Network and internet access is provided as a tool for educational purposes. Computers and network storage areas may be treated like school lockers. The District designee reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the Board and no student shall have any expectation of privacy regarding such materials.

IX. FAILURE TO FOLLOW POLICY

The student's use of the computer network and internet are a privilege, not a right. Students are responsible for good behavior while using school computers, just as they are in the classroom or in a school hallway. The rules and regulations set forth in the Student Code of Conduct shall apply to the use of school computers. Access to network services will be provided to students who act in a considerate and responsible manner consistent with Federal law, Ohio law, and Board policies.

Any student suspended from school, may turn their netbook over to the school, lose the use of their netbook, and have any network accounts disabled for the duration of the suspension.

Violations of the Rules of this policy or any guidelines established in conjunction with this Board policy MAY result in any one or more of the following sanctions:

- A. Loss of access.
- B. Parent notification.
- C. Discipline ranging from a verbal reprimand up to and including suspension or expulsion pursuant to the Ohio Revised Code and the Student Code of Conduct. The Board shall follow the prescribed disciplinary procedures and the applicable due process procedures.
- D. Additional disciplinary action as determined at the building level in line with existing practice, subject to the Board policies and the Student Code of Conduct.
- E. Contacting appropriate law enforcement agencies regarding criminal prosecution.

Any conduct that is deemed to be criminal in nature and in violation of a Federal and/or State law will not be protected or defended from prosecution. A lack of criminal violation does not prohibit the District from disciplinary actions taken in accordance with Board policy and the Student Code of Conduct.

If in the course of operating the system, a student accesses messages, files, or other information relating to or in support of illegal activities, the student shall report the same to an appropriate individual: Superintendent, Principal, Teacher or designated staff member. If information is reported to a Principal or Teacher, he/she shall immediately notify the Superintendent. Any employee who is uncertain as to whether a particular computer use is prohibited by law or the policies and rules of the Board should contact the Superintendent, Principal, or designated staff member.

By signing the Acceptable Use Agreement, students take full responsibility for his/her actions. The parents or guardians of the student will not hold the Board, administrators, teachers, and staff responsible for any loss, costs, claims or damages (including attorney's fees) resulting from the student's access to its computer network and the internet under this Policy, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The student and/or his/her parents or guardians agree to cooperate with the District in the event of an investigation of the student's access to the District's computer network and the internet.

X. UPDATES:

Students and/or parents and guardians may be asked from time to time to provide new or additional registration and account information or to sign a new Acceptable Use Agreement, for example, to reflect developments in the law or technology. The Board shall make every effort to communicate and explain all changes in a timely manner.