



**ZANE TRACE  
MIDDLE/JUNIOR HIGH  
SCHOOL**

# **STUDENT HANDBOOK**

2010-2011

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PRINCIPAL

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## WELCOME

Dear Student and Parents:

Welcome to Zane Trace Middle/Junior High School! It is the purpose of this handbook to acquaint you with the guidelines and expectations of your school. It will assist you in understanding the information needed to successfully accomplish your educational goals and those of the school.

Your education is a very important part of your life. Your education will enable you to become a productive member of society and help you reach your goals in life.

Your years at Zane Trace will be some of the most exciting, positive, and rewarding years of your life. If problems arise, feel free to ask for assistance and guidance as needed throughout the school year. Please use this book as a guide to help with your responsibility and obligations as a Middle School/Junior High Student.

We wish you success and happiness throughout the school year.

Sincerely,

Bret Mavis  
Principal

**MISSION STATEMENT AND PHILOSOPHY  
ZANE TRACE MIDDLE/JUNIOR HIGH SCHOOL**

**"The mission of the Zane Trace Local School District is to provide an appropriate educational program and learning environment which effectively meet the educational needs of the students and citizens as well as help its students accomplish goals which are significant, durable and transferable."**

**PHILOSOPHY**

The primary function of education is to prepare our students for adulthood and for the active and useful participation in the American way of life. It is our belief that every boy and girl should be free to reap the most happiness out of life as possible, as long as this happiness is not at the expense of others. Each student must bear their portion of responsibility as a good citizen now, as well as in the future.

We believe that the Zane Trace Middle/Junior High School has certain responsibilities to the student and must provide opportunities for the full development of his/her personality, capacities, and interests. Sincere students learn by doing; it is the obligation of our school to provide life-like experiences in and out of the classroom that will make learning more meaningful and life-like.

The school shall provide experiences that acquaint the student with the world of social and economical problems they will face and deal with, in an intelligent and constructive manner. Staff guidance and direction should lead toward the aim of self-direction by the student.

Students must be encouraged to think carefully in making their own choices, rather than having teachers make choices for them. They will, hopefully: develop a sense of value, a habit of serious consideration and some measure of self-discipline.

Our staff will keep an open mind toward the students and strive to understand the things they do. Patience is the time we give a seed to grow. Let the students be our seeds.

To fulfill this philosophy, we, as the middle level educators, do resolve to adhere to the laws and provisions of the State of Ohio and the standards set forth by the Local and State Boards of Education.

August 1982

MIDDLE SCHOOL STAFF

**Principal**

Bret Mavis 1117

**Secretary**

B.J. Tripp 1116

**Nurse**

Sarah Heskett 2153

**Guidance**

Kathy Gillespie 1146

**Staff**

Alley, Bryan 2226

Anderson, Mary Lou 2222

Austin, Joanne 2025

Bennett, John 2355

Berry, John 2023

Boedeker, Mike 2147

Cahoon, John 2364

VanWinkle, Lindsey 2118

Colopy, Theresa 2148

Computer Lab 1<sup>st</sup> 2149

Computer Lab 2<sup>nd</sup> 2024

DeBord, Cheryl 2145

DePugh, Kate 2360

Detty, Brooke 2359

Dodd, Kristen 2028

Flannagan, Robin 2264

Foreman, Dennis 2363

Fout, Johnny 2228

Litke, Max 2144

Gallaughar, Pam 2223

Good, Steve 2150

Green, Mark 2150

Hill, Suzie 2162

Smith , Ruby 2150

King, Richard 2022

Knupp, Lisa 2260

Lashley, Kim 2152

McCloy, Cheryl 2230

Taylor, Rachel 2145

Miller, H.D. 2145

Neff, John 2193

Nibert, Brynn 2362

Payton, Melissa 2361

Prickett, Kevin 2146

Roepke, Maria 2253

Science Lab 2157

Proehl, Dustin 2026

Shaw, Cathryn 2263

Wright, Kim 2224

Tillis, Karissa 2262

Wellinghoff, Amy 2261

Jr. High A.D. 2363

Cafeteria 1108

Maintenance Help 1103

### **Accidents or Illness**

If you are ill or hurt, you should report it to the teacher at once. The teacher will see that you are sent home, or that emergency first-aid is applied. We do not medicate or treat wounds, however, in case of injury; effort will be made to give proper care in an emergency manner until professional medical care is given.

Every student must have on file an emergency slip which gives the phone number of the person to notify, in case of an injury. This will be done during the first two weeks of school. The school must be notified immediately of any change of address or phone numbers.

If your parents (or guardian) cannot be located, it will be to the discretion of the principal to require a family doctor's attention. If he is unavailable, another doctor will be contacted.

### **ATHLETICS**

The athletic program of the Zane Trace School District is a part of the total school curriculum and all three levels (physical education, intramural, and interscholastic sports), should be developed to not only provide physical maturity, but also should emphasize mental and social-emotional growth and stability of each student. To fulfill this major belief, the organizational leadership, cooperation, and effort of all school personnel and the community are needed. The purpose of the entire

athletic and recreation program is to provide learning experiences, whereby the student can learn through, by, and about physical education. Allowances will be made for differences in age, interest, maturity level, and intelligence level, in relation to the total school education as well as each student's need.

Students, athletes, and cheerleaders, have the following regulations set forth for the betterment of our school and teams:

1. Absolutely no smoking, drinking, or use of mind-altering narcotics by students participating in any sport will be permitted. Violations will result in immediate withdrawal and possible elimination from further athletic participation. Final disciplinary decision on this and all subsequent statements will be under the jurisdiction of the Coaches, Principal, and Athletic Director.
2. All team members must travel to and from away contests by means of transportation provided and supervised by the school, unless excused by the coach.
3. Any student who is under disciplinary action, or whose character or conduct is deemed to reflect discredit upon the school (This includes use of profanity and vulgar language).
4. All students participating in interscholastic athletics should have adequate insurance coverage through personal family insurance programs. Waiver forms will be distributed and must be in the hands of the

coach before participation.

5. Before participation in practices or athletic contests, each student must have the athletic participation card (physical card) completed by a physician and signed by parent or guardian and student. This is required each year during Middle School membership. A participation form plus a physical must be completed before a student may take part in tryouts.

6. All injuries and illnesses should be reported to the coaches.

7. An athlete must be present at least 4 hours the day of a contest or practice to participate unless properly excused by school officials.

8. Beginning the first day of practice, any student cutting a class, leaving school without permission, poor study habits, or behavior, may be refused participation. Repeated

infractions may result in dismissal from the team. This action will be at the discretion of the Coach, Principal and/or Athletic Director. Parents will be notified as soon as possible of any refusal to allow participation.

9. Due process procedures will be in effect.

#### **ATHLETIC ELIGIBILITY**

The *ZANE TRACE MIDDLE SCHOOL* is a member of the Ohio High School Athletic Association. Members of any competitive team (or Cheerleaders) must comply by the rules, as set forth by the Association and local

administration. In order to be eligible to participate in athletics, a Junior High student must be passing 5 (classes) subjects in which enrolled. Additionally, a student must have a 1.5 (75%) grade point average at the end of each grading period. Failure to meet these requirements for any grading period will result in loss of eligibility for the following grading period.

#### **ATTENDANCE POLICY**

Regular attendance in school is an important component in education and is required by Ohio School Law. Excusable absences are as follows:

- Personal Illness up to 10 days
- Doctor or Dental Appointment
- Death in Family
- Quarantine of the House
- Bus Transportation Failure
- Observance of Religious Holidays

\*Possible exceptions to the above list may exist and warrant excused absence. Such situations will be handled by the principal.

In accordance with state law parents are to ***contact the school before 9:30 a.m.*** if a child is going to be absent that day. If it is known that the child will be absent more than one day, such information may be given on the date of the initial absence and will suffice as notification of absence until the projected return date. Should you not be able to contact the school prior to 9:30 a.m., you will be notified by phone or mail of the child's absence.

**A student returning to school following an absence must submit a note stating the reason for the absence signed by the parent or guardian.** The note should be presented to the attendance officer on the morning following the absence.

The "Admission to class" (blue slip) will be returned to the last period teacher at the close of the school day. Failure to bring in an excuse upon return will result in an unexcused absence and no credit for the day in all classes. Excessive absenteeism can result in legal action.

After three days of tardies/absence not substantiated by a doctor's, dentist's statement, or by a death in the family, the parent will receive a notice of excessive absence. After ten days of such absence, the parents shall receive notice that all future days of absence shall be unexcused unless they are accompanied by a physician's statement. **Ant student who attends less than eighty-five percent of the semesters may fail the semester.**

*\*After 3 days of unexcused absence, the child will receive a friendly letter, After 5 in a row or 7 in a month and 12 days in the year a hearing with the truant officer will be held. Student will be considered chronic after 15.*

Should it become necessary for the student to leave during the school day, they should "sign-

out" in the office before leaving. Students arriving after 10:00 a.m. or leaving before 2:00 p.m. will be counted absent 1/2 day. Students leaving before 10:00 a.m. or arriving after 2:00 p.m. will be counted absent for the entire day.

Leaving school after 2:00 p.m., but before a regular dismissal, or for a short period and returning will affect a student's attendance record. Such absence will be considered as less than one-half days leave and will be recorded in attendance records.

**Family Business** absence is permissible only through **prior** notice and arranged with the principal for a maximum of 5 days.

\*If you are absent for an extended period of time, but still believe you could do your school assignments, arrange to have your assignments, books, and materials brought to you. If no nearby student or friend is available, phone the school office.

\*If parents are going to pick you up instead of you riding the bus or if you plan to go home with someone else students must bring notes to school.

#### **CAFETERIA**

Our lunch periods are long enough to allow ample time to eat lunch. While waiting for your plate, keep the line moving. Talk quietly. Do **NOT** crowd the line or permit others to crowd the line in front of you. Please be courteous to the lunch room

staff. You cannot return food to the counter. DO NOT lean over the food counter. Lunch charges may be obtained. Make certain you receive the correct change; money cannot be refund after you leave the serving area. If you bring your lunch and wish to purchase milk, you may do so by going directly to the cash register for purchase. No soft drinks may be brought to school (pop, etc.). For health reasons, you should not exchange or trade food with others. Clear tables of crumbs, spilled liquids, paper, and throw tray into trash. Food is not permitted out of the cafeteria. Once in cafeteria area, students may not leave unless there is an emergency. Students will be dismissed by the cafeteria supervisors.

#### **CHEERLEADERS**

Cheerleader tryouts are held each spring for the next school year. Any sixth and seventh grade girl may try out, as long as they meet the following criteria:

1. She meets all eligibility requirements.
2. Must be willing to purchase her uniform and accessories.
3. Must agree to abide by the school Code of Conduct and Athletic and Cheerleader Code of Conduct, set forth in the handbook.

At the time of tryouts all interested students will be given complete information packets.

#### **CHEWING GUM**

No gum chewing will be permitted during school hours except during lunch in cafeteria only. Violation of this policy

could result in detention, Saturday School, or suspension for insubordination. Students must accept self-discipline and self-responsibility.

#### **CLASSROOM RESPONSIBILITY**

You are expected to be in all classes with the necessary materials (pencil, paper, and proper textbooks). You cannot be prepared to participate in class without them. Consistent failure to have required materials is considered insubordination, and will result in disciplinary action.

#### **CONFISCATED ITEMS- Cell Phones**

Electronic devices, ipods, mp3 players, toys, radios, trading cards, games (electronic or other-wise), hats, jewelry, and any other item students have been told not to bring/wear to school will be confiscated.

On the **first offense**, principal may return to student at end of the day w/ verbal warning

On the **second offense** the item confiscated returned to the parent (after- school detention)

On the **third offense-(Insubordination)**-In-school restriction & the item confiscated will be returned to the parent directly. May lead to suspension

Dangerous or otherwise inappropriate materials may be destroyed or returned to parents only.

**DIRECTORY INFORMATION**

A student's name, parent or guardians name, address, phone number, age, and grade placement will be considered directory information and is, therefore, public information.

**\*NOTICE TO PARENTS AND ELIGIBLE STUDENTS REGARDING STUDENT RECORDS:**

The purpose of this notice is to provide you with information regarding your rights under the Family Education and Privacy Act (FERPA). Parents of students, adult students and former students who wish to review any or all of the school records pertaining to the students should contact the building principal for an appointment. The records will be reviewed with school personnel and parents may have copies of the records for the cost of the copying. If parents or adult students believe something in the records is inaccurate or misleading, they may request that it be corrected or they may have comments added to the record. If the principal and the parent or adult student cannot agree, the latter may contact the superintendent for a hearing. FERPA also allows a school district to identify certain information as "directory information" which may be released without prior consent by parents or an adult student. Zane Trace Local considers the following to be

directory information: A student's name, address, telephone number, date and place of birth and dates of attendance.

If you do not wish this information released without consent, please contact the building principal in writing within 10 days of the posting of this notice. If school district contacts do not receive your notice by that date, we will consider this to mean that you have no objections to the release of this information.

Posted December 1, 2006

**DISCIPLINE CODE AND STUDENT'S RIGHTS AND RESPONSIBILITIES**

**STUDENT CONDUCT**

The matter of student conduct and discipline is one which directly affects the total purpose and the total achievement of the school. A well-ordered atmosphere in the school is essential if students are to learn to the maximum of their ability.

To protect each student's rights to an education, the Ohio Legislature has given each Board of Education the authority to "make such rules and regulations as are necessary for its government and the government of its employees, pupils of its schools, and all other persons entering upon its school grounds or premises". This section contains a listing of key Board of

Education rules and regulations which relate directly to students rights and responsibilities and the school disciplinary code.

#### **STUDENT'S RIGHT TO AN EDUCATION**

The right of every Ohio resident between the ages of six and twenty-one to a free public education has been established by law.

However, a student may forfeit his rights when his conduct is such that it markedly disrupts the education process and thereby deprives others of their rights.

#### **STUDENT DISCIPLINE CODE**

The Zane Trace Board of Education hereby established the following as reasonable, necessary, and just regulations for maintaining order in the school:

##### **I. Damage, Destruction, or Theft of School Property or Person Property of others:**

A student shall not cause or attempt to cause damage to school property or personal property of others; to commit theft or attempt theft of school property or the personal property of others at any school activity on or off school grounds.

##### **II. Assault or Threat on a School Employee:**

A student shall not threaten, or behave in such a way that could cause mental or physical injury to a teacher, or other employee of the Board of Education.

##### **III. Assaults or Threat on Students**

Students shall not cause or attempt to cause mental or

physical injury to fellow students attending the Zane Trace School.

#### **IV. Disruption of School**

A student shall not engage in or urge others to engage in, the use of violence, force, noise coercion, threat, intimidation, fear, or any conduct which would willfully cause the substantial disruption of any lawful mission, process, or function of the school. The following acts are examples of but not limited to the kinds of offenses covered in the following statements:

- A. Blocking the entrance or exit of any building with the intent of denying others access.
- B. Occupying any portion of the building with the intent of denying others its use.
- C. Setting fire to or damaging any school property.
- D. Firing or displaying firearms, explosives, or other weapons.
- E. Physically preventing or attempting to prevent, the convening of continued functioning of any class, activity or approved gathering, meeting or assembly.
- F. Continuously making noise or acting in any manner so as to interfere seriously with the ability of a teacher to conduct class.
- G. Threatening another student or school employee in any manner that is deemed unwarranted by the principal.

#### **V. Weapons & dangerous Instruments**

The Revised Code of Ohio (Section 2923.01) provides that

no person shall carry a dangerous weapon concealed on or about his person. A student shall not possess, handle, or transmit any object that can reasonably be considered a weapon on school grounds at anytime, or at any school event, activity/function off school grounds. Possession of a weapon will be 3 days out of school suspension or possible expulsion. A second offense will result in recommendation of expulsion.

#### **VI. Drug Policies & Procedures**

##### *Rules of Student Conduct*

A student shall not possess (includes, but not limited to purses, wallets, lockers, desks, cars, etc.) consume, use, handle, give, store, conceal, offer to sell, transmit, acquire, buy, represent, make, apply, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tobacco product, tranquilizer, prescription drug, alcoholic beverage, intoxicant, solvent, gas, or any mood altering chemical, drug of abuse, or any counterfeit controlled substance, of any kind.

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

*A Prescription Drug* is defined as a drug authorized by a medical prescription from a licensed physician, shall not be considered a violation of this rule as long as a parent's statement, signed physician's

statement, and/or prescription label is presented to the school nurse or principal's office. Such medication shall be kept in the security of school personnel. (See School policy on medication)

*Paraphernalia*- A student shall not possess, use, handle, give, store, acquire, conceal, offer to sell, sell, deliver, or transmit, (includes, but not limited to hypodermic needles, syringes, pipes, roach clips, rolling papers, etc.) Students may be suspended for this offense.

*Counterfeit, Controlled or Look Alike Substances* (as defined in the Ohio Revised Code)

- A. Any drug that bears, or whose container or label bears a trade mark, trade name or identifying mark.
- B. Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed or distributed by a person other than the person that manufactured, processed, packed or distributed it.
- C. Any substance that is represented to be a controlled substance or is a different controlled substance.
- D. Any substance other than a controlled substance because of its similarity in shape, size, color, or its making, labeling, packaging, distribution, or the price for which it is sold, or offered for sale.
  1. No person shall knowingly possess any counterfeit controlled substance.

2. No person shall knowingly make, offer, sell, or deliver any substance that he/she knows is a counterfeit controlled substance.
3. No person shall make, possess, sell offer to sell, or deliver any punch, die, place, stone, or any other device knowingly or having reason to know that it will be used to print or reproduce a trade mark, trade name, or other identifying mark upon a counterfeit controlled substance.
4. No person shall sell, offer to sell, give, or deliver counterfeit controlled substance to another person.
5. No person shall directly / indirectly represent a counterfeit controlled substance as a controlled substance by describing its effects as the physical or psychological effects associated with the use of a controlled substance.
6. No person shall directly or indirectly falsely represent or advertise a counterfeit controlled substance as a controlled substance.
7. Whoever violates any one part, or all of (1) thru (6) of this section (Ohio Revised Code) is guilty of a felony and may be reported to the proper authorities.

FOR ITEMS I THUR VI THESE PROCEDURES WILL BE FOLLOWED IN DEALING WITH THE ABOVE SITUATIONS:

The principal will maintain all records and assure confidentiality.

**1<sup>st</sup> Offense:**

1. The principal may suspend the student for ten school days.
2. In case of drug violations ten days suspension may be reduced to five days in-school suspension and five days out-of-school suspension if student and parents provide notification of a negative drug test ( must be completed within 4 hours of offense) and/or agree to counseling approved by the principal.
3. The Principal will contact the parent/guardian to arrange a conference.
4. The Principal will notify the law enforcement officials if necessary.

**2<sup>nd</sup> Offense:** Any student who has previously been suspended for a related offense while enrolled as a student in Zane Trace School will automatically move to Second Offense.

1. The principal will automatically give a ten day suspension from school or possible expulsion if situation warrants.
2. The Principal will notify the parent/guardian in writing using the suspension form.
3. The Principal may notify the law enforcement officials. It is recognized that such an offense is a violation of the law and may warrant prosecution.

**3<sup>rd</sup> Offense:**

The Principal will recommend to the Superintendent of Schools that the student be expelled from school.

**VII. Hazing and Bullying**

Hazing and bullying activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing or bullying activities. No student, shall plan, encourage, or engage in this type of behavior.

**Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of mental or physical harm to any person.**

**Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent. It can be physical, verbal (oral or written), cyberbullying (electronically transmitted), psychological, through attacks on the property of another, or a combination of any of these.**

\*Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in the policy.

Administrators, faculty members, and all other employees of the school district shall be particularly alert to possible situation, circumstances or events which might include

hazing. If hazing or planned hazing is discovered, involved students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing incidents immediately. All hazing incidents shall be reported immediately to the Superintendent.

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

**VIII. Harassment:**

The harassment of other students or members of staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment.

**Harassment, intimidation or bullying** is any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop.

Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, disability etc. Conducting a "campaign of silence" toward a person or refusing to have any form of interaction with a person. Placing objects, pictures, or graphic commentary, or

insulting remark toward a person. Any intimidating or disparaging action such as hitting, pushing, shoving, spitting on, hissing at, or making catcall sounds toward any person will be dealt with accordingly.

**Sexual harassment** is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to: The making of written or oral sexual innuendoes, suggestive statements, jokes of a sexual nature, sexual propositions, or sexual threats. Placing of sexually suggestive objects, pictures, or graphic commentaries or making sexually suggestive or insulting sounds, leering, whistling, or like sounds. It also includes threatened or unwanted touching, patting, pinching, brushing the body, or coerced sexual activity. The school's normal disciplinary procedures will be followed in determining the appropriate consequence for the harassment. In the event that administration recommends suspension or expulsion as a result of the conduct, due process will be afforded to the student in accordance with the district's suspension/expulsion procedures.

**\*Zane Trace Local Schools complete policy may be viewed at [www.neola.com](http://www.neola.com) section 5517.01.**

#### **IX. Student Smoking:**

Students are not permitted to use or possess tobacco products, lighters, matches etc. Be it on their person or in any form anywhere on school property. This rule will be strictly enforced. Violators will be dealt

with in the following manner.

For items VII, VIII, IX these procedures will be following in dealing with the above situation:

*1<sup>st</sup> Offense:* 3 days out of school suspension

*2<sup>nd</sup> Offense:* 5 days out of school suspension

*3<sup>rd</sup> Offense:* 10 days out of school suspension

*4<sup>th</sup> Offense:* Recommendation of expulsion

**In school restriction may be an alternative on the first offense.** The parent will be contacted immediately and informed of the violation and punishment. The suspension will start the next day. Possession means on the body, in the car, in a book bag, purse, or locker.

\*As an incentive to quit smoking the following alternative will be offered. If during the suspension the violator enrolls in and completes a Stop Smoking Class and brings written proof of that attendance, 3 days of the suspension will not be counted against them and they will be able to make up any school work missed. In school restriction may be an option on 1<sup>st</sup> offense if student participates in Health Dept. course approved by the principal.

#### **X. Search & Seizure:**

Individual lockers may be searched by school officials, without warning, when there is reasonable suspicion to believe that a potentially dangerous object or contraband exists. This also applies to the student's person.

**XI. Public Display of Affection:** (PDA) - The open display of such affection is considered improper

in the context of the school. This includes, but is not limited to- holding hands, kissing, hugging, and inappropriate touching or closeness.

**XII. Electronic Recording of Listening Devices:**

Electronic recording, taping, text messaging or listening devices may be used by students in the classroom or laboratory **only** upon prior consent from the teacher and the Principal, only when such use is directly related to the instructional program. Such consent shall be considered to be revocable.

**XIII. Cheating & Plagiarism:**

Cheating invalidates the test results and promotes irresponsibility. Copying another person's work or taking someone's ideas and presenting them as your own is plagiarism. You are cheating yourself out of learning the fundamentals of written expression or of learning the skills provided from doing homework. Cheating or plagiarism will result in the grade of a zero and possible suspension. Parents will be notified.

\*For items XI, XII, XIII these violations will be dealt with in the following manner:

- 1<sup>st</sup> Offense:* Verbal Warning
- 2<sup>nd</sup> Offense:* Detention or ISR
- 3<sup>rd</sup> Offense:* 3 days out of school suspension

\*Subsequent offenses will be handled at the discretion of the building principal. Verbal warning may be bypassed depending on the severity of the behavior.

**DISCIPLINE CODE VIOLATION PROCEDURES & PENALTIES**

The faculty and the principal of

the Middle/Junior High School are charged with the responsibility for maintaining proper student discipline in the school. They are authorized to use any or all of the following measures in so doing:

**DETENTION:** Detention may be assigned during lunch hour for minor violations.

**AFTER SCHOOL DETENTION:** Is assigned by the principal and classroom teacher or other staff in a supervisory capacity to students who do not display appropriate behavior in class or other settings. Parents of students shall be notified in advance (minimum of one day's notice) so that transportation may be arranged. After School Detention is assigned on Tues., Weds. and Thurs of each week. *\*Students who do not serve the assigned after school detention will be assigned ISR or suspension after 1 make-up date.*

**IN SCHOOL RESTRICTION:** ISR is a program provided as an alternate or supplement to suspension and is to be used at the discretion of the principal. The program is designed to keep the student in school and at the same time provide the school with a means of disciplinary action. Students will receive credit for work completed in ISR. *It is the responsibility of the student to return all work to the teacher assigning the work.*

\*In School Restriction students will eat a regular school lunch in the ISR room. No drinks or snacks will be permitted in the ISR room at any time during the day. \* Subject to change

**REMOVAL:** A student may be removed from the classroom or

from school premises in accordance with Section 3313.66 and 3313.661 Ohio Revised Code under the following conditions: If a student's presence poses a continuing danger to persons or property or an on going threat of disrupting the academic process within a classroom or elsewhere on the school premises, the Superintendent, the Principal, or any supervisor may remove the student from curricular or extra-curricular activities and/or from the school premises without notice and hearing requirements of Division A and B of section 3313.66 O.R.C. A teacher may make such student removal from curricular or extracurricular activities under his/her supervision, but not from the school premises.

**SUSPENSION:** A student may be suspended from school attendance for up to ten days in accordance with Section 3313.66 of the Ohio Revised Code.

Out-of-school suspension will result in students receiving no credit for daily work missed during the suspension. Major tests such as unit or chapter tests may be made up or totally excluded from the grading scale at the discretion of the teacher. No credit is defined as a grade of "0", in grades taken during suspension.

*Due Process Procedures as follows:*

The student shall have a meeting before the Principal or the designated representative, at which time oral or written notice of the charges against the

student shall be given. Such meeting shall be held immediately, if possible, or within seventy-two hours of the incident. At the meeting, the student shall be told of the suspension penalty and the length of the suspension. The student may state his case or reply to the charges at this time. The parent or guardian shall be notified by telephone immediately, if possible, to inform him/her of the suspension. In addition, the parent or guardian shall be notified by mail, within twenty-four hours, stating the particulars of the suspension and of the student's rights in the matter. Copies of the suspension notice shall be distributed to the clerk of the Board of Education, the Superintendent, the Principal, and to the student's file. A parent conference may be made a condition of reinstatement from suspension. Should the parent or guardian fail to appear or contact the school within the time limit stated in the suspension notice, a charge of neglecting the education of the child may be filed.

Immediate removal (suspension) of a student shall be authorized if the student's presence disrupts the educational process, endangers other persons, or damages property. Misconduct for which a student may be suspended shall include but not be limited to:

1. Damage, destruction, or theft of property.
2. Action that is disruptive to normal classroom

- environment or to the normal functioning of the school.
3. Possession on or about the person of a dangerous weapon or instrument.
  4. Possession, use, transmission, or under the use of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or alcoholic beverage of any kind.
  5. Possession, use, or transmission of tobacco or smoking anywhere on school property.
  6. Violations of safety practices and safety regulations of the school.
  7. Rioting or inciting to riot.
  8. False fire alarm or false bomb threat and the setting of fires on school property.
  9. Immoral acts or indecent exposure.
  10. Making offensively coarse utterances, gestures, or communicating unwarranted and grossly abusive language to any person; also, the casual use of profane language in any setting.
  11. Threatening or utilizing physical violence. Any act of hostile body contact with the intent to injure.
  12. Truancy from school.
  13. In an unassigned area without permission.
  14. Harassment.
  15. Truancy, which includes leaving school without permission and/or failure to report to class.
  16. Failure to comply with directions or reasonable requests of school

authorized personnel, related to school, classroom/laboratory policies and procedures. (Insubordination)

17. Possession of pornography.

**RECOMMENDED EXPULSION:**

A student may be expelled from attending school for up to 90 days in accordance with Section 3313.66 of the Ohio Revised Code. Procedure shall be as follows:

A. The student shall be suspended from school, pending the outcome of a request to the Superintendent for expulsion.

B. The parent or guardian shall be notified by mail, within twenty-four hours, of the Principal's request to the Superintendent for the expulsion of the student. The reason/s for the request shall be specified.

C. The Superintendent shall provide a meeting on the request to the student and his parent or guardian. The principal shall be present for the meeting and shall supply the Superintendent all evidence requested. The student may confront his accuser and may state his case at the hearing.

D. The Superintendent shall notify, in writing, both the parents or guardian and the Principal of the decision. Such a letter shall inform the parent or guardian of the right to appeal the Superintendent's action to the Board of Education. Copies of the letter shall be distributed to the Clerk of the Board of Education, the Principal of the building and to the student's file.

E. *Misconduct for which students may be expelled shall include but not be limited to:*

- Any repeated offense for which the student has previously been suspended.
- Physical assault on a school employee or fellow student.
- Possession, use, sale, or under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or alcohol.
- Rioting or inciting a riot.
- Possession of a dangerous weapon on or about the person.
- Immoral acts or indecent exposure. Sexting

\*NOTIFICATION OF LAW ENFORCEMENT OFFICIALS

\*OTHER DISCIPLINARY PROCEDURES AS NECESSARY

#### **EARLY DISMISSAL**

Students who need to leave school earlier than regular dismissal time are to bring a written request from home and present it to the office. This is to be done in the morning before going to homeroom. You will be given a written pass to present to your teacher at the time you are to leave. Please come to the office to sign out, when leaving earlier than the regular dismissal time.

#### **FIELD TRIPS**

Field trips are scheduled as a privilege. While field trips may provide educational enrichment, safety is the paramount concern. Participation on field trips will be at the discretion of the supervising teacher or supervisor.

#### **FIRE DRILL INSTRUCTIONS**

*These directions may change as time and conditions dictate.*

These instructions and the knowledge of responsibility during a fire drill are very important to you and your classmates. Please heed these instructions with concern for everyone. Know the emergency exits in all your daily classrooms.

Fire is indicated by long, continuous ring of the bell. DO NOT RUN -- walk quickly and quietly in an orderly manner, to your exits. Please do not talk. All students are to remain with the class they were attending. Alternate plans will be provided, in the event your exit route is blocked. If you are away from regular class at the fire alarm, go out the nearest exit. Once outside, locate and report to your classroom teacher. The first to leave the building will hold the doors open so that there will be no congestion at any exit. Fire exits are posted in each room.

**First floor rooms:** Exit the closest front door and report to the parking area near the school sign.

**Second floor rooms:** All fifth grade classrooms, computer lab, and Room 266 exit the fire escape stairwell and report to the grass area in front of the school or rear of building. All sixth grade classrooms report to the rear of the building off the black top.

**Third floor rooms:** Rooms 359, 360, 361, 362, 363, and 364 proceed to middle stairway and to the grass area in

front of the school.  
Rooms 353, 354, and 355 exit through the office stairway and to the parking area near the school sign.

#### **GRADE CARDS**

Each nine weeks a grade card will be sent reflecting school progress, as evaluated by teachers. Cards will be distributed on the Friday following the end of the nine weeks. Grade cards may be held for unpaid fees or non-returned library books.

#### **GRADING POLICY**

Grades will be shown as percents using the following chart:

|              |              |
|--------------|--------------|
|              | 82 - 84 = C+ |
| 95 - 100 = A | 78 - 81 = C  |
| 93 - 94 = A- | 75 - 77 = C- |
| 91 - 92 = B+ | 74 - 73 = D+ |
| 87 - 90 = B  | 71 - 72 = D  |
| 85 - 86 = B- | 70 = D-      |
| 0 - 69 = F   |              |

The lowest percent on the grade card shown will be 50% if no effort and 60% if effort but still failed course or any % in between 50% and 60%.

\* In the 8<sup>th</sup> grade Algebra 1 and Health may count in overall HS GPA on the 4.0 scale. Physical Education in the 8<sup>th</sup> grade counts as credit, but, not toward overall GPA. Minimum grade in Algebra 1 to move on to Algebra 2 and receive HS credit as a freshman is 85%. Health and PE classes' minimum are 70% for credit.

#### **GUIDANCE DEPARTMENT**

The Guidance Office is located across from the main office. The Guidance Counselor may be contacted by middle school students. Students should obtain permission from a

teacher and have written permission prior to visiting the guidance office. The counselor has the responsibility for providing counseling information, group activities, and testing for educational growth, present and your future.

A conference with the counselor is a personalized opportunity for you, the student, to discuss freely your concerns and decisions. It may take a few minutes, a period, or several periods, and may happen once or many times during the school year. Counseling can help you understand yourself and your problems or concerns. It can also help you in making important decisions about your future. The counselor may provide some alternatives to solving a problem, however, the final decision will be yours to make.

#### **HALL PASS AND VISITOR POLICY:**

No student shall be in the hall without an approved (yellow) pass at any time during the school day. Failure to comply will result in loss of privilege and escorted by the principal back to assigned room.

\*All visitors must report to the office to sign in and receive a badge to be worn at all times while in the building and then sign out on departure. Persons shall be refused entrance when their presence is considered detrimental to the good order of the school.

#### **HOMEWORK POLICY**

The following policy is intended to provide maximum time limits for turning in homework and shall not be construed as a

restriction on the teacher's right to establish a more stringent classroom policy on homework.

All homework shall be turned in on time as assigned and shall not be accepted for a full credit if late. Credit for late homework will be at the discretion of the classroom teacher. Consistent among grade levels.

\*Students who are absent for excused reasons will have one day per each excused day absence to complete the required assignments.

#### **HONOR ROLL**

A student must have a B average, to be placed on the A/B Honor Roll. Students who have an average of all A grades will earn status on the A Honor Roll. Honor Roll for the year will be based on final average.

#### **HONORS AND AWARDS**

Time is set aside each spring to recognize outstanding 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> grade students from each subject area and induct Junior Honor Society members. Parents and the public are encouraged to attend these events.

#### **INTERIM REPORTS**

Interim reports are to be hand carried home by students to parents at the end of each interim report period. If students are doing failing or unsatisfactory work at mid-term or any nine-week grading period, parents should schedule a conference. A copy of each report sent home will be filed in the student record.

#### **LIBRARY REGULATIONS**

The school library has a set of rules and regulations to govern

the use of materials. This is necessary to ensure that all students are treated fairly and are provided pleasant surroundings for quiet reading and research. Students are expected to conduct themselves in a mannerly fashion when in the library. It is not to be used as a *hang-out* or *playground* but as an educational setting. If behavior is not satisfactory, library privileges will be withheld and other disciplinary action can result.

The lending of books and other library materials for use outside the library is regulated by sign out. Bring books to the circulation desk for check-out and due date stamp. Sign the book card with your full name and homeroom number. Books not in demand are renewable for another loan period.

Reference books are used only in the library and are not checked out at any time. Certain older sets of encyclopedias, however, are checked out in the same manner as reserved books.

All borrowed materials should be returned to the library on time and in good condition. Each borrower is personally responsible for the material charged in his/her name. Grade cards will be held until library fee is paid.

Students who lose or damage a book or magazine are charged an amount necessary to replace or repair the item. Should the item be found and returned in good condition the amount will be refunded.

### **MEDICATION**

Due to the increasing rate of medications being prescribed to school children and the need for it being administered during school hours, we find it necessary to protect ourselves, as well as the family involved.

If you are taking medication required by a doctor, and it must be consumed at school, please bring it in the original container and a statement from your doctor, with directions on administering the medicine, to the office. Forms will be issued for parent completion.

### **MISCELLANEOUS INFORMATION**

- Book bags are to be kept in lockers are not carried to class.
- Students must refrain from sitting on desks, heat registers, or in the window sill
- Hobbies or collections: You are not to bring collections or partial collections to school to trade among yourselves.
- Pupils are expected to be on time for classes. If you have to be elsewhere, go to the next class first and get permission (such as, restroom, office, guidance, etc.)
- Students are not to bring visitors to school.
- Respect must be shown at all times toward fellow students, staff members, and visitors.

### **NATIONAL JUNIOR HONOR SOCIETY**

The Honor Society was formed during the 1979-80 school year, as a tool to build our school into an institution of the highest caliber; one with academic and

leadership excellence for our students. The purpose of this Society is to promote five ideals: Scholarship, Citizenship, Service, Leadership, and Character. We seek only to strengthen these attributes among the membership, and that they may, in turn, do the same to those around them.

The membership is selected each March by the Faculty Council, using the following criteria as their "yardstick". A student can be selected either year, as long as they meet standards set forth.

#### ***Selection Criteria:***

\*Students must complete an informational sheet for admittance in the NJHS after qualifying in the area of scholarship.

**SCHOLARSHIP:** Through the third grading period.

1. Average of **90%** accumulative

2. Subjects:

*Seventh Grade* - Math, Science, Language Arts, and Social Studies, PE and Skills for life

*Eighth Grade* - Math, Science, Language Arts, American History, PE and Health.

**CHARACTER:** Demonstrates honesty and reliability. Shows courtesy, concern, and respect for others. Cooperates by complying with school regulations. Takes criticism willingly and accepts recommendations. Qualities of personality, cheerfulness, and friendliness. Is truthful, avoids cheating in written work. Observes instructions, rules, punctuality, and faithfulness in obligations, both inside and outside the classroom.

**SERVICE:** Works well with others and accepts responsibility. Participates in school activities, academic or athletic. Volunteer's dependable assistance.

**LEADERSHIP:** Promotes school activities. Exemplifies positive qualities. Sets example of good behavior. Demonstrates academic behavior. Is dependable in responsibilities. Demonstrates leadership in classroom, at work, and in school activities.

**CITIZENSHIP:** Self-Disciplined and mannerly. Positive attitude toward work and school. Follows directions and rules. Listens without interrupting. Neatness and cleanliness.

\* A committee consisting of all of the teachers, principal, and guidance counselor will meet to finalize selection process.

#### **STUDENT FEES**

Students are required to pay their bills and meet obligations promptly. Fees will be sent out with the grade cards and schedules in June prior to the school year. A student who owes for workbooks, has not returned library books, paid fees, owes lunch charges etc., will not receive a grade card or credit at the end of any grading period or when moving from this school district, until such obligations have been met.

#### **PHYSICAL EDUCATION**

Physical Education is required of all students (6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup>), unless excused by a doctor. The

excuse must be written by a family doctor. Students are required to dress in the appropriate attire for class- as required by the instructor.

#### **PROMOTION & RETENTION POLICY**

All students in grades one (1) through eight (8) are promoted or retained after careful consideration on an individual basis of factors, such as age, intelligence, social maturity, emotional maturity, pattern and extent of growth, health, and home conditions. There is no policy which will cover whether to promote or retain a student, as each case must be decided on an individual basis. Both promotion and retention are means of placing the student where he/she will do his/her best academically and profit most from his/her experiences. The following guide policies cover only overall promotion-retention procedures.

--An over-aged student may be placed from a middle school to a senior high school because of administrative problems of class schedule, enrollment or the like.

--A student, even though low in academic achievement, may be assigned at the end of the school year to the next higher grade level after careful consideration of all facts outlined above, if, in the opinion of the teacher, principal, and staff, this is the best for him/her as an individual.

--After consulting with the teacher, supportive staff members, and, in all cases, with the parent, the decision to retain or promote rests with the principal.

The decision to retain is based upon a student receiving a failing grade in two (2) or more subjects in the academic curriculum; these being Reading/English OR Language Arts, Math, Social Studies, and Science/Health.

#### **SCHOOL BUS POLICY**

The driver is responsible for the safety of students on the bus. While on the bus, students are under the authority of, and directly responsible to the bus driver.

Ohio Pupil Transportation regulations state that unmanageable and/or disorderly conduct by a student shall be sufficient reason for refusing transportation to any pupil (DEDP-919-06: Section B).

In an effort to maintain good order and discipline on the bus routes, the following policy will be in effect in the interest of student-safety on all school buses. Students creating disturbances on the buses shall be subjected to the following steps in an attempt to correct behavioral problems:

#### **FIRST DISTURBANCE....**

Warning and a "Bus Conduct" letter to the home from the bus driver.

#### **SECOND DISTURBANCE....**

After-school or In school

restrictions.

#### **THIRD DISTURBANCE...**

Student may not be permitted to ride the bus for five days. Parents are required to transport students to and from school.

#### **FOURTH DISTURBANCE...**

Student not permitted to ride the bus for ten days. Parents are to furnish transportation. In addition, parents and pupil must attend the next school board meeting for a hearing, or forfeit the right to appeal.

#### **FIFTH DISTURBANCE...**

Student will lose transportation privileges for the remainder of the year.

**Serious infractions of the discipline code may warrant immediate suspension of bus privileges or the skipping of steps in the above policy.**

The school discipline code and transportation regulations and penalties apply at all bus stops.

**Students are not permitted to ride a bus other than their assigned bus.**

This will be permitted only in case of an emergency with approval of the Principal, in which case **both** students must present a note signed by their parent.

## **PUPIL MANAGEMENT FOR TRANSPORTATION**

Pupil management and safety instructions policies shall include the following:  
( O.A.C. 3301-83-08 (c) ):

1. Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
2. Pupils must wait in a location clear of traffic and away from the bus stops.
3. Behavior at school bus stop must not threaten life, limb or property of any individual.
4. Pupils must go directly to an available or assigned seat so that the bus may safely resume motion.
5. Pupils must remain seated, keeping aisles and exits clear.
6. Pupils must listen for directions and instructions, and obey the driver promptly and respectfully.
7. Pupils must not use profane language.
8. Pupils must talk quietly and not distract the driver.
9. Pupils must not fight, wrestle or possess any harmful items.
10. Pupils must refrain from eating and drinking on the bus, except as required for medical reasons.
11. Pupils must not use any tobacco products on the bus.
12. Pupils must not have alcohol or drugs in their possession on the bus, except for prescription medication required for the student.
13. Pupils must not throw or pass objects on, from, or into the bus.
14. Pupils may carry on the bus only objects that can be held in their laps. These objects shall not extend beyond the student's lap nor should they block any part of the child's face (see paragraph (J) of Rule 3301-83-20 of the Administrative Code).
15. Pupils must leave or board the bus at locations to which they have been assigned, unless they have parental and administrative authorization to do otherwise.
16. Pupils must not put their head or arms out of the bus window.
17. Guidelines will be formulated for the use and storage of equipment and other means of assistance required by pre-school and special needs children.
18. Drivers must have access to appropriate information about the child to the degree that such information might affect safe transportation and medical well being. This information must be written on the yellow transportation emergency cards. All such information is strictly confidential.
19. At the bus stop, pupils must stay at least 10 feet from the road and, when necessary, cross at least 10 feet in front of the bus when signaled by the driver.
20. When exiting the bus, pupils must go directly to their designated place of safety.

# Bus Safety Information

## Boarding/Disembarking

### Waiting for the Bus:

1. Wait quietly for the bus to come.
2. Do not play in or near the street.
3. Stand back (at least 10 feet) from the road as the bus approaches.
4. Give the bus driver room to stop.

### Boarding the Bus:

1. If you must cross the road to get on the bus,
  - a. Wait until the driver stops the bus and opens the door
  - b. Look at the driver and wait for them to wave you across the road
  - c. Check the traffic in both directions
  - d. Walk at least 10 feet in front of the bus (so that you can still see the driver)
2. Form a single line and **do not crowd, push or run.**
3. Use the front door only.
4. Use the handrail to take the steps one at a time.
5. Go directly to your seat and remain seated.

### Leaving the Bus:

1. Stay seated until the bus stops and the doors open.
2. **Do not push or shove**, but move quickly.
3. Exit by the front door only.
4. Use the handrail and take the steps one at a time.
5. If you do not have to cross the road, walk immediately away from the bus.
6. If you must cross the road,
  - a. Walk forward along the edge of the road until you can see the driver and **stop (10 feet)**
  - b. Look at the driver and wait for them to wave you across the road
  - c. Check traffic in both directions and cross the road quickly (don't run)
  - d. Help smaller children across the road safely
  - e. Never stop in front of or beside the bus. If you drop something, get the driver's attention before you try to pick it up.

### **SCHOOL RESPONSIBILITY AND SUPERVISION**

The school does not assume any responsibility for students beyond the school premises, outside school hours, or for students waiting or loitering on school grounds at unauthorized times. Supervision is provided only during time listed on schedules and only in areas to which students are assigned. For this reason students who do not ride a bus to school are not to be on school premises until 8:00 a.m., and are to have left the premises by 2:40 p.m. Students who ride buses are to report directly to their designated areas upon arrival. Tardy bell will ring at 8:12 a.m.

Students are not to remain at school for extra-curricular activities except as they may be instructed. The policy for athletes will be announced to team members after teams are selected.

### **SCHOOL SUPPLIES**

The paper and pencil machines are located on the first floor beside the office. Teachers are not expected to furnish or loan such supplies. Returning to lockers, or going to the office for forgotten supplies will not be permitted except between classes.

### **SOLICITING**

Students are not permitted to sell or trade items on school premises that are not directly related to the sponsorship of the school. Orders may be taken at school, but, no food, candy or other items may be sold during the school day.

### **DRESS CODE**

If student appearance disrupts the educational process or

presents risk to them or others, they may be removed from the educational setting or be required to change clothes.

- Skirts, shorts & dresses will be permitted as long as the length is at or below fingertip length.
- Sleeveless shirts must be at least 3" across the shoulder. Sleeves must be form fitted.
- Shirts must overlap the top of the pants when standing normally.
- All jeans/pants must be fitted/belted at the waist.

The following may not be worn during school hours:

- Hairstyles which prohibit adequate vision while doing school work.
- Hats
- Bandanas
- Sunglasses (on head not permitted)
- Obvious undergarments or sleeping attire
- Facial piercing or spike jewelry.
- Clothing that is stamped, patched, or contains a message that is suggestive or profane.
- Clothing with advertisements suggestion drugs, alcohol, tobacco (or any other substance which is prohibited by law for minors to possess) profanity and excessive violence
- any apparel, jewelry, accessory, notebook, tattoo, or manner of grooming which by virtue of it's color, arrangement, trademark denotes membership in a group or gang
- wallets with chains are prohibited
- electronic pagers, telephones, radios, headphones, CD players

### **STUDENT COUNCIL**

The Zane Trace Junior High Student council is elected by the students for the purpose of bettering the school and its environment. It is an honor to serve your classmates and school in this capacity. The Council has many responsibilities, both financial and educational, throughout the school year, and it is hoped that all students will gather in support behind all Council endeavors. Members will be elected at the beginning of the school year. There will be a monthly officers meeting with the principal.

### **STUDENT-OF-THE-MONTH**

At the end of each month the homeroom teachers will nominate a boy and a girl whom they deem most worthy of consideration by the faculty as *Student-of-the-Month*.

The selection of the honored students is the decision of all the Middle School teachers and is based on the following: academic endeavor, health habits, citizenship, dependability, and appearance, school spirit, and discipline. Each honored student will be awarded a special prize.

### **SAFETY DRILLS:**

Two safety drills will be conducted annually district wide with a total lock-down and law enforcement participation.

### **STUDENT RECORDS**

Generally speaking all school records are available to both natural parents either custodial or non custodial.

### **STUDENT RIGHTS**

#### **Students Meeting or Assembly**

Students are encouraged to form and participate in school organizations as a part of their educational experience. All organizations must have the approval of the Principal and faculty sponsorship. To assure a fair opportunity for student participation, all meetings:

- Shall be scheduled well in advance so all students can be notified of the meeting.
- Shall be nondiscriminatory.
- Must be attended by a faculty sponsor.
- It is a student's right to attend and participate in these activities, therefore, to abide responsibly by the rules and regulations of the school, whether the activity is held on or off school property.

#### **Due Process**

Due process shall be followed whenever a student is subjected to major disciplinary actions such as suspension, expulsion, or any other action which will seriously affect the student's record, reputation, and future opportunities in society.

#### ***Due Process Procedure***

1. The students shall be informed of the exact nature of the charges against him and of the possible consequences of his misconduct.
2. Written notice to the student and his parent or guardian, detailing the charges and the evidence, to be sent in advance of a hearing.
3. A hearing, formal or informal, depending on the

seriousness of the misconduct and the possible penalty.

4. Adequate time to prepare a defense.
5. Maintenance of a means of appeal.

#### **The Right to Appeal**

Appeal from the alleged violation of a student's rights as a result of any action taken by school authorities shall be made by the student, accompanied by his parent, guardian, or other representative in the following sequence: (1) Principal (2) Superintendent (3) Board of Education, and (4) Courts.

#### **TARDINESS POLICY**

A student reporting to school after the 8:12 bell will be considered tardy. A student is also tardy if they do not report to class on time. If you are tardy, report to the office. Excessive tardiness will usually warrant detention, suspension, and/or court action. On the 3rd unexcused tardy, an after-school detention will be given.

#### **TELEPHONES and Cell phones**

*The school telephones are for business calls only.* Students will be called from the classroom only for the most urgent calls from parent or guardian. No long distance calls are to be made by the student except in cases of emergency. Teachers can only be contacted during plan or lunch period. **Students may have cell phone in their lockers in the off position at school. They may be used only in emergency situations as deemed so by the principal.**

#### **TEXTBOOKS**

The textbooks to be used in your school work at Zane Trace School are on loan to you by the Zane Trace Board of Education. Books will be issued by your classroom teachers during the first week of school. At the end of the school year, you are responsible to return the properly assigned textbook issued to you. If a book is lost or damaged, you must pay to replace or repair it.

#### **TORNADO ALERT INFO**

Tornadoes come and go quickly; there may be no time for a warning. However, we will rely on keeping informed via radio, sheriff's office, and local fire department on days of severe storm warnings that could possibly lead to a tornado or severely damaging winds. Hopefully, we will never have to make actual use of our tornado plan but we must always be alert and ready.

Students assemble in areas designated as shelter. Tornado areas are posted in each room. Staff members are responsible for areas and students. Be sure windows are closed and blinds are pulled. Do not kneel at the walls with windows.

Please realize this is a preventive measure and we expect full cooperation at the time of a warning or practice drill. Students should get on their knees with head down, facing the wall. Whenever possible, coats should be included as a protective covering.

The tornado signal will be a long blast from an air horn.

**TEACHERS:**

1. Stay with your group in the locations assigned to facilitate order and movement.
2. The windows on the North and East sides should be open.
3. Blinds or drapes should be closed.
4. Doors can be closed or open solid doors preferably closed.

The Tornado Signal will be a long blast from an air horn.

**WITHDRAWAL FROM SCHOOL**

Withdrawal from school because of illness, or the family moving from ZT school district, will be processed by the principal. A note from home, stating the facts of withdrawal should be sent to the office. All books must be returned. All school charges and workbooks must be paid. No grades will be forwarded to the new school until the student is cleared by the office. The parent/guardian should come to the school office to sign a release form.

**Internet Use Policy**

**Purpose:** The purpose of Internet access in schools is to support the district's educational objectives.

***Use of Student Names, Pictures, Original Work, and E-mail Addresses***

The Board will allow the use of photographs of students, names of students, and displaying original work of students on web sites in accordance with the following guidelines:

Identifiable photographs of students and/or student's first names may be placed on the Internet only after the appropriate release form has been signed by the parents or guardians.

Last names of the students and student's e-mail addresses should never be used unless the appropriate release form has been signed by the parents or guardians.

Original work by students such as art work, poetry, essays, performances, etc. may be placed on the district web site only after the appropriate release form has been signed by the parents or guardians.

**Prohibited Uses**

Under no circumstances may a web page hosted on the Board's servers be used for commercial purposes, advertising, political lobbying, or to provide financial gains for any individual. Included in this prohibition is the fact no web pages contained on the district's web site may:

A. include statements or other items that support or oppose a candidate for public office; the investigation, prosecution, or recall of a public official; or passage of a tax levy or bond issue;

B. link to a web site of another organization if the other web site includes such a message; or

C. communicates information that supports or opposes any labor organization or any action by, on behalf of, or against any labor organization.

