



**ZANE TRACE
MIDDLE/JUNIOR HIGH
SCHOOL**

STUDENT HANDBOOK

2021-2022

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Introduction Letter to Students

Students:

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.

Education is an integral part of your life. Your education will enable you to become a productive member of society and help you to achieve the goals in life that you set. The time at Zane Trace will be the most exciting, positive, and rewarding years of your life with Zane Trace.

We are going into our 7th year of implementation of the Pioneer Pride Program a (PBIS) Positive Behavior Interventions and Support System in grades 5-8 with the purpose to recognize and promote positive behaviors and reinforce that **“Pioneer Pride truly does lasts a lifetime”**.

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,

John Berry
Principal

MISSION STATEMENT

“The mission of the Zane Trace Middle School is to work in partnerships with students, families, and the community to ensure that each student acquires the knowledge, skills, and core values necessary to achieve personal success and to enrich the community.”

Non-Negotiables

Core Values:

- ZTMS promotes equity and social justice.
- Improved learning - both for students and staff - must be the focus of the schools' effort to foster systems change.
- Systems change requires shared leadership, cooperation, and accountability.
- The system (students, parents, and school) is responsible for the prevention of student failure.
- All instruction is based on a rigorous core curriculum for all students and aligned to state Pre-K-12 standards.
- Teacher-based teams co-plan and co-serve through proactive instructional practices for each and every learner within their grade - based on the principles of universal instruction, curriculum, and assessment.

General:

- We believe that ALL students can learn!
- We accept learning as the fundamental principle of the school and examine all practices in light of their impact on learning.
- We believe that all students belong to all of us.
- We collectively develop and adhere to clearly articulated norms.
- We establish and maintain an atmosphere of mutual respect and trust.
- All adults are committed to the success of all other adults.
- We focus on results.

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.

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.

All guidelines outlined in the Zane Trace Athletic Handbook, including eligibility, will be followed when it involves any Zane Trace student athlete, coach, or Zane Trace sporting event.

EMERGENCY DRILLS

When a fire bell rings, students should calmly and quietly leave their classrooms and proceed, in single file, down the hall or stairway to the nearest exit. Students whose desks are nearest the classroom windows should make sure the windows are tightly closed before leaving the room. Students should not take books or any possessions with them, or stop at their lockers, while the fire drill is in progress. On the first day of school, each teacher will tell their students what direction to take and what exit to use from their classroom during the fire drill. If the teacher forgets to tell you, you should quietly ask for this information. The letter above the door designates your meeting location at the football field.

TORNADO DRILLS

As in the fire drill, students leave their classrooms quickly, and in single file. During a tornado drill, however, students are not to leave the building. Classroom teachers will instruct their students as to where to go for protection during such drills. It is important that the students near the windows should see that the windows are closed before leaving.

LOCK DOWN

When the lockdown announcement is made the instructor will lock the classroom door – no passes will be given. Students in the hall should report to the nearest classroom.

ATTENDANCE POLICY

Regular attendance is the primary responsibility of the student, the student's parent or guardian, and the local school district.

The building administrator will make all final decisions as to the disposition of all attendance problems in accordance with the adopted attendance policy.

1. ABSENCE PROCEDURES:

The parent or guardian is to telephone the school in the event a student is absent. This call is to be made as soon as possible but no later than 9:00 a.m. Calls not received by this time will

prompt a phone call or letter by the building principal or secretary. This does not guarantee an excused absence.

On the day of return to school each student is required to bring a written, dated note from his/her parent or guardian stating the reason for his/her absence. This note is to be given to the principal or his designee.

If during the school day a student arrives late or leaves early he/she must check in or out through the office.

2. EXCUSED ABSENCE:

An excused absence is that condition or situation over which the student, parent, or guardian has no control. An excused absence will allow students to make up class work they have missed. It is the responsibility of the student to make up the class work missed. It is also the student's responsibility to see the teacher for missed work and he/she will have the same number of days to complete make-up work as the number of days he/she missed. Failure to make up work will result in a grade of zero for that requirement. Excused absences are counted as days missed from school.

Excused Absence = absences for which work can be made up.

1. Personal Illness or Injury
2. Medical or Dental Appointments (Doctor's notes must be turned in to the school within 2 days of the return to school)
3. Illness in the Family
4. Quarantine
5. Death in the Family
6. Observance or Religious Holiday **
7. Being detained to work at home by a parent if student is over age 14 (law prohibits a parent from detaining a student under 14 years of age from school to work at home).
8. Buses cannot reach a student
9. Emergency or set of circumstances which in the judgment of the superintendent his/her designee constitutes a good and sufficient cause for absence from school.
10. Administrative pre-approved vacation for **no more than five days**.
11. Court Appearance

3. UNEXCUSED ABSENCE/TARDY

An unexcused absence will eliminate the privilege of make-up work and will result in a grade zero for that requirement.

EXAMPLES OF UNEXCUSED ABSENCE:

- A. Truancy
- B. Shopping trips
- C. Non-urgent work at home or elsewhere
- D. Unconfirmed illness
- E. Pleasure trips
- F. Hair cuts, errands, bill paying etc.
- G. Out of school suspension
- H. Oversleeping
- I. Missing the Bus

4. VACATIONS:

Vacationing, while school is in session, is discouraged. Should a vacation become necessary, a request for excused absence will take into consideration the following: Past student attendance, grades, and willingness to make up work. Work missed due to vacation is expected to be turned in the day of return.

Vacations granted during the school year will not exceed five school days. In all cases advance notice of five school days is mandatory.

** ORC 3321.04 Section 4

5. ATTENDANCE PROCEDURES:

The attendance officer will take into consideration the student's past attendance record. A warning letter may be sent to the student's parents, and an informal hearing may be scheduled or truancy charges may be filed in Juvenile Court. For the remainder of the school year the student's attendance will be monitored by the attendance officer. If charges were not filed when the problem was originally brought to the attendance officer's attention, they will be filed as soon as she/he feels the student has accumulated sufficient absences to justify charges being filed. This policy will be used to deal with unexcused absence or unexcused tardies.

Once the student is placed on probation, the probation officer will monitor attendance. If attendance continues to be a problem, the probation officer will take appropriate action.

ATTENDANCE

1. A student being excused more than one hour during either half of a school day will be counted as absent for the half day. To appeal an attendance failure, the student and parent must submit an appeal request to the Absence Interventions Team. Forms are available in the high school office and must be submitted prior to the end of each academic quarter.
2. In compliance with HB 410 students that have attendance problems will be classified as either “excessive” or “habitual”. **A.** “excessive “-is defined as missing 38 or more hours of instruction(7 days) per month or 65 hours or more hours of instruction (12) days per year. With or without a legitimate excuse. **B.** - habitual truant” is defined as absent 30 or more consecutive hours without a legitimate excuse. (5 days). Absent 42 or more hours per month without a legitimate excuse (8 days). Absent 72 or more hours per year without a legitimate excuse (13 days).
3. Students that are considered “habitual” in their absences, will meet with the Absence Intervention Team to develop an intervention plan. This plan will also involve engagement of the parents in the process.
4. Students that fail to comply with the plan or continue to miss school can be referred to the juvenile court to participate in a diversion program. If the diversion program is not successful, the student can be formally charged with truancy and subject to the court findings.

EMERGENCY CLOSING

Inclement weather, faulty heating system, or other circumstances require cancellation of school. Notification will be broadcast as early as possible on the One-Call system. Children should be instructed on what they are to do in case school would be dismissed early. This would eliminate the panic some children have not knowing what they are to do on bad weather days. Do not call school employees! Many times they do not know that school has been canceled until after it has been broadcast.

LEAVING THE SCHOOL BUILDING

No student is allowed to leave the school building without the permission of the Principal, as well as the student’s parents. If permission is granted, the student must sign out in the main office. If the student returns to school, he/she must sign in, in the main office upon his/her return.

VISITORS PASS

Individuals who wish to visit classes are required to go to the Principal’s office upon arrival and request a pass. Teachers must grant permission for visitors to enter and guests are not permitted in the cafeteria. Students are prohibited from bringing younger

brothers, sisters, or friends, as this tends to be disruptive to the educational environment.

STUDENT ILLNESS

If a student becomes ill during the day, he/she should report to the Principal's Office as soon as possible. If necessary, the parent will be called, with their permission, the student will be excused to go home.

LUNCH PERIOD REGULATIONS

1. No student is allowed to leave the school grounds during the lunch periods. The only exception is a student who brings a doctor's statement confirming that the student must have a special diet that the school cannot provide and which must be eaten at home.
2. No food or drink is allowed outside the cafeteria.
3. Students who need to use the restroom facility during the lunch period must first seek the permission of the lunchroom duty teacher. Teachers will allow the student to go one at a time as long as it is not over-used or the privilege abused.
4. Other requests to leave the lunchroom area will be dealt with on an individual basis; however, the requests should be kept to a minimum.
5. Students shall not leave a messy eating area, fail to return trash and tray to the proper area, take food from another student, throw food, cut a line, etc.

DISCIPLINARY ACTION & CODE OF CONDUCT

It is impossible to list or categorize all types of disciplinary violations, thus the administration reserves the right of disciplinary assignment as the case so determines.

Administrators, teachers and guidance counselors will work together in an attempt to find causes of student misbehavior so that the student may benefit from the wide range of educational experiences and course offerings.

The establishment of a district wide discipline plan is an attempt to ensure the orderly functioning of the school district. The plan should serve the needs of the district but should also consider the needs of individual administrators, teachers and students who must abide by this plan. Although different buildings/grade levels have needs that may not be specifically addressed by a district discipline plan, common sense adaptations of applicable parts of the plan are encouraged.

The key to success of any discipline plan is parental involvement. Administrators, teachers and any staff members involved in disciplining students are encouraged to maintain communications with parents. Early communication may help eliminate potential discipline problems.

A violation or attempted violation, even though unaccomplished, of any rule may result in disciplinary action, including but not limited to:

- A. Detention (before or after school)
- B. Suspension of Privileges
- C. Suspension (temporarily excluded from school) - absent from school
- D. Alternative School
- E. Emergency Removal (immediate, short-term exclusion from school)
- F. Suspension or deletion of school bus transportation privileges
- G. Expulsion (long term exclusion from school)
- H. Rehabilitation (mandatory attendance-drug treatment program)
- I. Legal Action (charges filed with the proper legal authorities)
- J. Other reasonable disciplinary actions
- K. Permanent Exclusion.

DISCIPLINARY PENALTIES

PART I Any violation of the following rules will result in an immediate suspension of 10 days. Each violation will be treated as a separate offense. Violators may be referred to civil authorities and may be SUBJECT TO EXPULSION. Detention will not be offered as an option to suspension for any of the six violations.

1. Conviction of a Felony

The conviction of a felony for violation of a county, state or Federal statute when such a conviction may cause a disruption in school.

2. Alcohol and Drugs

Possession, use, concealment, sale or offer to sell narcotics, other illegal drugs, including drug paraphernalia, and alcoholic beverages on school property during school or at a school activity. Adopted Board Policy on alcohol and drugs will be referred to in dealing with this offense.

3. Counterfeit Controlled Substances

Knowingly possess, make, sell or offer to sell, give or deliver a counterfeit controlled substance on school property during school or at a school activity. Directly or indirectly representing or describing a "counterfeit controlled substance" as a controlled substance. A counterfeit controlled substance is defined as:

- a. Any drug that is identified by a trade name or trademark without authorization of the owner of the trade name or trademark.
- b. Any unmarked or unlabeled substance that is represented to be a controlled substance with a specific trade name or trademark.
- c. Any substance that is represented to be a controlled substance, but in fact, is not a controlled substance or is different than the substance being represented.

Over the Counter Substances

Knowingly make, sell or offer to sell any substance available to purchase without a prescription.

4. Possession or Use of Weapons

Possession of a dangerous weapon on school grounds during school or a school activity. Such items include, but are not limited to fireworks, look alike weapons and all knives. Possession of firearms shall be handled separately. Such possession shall result in expulsion for a period of one calendar year. The Superintendent may reduce this requirement on a case by case basis. Firearm is defined to include any weapon, including a starter's gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device which includes but is not limited to any explosive, incendiary, or poisonous gas; bomb, grenade, or rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine or device similar to any of the devices described above.

5. Physical Assault

The act of physically assaulting an employee of the school system or any other person while on school property or while at a school event. If circumstances warrant, expulsion proceedings will be initiated.

6. False Alarms and Reports

The act of initiating a fire alarm or initiating a report warning of a fire, bombing or other catastrophe without cause, or by giving false testimony or falsely reporting school incidents.

PART II Automatic five (5) day suspension. Letter mailed to parents. Each violation will be treated as a separate offense. Detention may be offered as an alternative to suspension depending on the individual circumstances.

7. Damage to School Property

Willful damage or attempted damage to school property, private property or private property of school employees on school property. (If damage occurs the student will be responsible for repair or replacement)

8. Extortion

The act of extortion, threatened extortion, or threatening reprisals in order to secure an object or service from another person in school.

9. Physical Assault

The act of physical threatening an employee of the school system or any other person while on school property or while at a school event.

10. Violence or Disruption

Any influence over others or any participatory acts, deeds, or words that cause violence or major disruption to the educational process.

11. Unauthorized Fires

The burning or any attempt to burn any part of any building or any other property belonging to the Zane Trace Local School District.

12. Fighting

The act of hostile body contact with the intent to injure.

PART III Any violation of the following rules or combination of rules will result in the assignment of the following:

1 st offense	3 days suspension
2 nd offense	5 days suspension
3 rd offense	10 days suspension
4 th offense	expulsion

13. Leaving School Without Permission

No student may leave school without permission of the building principal. When students arrive at school premises, whether walking, driving, or riding bus, they are not to leave the school premises at any time, without the permission of the building principal.

14. Theft

The act of stealing or attempting to steal.

15. Smoking/Use of Tobacco/E-Cigarettes/Possession of a lighter

Possession, consumption, purchase or attempt to purchase, and/or use of tobacco products () or electronic cigarettes or similar devices in school, on school grounds, on school buses, and at any interscholastic competition, extra-curricular event, or other school-sponsored event. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. Smoking of electronic, “vapor”, juuls, other substitute forms of cigarettes, or clove cigarettes is also prohibited.

Nicotine/Vaping- Students may be granted approval to participate in a principal/superintendent/court appointed prevention program in place of suspension. Such a program may be required to take place after school hours or on a Saturday.

16. Trespassing

Although schools are public facilities, the law allows the Board to restrict access to school property. Being present in any Board-owned facility or portion of Board-owned facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a Board-owned vehicle: or unauthorized access or activity in a Board-owned computer, into the district, school or staff computer files, into a school or district file server, or into the Network.

17. Forgery

The act of forging any school forms or material prepared for school. Altering a hall pass etc.

18. Distribution of Unauthorized Material

The act of distributing or selling any material that has not been authorized by the principal. Including the viewing of items that violate the computer use agreement.

19. Repeated Violations of Other School Rules

Repeated violations of other school rules including rules of extra-curricular groups.

20. Insubordination, Disregard of Reasonable Directions, Requests, or Commands

Students shall not disregard directions, requests, or commands by the teachers, student teachers, substitute teachers, teacher aides, the principal, or other authorized school personnel. This includes being disrespectful by verbal or physical remarks. A student shall not fail to accept other forms of discipline which are prescribed by the principal or certified teaching staff. Failure to comply with reasonable requests or directives of school employees

Simple failure to comply - Detention

Belligerent, abusive, and not complying – 2 detentions / or 1 day OSS

21. Unauthorized Area

Unauthorized Area: Including – faculty restrooms, unsupervised classrooms, High School & Elementary buildings without permission – 2 detentions or 1 day OSS.

22. Aggressive Physical Play (Horse Play)

Action that causes disruption – 2 detentions or 1 day OSS.

23. Class/Study Hall Cuts

A student shall not be absent from an assigned class or activity without permission of the academic instructor (or other authorized personnel) – 2 detentions or 1 day OSS.

The use of abusive or obscene language or gestures toward school employee - 2 days OSS.

PART IV Any violation of the following rules or combination of rules will result in the following assignment:

1st offense 1 detention

2nd offense 2 detentions

3rd offense 3 detentions

4th offense OSS

24. Class Tardiness – Unexcused – See Attendance Policy

25. Hall Passes

Students shall have a pass from a teacher to be in the halls during class time- one student at a time only.

26. P.D.A.

Students are not to publicly display affection while at school. Kissing, embracing are examples of the public display of affection. 1st offense warning 2nd offense Detention

27. Littering

Students are not to litter in the building or on the school grounds.

28. Prepared for Class

Students are to bring to class those items as identified by the instructors as needed to participate in the class or laboratory activity. This would include proper dress or uniform, books, manuals, notebooks and pencil or pen.

29. Loitering

Students may not use the restrooms or office as a place for loitering or as a “student lounge”.

30. Use of Property

Use of any property, school owned or another student’s without permission.

31. Unserved Detention

Failure to serve assigned detentions automatically go to next level.

32. Disruption at Assemblies / School Events

Students shall not engage in nor urge others to engage in use of any type of violence, force noise, intimidation, or any conduct which would cause disruption of any function of the school.

33. Casual Use of Profanity / Vulgar Language

Students shall not use any form of profanity, written or verbal. Included in this prohibition is the use of obscene gestures, signs, pictures, clothing publications which could be offensive to others.

34. Harassment of Other Students

Verbal or physical harassment of other students, including hazing and cyber bullying. Depending on the degree of the offense, may receive greater punishment. (5517.01 Board Policy)

Harassment and/or Aggressive Behavior (including Bullying/Cyber bullying)

The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment and/or aggressive behavior (including bullying/cyber bullying) toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, and any speech or action that creates a hostile, intimidating, or offensive learning environment. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten bodily harm or personal degradation. Individuals engaging in such conduct will be

subject to disciplinary action. Conduct constituting sexual harassment, may include, but not limited to:

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or safety;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort, and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

Conduct constituting harassment on basis of race, color, national origin religion, or disability may take different forms, including, but not limiting to, the following:

A. Verbal:

The making of offensive written or oral innuendoes, comments, jokes, insults, threats, or despairing remarks concerning a person's race, color, national origin, religious beliefs, or disability.

B. Nonverbal:

Placing offensive objects, pictures or graphic commentaries in the school environment or making insulting or threatening gestures based on a person's race, color, national origin, religious beliefs, or disability.

C. Physical:

Any intimidating or despairing action such as hitting, pushing, shoving, hissing, or spitting, on a fellow staff member, students, or other person associated with the District, or third parties, based upon the person's race, color, national origin, religious beliefs, or disability.

35. General Class Disruption

Interrupting classroom procedures or the teaching process.

36. Cheating on Tests or Other School Work – (Possible loss of grade)

Cheating or use of unauthorized materials on tests or other school work.

37. Cell Phones

Cell phones are to be turned off kept in the student's locker or cubby unless being used on a classroom assignment and approved by the office. Any confiscated phone will be turned into the office.

1st offense: Phone or device returned to the student at the end of the school day;
2nd offense: Phone returned to the student and after school detention assigned;
3rd offense: Parent must pick up device and after school detention assigned;
Additional offenses: Parent must pick up device and OSS assigned.

*Refusal to comply with teachers' requests to confiscate will result in belligerent insubordination procedures.

Any student that is observed recording unauthorized school activity (e.i. fights) on his/her personal device (phone/IPOD/IPAD) will be subjected to disciplinary penalty.

Any student recording a physical altercation will receive an automatic one-day suspension.

38. Unauthorized Sale or Distribution

The act of selling or attempting to sell, trade, or distribute any object or substance which has not been authorized for sale or distribution by the building principal to any person on property owned by the Board is prohibited.

39. Search and Seizure

Individuals, individual lockers, and autos may be searched by school officials, without warning, when there is reasonable reason to believe that dangerous objects or contraband are included therein. However, systematic and secretive searches of areas where students may keep personal items shall not be conducted, except in cases where there is good reason to believe that the health and/or safety of students, faculty, or the public is involved.

40. Other Undesirable Behavior

Since it is impossible to outline each specific offence which may occur, students who display behaviors that are considered disruptive to the mission of the school will be assigned an appropriate penalty for the infraction.

41. Dress Code – Section 5511 in Board Policy Manual

- A. Parents are primarily responsible for the manner in which a student dresses to attend school. Students are responsible for managing their own distractions regardless of what other student's wear. However, while respecting a student's right to individuality and protection from body shaming, no student has absolute freedom of choice in wearing clothing, or not wearing certain items of clothing, if he/she presents an appearance thus infringing on other student's right to learn by causing a disruptive influence in the atmosphere of educational endeavor within the school.

- B. The principal, with the counsel of his staff, may take or send the student home to correct his/her appearance. Teachers may require certain expectations of dress for specific presentations and projects.
- C. Wearing shorts and skirts will be permitted for grades K-12. Shorts and skirts must extend below the reach of the student's fingertips when placed at his or her sides. Athletic attire is permitted. Undergarments may not be visible.
- D. Sleeveless shirts or tops will permitted but students are not permitted to wear cut-offs or any loose fitting shirt that reveals a student's chest.
- E. The following will not be permitted:
 - 1. Wearing of clothing or items of jewelry with pictures, patches or slogans referring to, depicting, or advertising the use of alcohol, drugs, or tobacco;
 - 2. Wearing of clothing or items of jewelry with pictures, patches or slogans referring to, or suggesting, sexual subjects or obscene language;
 - 3. Wearing any shirt that bares the student midriiffs (including the back and sides);
 - 4. Wearing of any apparel without the proper undergarments;
 - 5. Wearing of hats and/or coats or use of blankets inside of classrooms or other areas of the building. **Hoods may not be worn inside of the building;**
 - 6. Bare feet or cleated shoes;
 - 7. Any item of clothing that constitutes a possible health or safety hazard, or could cause distraction such as clothing too large, too tight, too sheer, too soiled, etc;
 - 8. No book bags will be permitted to be carried during the school day. Gym clothes and other items should be stored in lockers. (includes, brief cases, gym bags, oversized purses);
 - 9. Exceptions to the above can be made only with the approval of the building principal for an activity under the direct supervision of a teacher;
 - 10. And holes in clothing above the knee will be permitted as long as underwear is not visible.

* THIS IS A REPRESENTATIVE LISTING OF RULES AND VIOLATIONS. IT IS NOT A COMPLETE LISTING OF ALL ACTS OF MISBEHAVIOR THAT MAY REQUIRE DISCIPLINARY ACTION. THE ZANE TRACE LOCAL SCHOOLS' ADMINISTRATION RESERVES THE RIGHT TO ASSIGN POINTS AND DISCIPLINARY ACTION AS THE SITUATION DEEMS.

DETENTION

Detention is served after school for one (1) hour intervals. The detention will be served on the next available day unless special arrangements are made prior to detention being served. Students are responsible for providing their own transportation after detention. Parents may request detention be served during lunch time on a 2-1 basis (2 lunch detentions = 1 after school detention). Failure to attend detention will result a day of OSS being assigned. No student will be permitted to participate in extra-curricular activities or special events if a detention is not served. (i.e. football game or practice, cheerleading, field trip)

Detentions cannot be appealed to the Superintendent or Board of Education.

SUSPENSION/EXPULSIONS

Suspension Procedure:

1. The principal or superintendent may suspend.
2. No suspensions are to exceed ten school days per offense.
3. The principal or superintendent must give the student written notice of intention to suspend and the reasons for the suspension.
4. The pupil must have an opportunity to appear at an informal hearing before the principal, assistant principal, superintendent or his/her designee, and has the right to challenge the reasons for the intended suspension or otherwise explain his/her actions. The hearing may take place immediately.
5. The school will attempt to contact the parents by phone to notify them of the suspension.
6. The parent/guardian or custodian of the student will be notified by mail as to the reasons for the suspension within twenty four (24) hours. In the event telephone contact with the parent/guardian could not be made, the written notice of suspension will be sent.

Expulsion Procedure

1. Only the superintendent can expel.
2. The superintendent must give the student and his/her parents written notice of the intended expulsion.
 - a. The notice is to include reasons for the intended expulsion.
 - b. The pupil and parent or representative have the opportunity to appear before the superintendent to challenge his/her action or to otherwise explain the actions of the pupil.
 - c. The notice must state the time and the place to appear, which must be not less than three days or more than five days after notice is given.
 - d. The superintendent may grant an extension of time; if granted he/she must notify all parties of new time and place.
3. Notice must be given with twenty four (24) hours of the expulsion to the parents of the pupil. The notice must include the reasons for the expulsion and the right to appeal to the

Board of Education.

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 principal.

GRADE CARDS

Each nine weeks a grade card will be provided in Progress Book reflecting school progress, as evaluated by teachers.

GRADING POLICY

Grades will be shown as percents using the following chart:

95-100 = A
93-94 = A-
91-92 = B+
87-90 = B
85-86 = B-
83-84 = C+
77-82 = C
75-76 = C-
73-74 = D+
71-72 = D
70 = D-
<69 = F

*Physical Education in the 8th grade counts as HS credit, but not toward overall GPA.

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.

All homework shall be turned in on time as assigned and may not be accepted for full credit if late. *Credit for late homework will be at the discretion of the classroom teacher.

*Students who are absent for excused reasons will have one day per each **excused** day absence to complete the required assignments unless the assignment was given prior to the absence occurring.

ADVANCED CLASSES

A student may be able to take advanced math and ELA classes. Placement of these students is made by teacher recommendation based on academic standing, effort, work ethic, test scores, etc.

HONOR ROLL

A student must have a 85% final average for the year in each class to be placed on the A/B Honor Roll. Students who have a 93% final average in each class will earn status on the A Honor Roll. Honor Roll for the year will be based on the final average in each of the core classes.

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. Only the school nurse will administer medicine to students.

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.

ZANE TRACE JUNIOR HIGH HONOR SOCIETY

The Zane Trace Junior High Honor Society is designed to recognize our junior high students who have demonstrated outstanding qualities both academically and within the Zane Trace community. Current members will abide by the guidelines of their year of induction.

How to become a member:

Membership in the Zane Trace Junior High Honor Society is granted to a student who demonstrates outstanding performance in the areas of scholarship, leadership, service, citizenship, and character.

1. Demonstrate the high standards of leadership, citizenship, service, and character.
2. Maintain a minimum cumulative grade of 93% in all classes.

3. Participate in at least 2 forms of community service and/or extra-curricular activity. Examples include: Leo Club, sports (club or school), Quiz Bowl, Power of the Pen, etc.

-Activity has to be ongoing rather than a single incidence.

4. Maintain a clean administrative discipline record at Zane Trace Middle School (no major disciplinary referrals).

5. Submit a letter of interest in the Honor Society that highlights the students accomplishments that demonstrate the standards of leadership, citizenship, service, and character.

At the end of the third quarter, with the third quarter report cards, students who meet the above requirements will be considered for induction into the Zane Trace Junior High Honor Society. The ceremony will take place during our awards ceremony at the end of the school year.

Selection Criteria:

*Students must complete an informational biographical essay covering the 4 tenets of the ZTJH (Character, Service, Leadership and Citizenship) after qualifying in the area of scholarship. Min of 1 paragraph on each of the tenets.

SCHOLARSHIP: Through the 3rd grading period.

1. Accumulative Average of **93%**

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

Eighth Grade - Math, Science, Language Arts, History and PE

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 and Volunteers in school activities, academic & athletic.

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 in Early May.

STUDENT FEES

Students are required to pay their bills and meet obligations promptly. Fees will be established in the summer prior to the school year. A student who owes for workbooks, has not returned library books, paid fees, etc., will not be permitted to participate in field trips or other special activities until such obligations have been met. Any academic fee owed will take precedence over participation fees.

PROMOTION & RETENTION

All students in grades five (5) 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 (Language Arts), Math, Social Studies, and Science.

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 7:30 a.m., and are to have left the premises by 2:20 p.m. Students who ride buses are to report directly to their designated areas upon arrival. Tardy bell will ring at 7:45 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.

STUDENT RECORDS

Students and parents have the right to inspect and review his or her educational records, the right to seek to amend the records, the right to consent to disclosure of personally identifiable information from the records (except in certain circumstances), and the right to file a complaint with the Office regarding an alleged failure by the school to comply with FERPA. School officials, including teachers, within the school have the right to obtain access to personally identifiable information contained in educational records provided the school has determined that they have a legitimate educational interest in the information. A school official includes parties such as defined as: instructors; administrators; health staff; counselors; attorneys; clerical staff; trustees; members of committees and disciplinary boards; and a contractor, volunteer, or other party to whom the school has outsourced institutional services or functions. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. There are exceptions to the school's right to disclose a student's personal information. These exceptions can be found through the Ohio Department of Education and FERPA.

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.

TEXTBOOKS

The textbooks to be used in your school work at Zane Trace School are owned by the Zane Trace Board of Education and 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.

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.

REMOTE LEARNING

The school district will only offer remote learning for those students who possess a medical excuse from a licensed medical professional. The student and parents/guardians will meet with the building principal to obtain permission to complete online learning. Zane Trace has the right to deny any student permission as determined by the building principal. The student fee to participate in remote learning is a non-refundable \$200 in addition to the regular school fees (payable by the first day of school) for the school year and may be limited to core academic subjects only. (Money will be divided between the ZT teachers completing the remote learning at the end of the year.) Students will not be permitted to come in and out of remote learning. If a parent/guardian chooses the remote learning opportunity, the student is responsible for

completing all assigned tasks in the same timely manner in which a student who physically attends school is required. Grading standards will be the same as well. Students on remote learning will also need to make arrangements to attend school for their corresponding state testing days.

Students who choose to participate in the remote learning opportunity will need to have access to reliable internet connectivity as well as a device in which the school work can be completed. Cell phones are not considered to be adequate devices to complete the assignments. If a student needs access to a device, one may be issued by the school. The borrower of the device is financially responsible for any damage or loss that may occur during the time of possession. The fee will be equal to the amount that it would take to fix or replace the device.

School administrators may also place a student on remote learning in lieu of Out of School Suspension (OSS) or possible Expulsion.

COVID-19 Guidelines

During the 2021-2022 school year, the Zane Trace Middle School will follow safety guidelines as directed by the health department due to COVID-19. These guidelines will be altered as needed to best insure the safety of our students and staff.