

Student Handbook 2017-18

McComb Schools
328 South Todd Street
McComb, Ohio 45858
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www.mccomblocalschools.org

McComb 7-12 Mission Statement:

McComb School is committed to creating a partnership where school, family and community work together. We will provide an education where character is developed and self-esteem enhanced. We will create opportunities to help all students realize their full potential as confident, continual learners and future productive community members with a safe and supportive learning environment.

This Student Planner belongs to:

Name: _____

Phone: _____

Grade: _____

FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to the building administrator.

The school's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules. Student safety is the responsibility of both students and staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. If a student is aware of any dangerous situation or accident, he/she must notify a staff person immediately.

ATHLETICS, ELIGIBILITY & PARTICIPATION

Students electing to participate in athletics shall be required to have their parents consent by completing the "Informed Consent Agreement," pass the necessary physical examination, carry the student accident insurance or equal, and pass the necessary scholastic requirements. **Eligibility:** To be eligible to play the next grading period or quarter, a student must be passing at least five credits. Each coach will give you a rulebook or instruction sheet pertaining to his/her particular sport and what is expected of you as an athlete. Participation in athletics is a privilege and athletes are responsible for following the coach's rules, the athletic handbook, and the student discipline code.

As a student-athlete, you are expected to accept seriously the responsibility and privilege of representing your school and community while participating in interscholastic athletics. Student-athletes are expected to treat opponents with respect; respect the judgment of contest officials; abide by contest rules; display no behavior that could incite fans or other participants in the contest or which is intended to embarrass, ridicule or demean others under any circumstances; cooperate with officials, your coaches and other participants to ensure a fair contest.

ATTENDANCE PROCEDURES AND POLICIES

The Ohio Revised Code (Section 3317.01) requires that schools be in session not less than 180 days. The law also states that a child between 5 and 18 years of age is "of compulsory school age" and

further that “every parent, guardian or other person having charge of any child of compulsory age must send such child to a school which conforms to the state minimum standards.” It should be noted that the state minimum attendance rate is 93% (12 school days of absences for the year) according to the Local Report Standards. Failure to maintain a 93% attendance rate may result in the requirement of a doctor’s signature with each absence. If a student is required to bring a signed doctor’s note upon their return to school and fails to do so, truancy charges could be filed. **ALL absences and tardies from school should be reported to the school via a phone call from a parent or guardian before 8:30 a.m. on the day of the absence.**

- **No Phone Call** from parent on the day of the absence
--Unexcused Absence (truancy): Truancy Charges/Zero Credit

The number at the high school is 419-293-3853. Before 7:15 a.m. you can leave a message on the school voice mail identifying yourself, your child’s name and the date/time you are calling. If we do not receive a phone call, we must contact parents/guardians as mandated by the Missing Child Act. The following is accumulative of excused/unexcused absences and tardies:

STEP 1 – WARNING LETTER – 30 hours or 5 excused/unexcused full days/partial days/tardies

STEP 2 – WARNING LETTER MEDICAL LETTER WILL NOW BE REQUIRED – 72 hours or 12 excused/unexcused full days/partial days/tardies

STEP 3 – NOTIFICATION OF THE COUNTY TRUANCY COURT – A Truancy Complaint will be filed on a student (or an adult for allowing their son/daughter to be truant) if absences are “unexcused” at a minimum, for (30 hours or 5 days) more consecutive school days, or (42 hours or 7 days) in a calendar month, or (72 hours or 12) or more school days in a school year.

The following reasons are reasonable excuses for time missed at school:

- A. Personal illness
- B. Quarantine of the home
- C. Death in the family
- D. Observation or celebration of a bona fide religious holiday
- E. Only one (1) day of hunting/farming will be excused.
- F. Juniors and seniors will be allowed two (2) days for a college visit. Deadline will be April 30th. A College Day Form must be filled out and approved in advance of the visit. All seniors should have taken the ACT or SAT at least one time prior to being granted a college visit. 9th and 10th

graders may be approved upon special circumstances approved by the administration.

- G. Such good cause as may be acceptable to the principal/superintendent.

ATTENDANCE RELATED AREAS

Attendance requirement on day of contest: To be eligible to participate in any extra-curricular activity at McComb School, the student must attend school at least 4 complete academic periods on the day of the event. The (4) complete academic periods do not have to be in succession. Lunch does not count as one of the (4) academic periods.

Any student not present for a total of (4) complete academic classes and who knowingly participates in an extra-curricular event that day will not be allowed to participate in the next event or for high school events as follows:

Football = next game	Volleyball = next 2 games
Basketball = next 2 games	Baseball = next 2 games
Softball = next 2 games	Track = next event
Wrestling = next 2 meets	Golf = next 2 matches
Non athletic = next event	

Rulings and exceptions will be made through the athletic director or advisor with approval by the principal. Appeals to this decision can be made to the superintendent.

Early dismissal/late arrival: Between the hours of 7:50 a.m. and 2:50 p.m. students who leave early or arrive late must complete the Sign-In/Sign-Out Log in the high school office. Anytime that it becomes necessary for a student to leave school during the day, parents may call the school office (293-3853) and a "Permit to Leave School" pass will then be written and forwarded to the student. Should a student become ill during the day, we will call the parents as directed by the "**Emergency Medical**" form to arrange their dismissal. Students will not be allowed to leave school for any other reason unless parents call the office as indicated above. **Upon the student's return to school after being dismissed during the school day for any reason, a note with the date(s) of the absence and reason for the absence should be submitted within two school days.** The following guidelines should be followed when a student arrives between:

7:51 am – 8:37 a.m. =	Tardy
8:38 a.m.-10:55 a.m. =	½ Day Absence
10:56 a.m.-2:50 p.m. =	Full Day Absence

If a student is allowed to leave after 2:06 p.m. = Early Dismissal

If a student leaves between 10:55 a.m.-2:06 p.m. = ½ Day Absence

If a student leaves before 10:55 a.m. = Full Day Absence

Field trips and other absences: At times throughout the year, students may be absent from school due to a field trip or due to a commitment from another organization. The purpose of this section is to clarify how these absences will be recorded on the student's attendance record:

1. Any time a staff member takes students out of the building for a trip during school hours; this will be considered a field trip. For this type of an absence, students are not considered absent, and it does not count against their attendance record.
2. When students are absent due to the attendance at other events such as Teen Institute, 4-H, Hancock County Youth Leadership, YIELD, HAPPY, etc., students will be considered absent-excused as long as they provide a written excuse from their parent within (2) school days of their return to school.

Make up work after absence: It is the responsibility of the student to make arrangements with the teacher for any work or test which has been missed due to an excused absence and needs to be made up. Students will be responsible for due dates for all work issued prior to the absence. If work is not made up within the limits set by the teacher, a zero will be given for the work not completed. Your individual teachers will tell you his/her policy regarding the grading of work turned in after the deadline. Students will be given up to the amount of days of school missed in order to complete missed assignments and/or assessments.

Morning arrival: Students should not arrive at the McComb building prior to 7:30 a.m. unless earlier arrival is requested or arranged by a McComb staff member.

Special absence requests: Students who know of absences in advance are to approve such absences through the high school office. A "**Special Absence Request**" form must be picked up by the student and signed by the parent and the student's instructors. **This form should be completed no less than five (5) days prior to the absence.** Upon completion of this form, the student may be excused from classes. The student's current attendance rate and academic record will be predominant criteria in granting the special absence as "excused". Students are responsible for all make-up work, including tests, upon their return to school.

Tardiness: Students are asked to be in their scheduled rooms when the tardy bell rings. This is true for all periods, including the lunch

period. If you are late to class and are excused, bring the written excuse (pass) to class with you. If you enter class without this pass you will be considered unexcused. Accumulating tardies will result in disciplinary action. Consequences for tardies will be as follows:

Tardies up to 3:	½ hour Administrative Detention
Tardies up to 6:	1 hour Administrative Detention
Tardies up to 9+:	Friday School, In-School Suspension and/or short-term referral to AOC

Any detention assigned due to tardies per nine weeks will exclude 7th and 8th grade students from positive panther trips.

Truancy: Skipping a period, failure to report to an assigned area, being absent from school without parent knowledge or permission, or being outside the school building without permission are all acts of truancy. Students who are truant from school or whose absences are found to be unexcused will not be allowed to make-up work and will receive a zero for all graded work on the date(s) of absence.

Any unexcused absence may be classified as an act of truancy; therefore, it is critical that a parent's note explaining the reason for an absence be turned into the office within 48 hours of your return to school. It should be mentioned that Ohio Law establishes the following definitions for habitual and chronic truants:

*Habitual Truant = Unexcused absences for 30 or more consecutive hours; 42 or more consecutive hours in a month; 72 or more consecutive hours in a year.

*Chronic Truant = Unexcused absences for 42 or more consecutive hours; 60 or more consecutive hours in a month; 90 or more consecutive hours in a school year.

If a student is classified as a Habitual/Chronic Truant, then a physician's signature will be required for each and every absence. Please be aware of the requirements faced by Ohio students and schools, and please work to maintain good school attendance.

BOOK BAGS/PURSES/ETC.

Book bags, purses, and other such items are to be kept in student lockers at all times throughout the school day. This means that they are put into the student's locker before 1st period and kept there until the end of the day. It is not acceptable for these items to be in any classroom at any time of the day, without approval.

CHILD ABUSE/NEGLECT

The law requires school personnel to report all suspected cases of child abuse/neglect to the Hancock County Department of Human

Services Children's Protective Unit. In addition, the county prosecutor and or the Sheriff's Department could be notified.

CLASS RANK/SPEAKERS
VALEDICTORIAN/SALUTATORIAN

Class rank is determined at the end of each semester. Students with the same grade point average, allows them to have the same numerical rank.

Two seniors will speak at graduation. Class speakers will be the valedictorian(s) and salutatorian(s) unless there is a tie. Ties may be broken by an audition. A committee may be established to select class speakers in the event of a tie. All percentages will be weighed equally. If these students choose not to speak at the graduation ceremony, the next highest-ranking student(s) will be invited to speak, until two speakers are selected.

The valedictorian will be the top ranking student(s) after seven semesters, providing the student completes the eighth semester and maintains the highest level of achievement.

The salutatorian will be the student ranking second from the top after seven semesters, providing the student completes the eighth semester and maintains the highest level of achievement.

CLOSING DUE TO BAD WEATHER

If severe weather makes it necessary for McComb Local Schools to delay or close, TV stations WTVG (13), WTOL (11) and radio stations WFIN (1330 AM) and WKXA (100.5 FM) will make the necessary announcement early in the morning. Please listen to the radio or watch the TV and do not call the school or the radio station. Parents are encouraged to sign up for the "Ohio Alert" program, on our school website, which automatically notifies of delays/closings through e-mail and/or text messages.

COMPUTER USE IN THE SCHOOL

Computer use at McComb is encouraged and made available to students for educational purposes. The school retains ownership of all hardware and software, and reserves the right to inspect, copy, and or delete all files stored on school owned computers. All students and parents must sign a Computer Network Agreement Form before any student will be allowed to use the school network or access the Internet. The teacher in charge or the network administrator will give students specific guidelines on using the computers. Students who fail to observe these guidelines may lose their privileges and suffer other disciplinary consequences.

CONFERENCES WITH TEACHERS

Teachers will be unable to accept phone calls during class time. A message can be delivered to any teacher, and they will return your call as soon as their schedule permits. Teachers should be given at least a one-day notice of a needed conference. Any conference may be arranged by calling the school office at 419-293-3853 or by contacting the teacher through e-mail. All e-mail addresses may be accessed through Progress Book or through the website www.mccomblocalschools.org.

COUNSELING SERVICES

The school counseling department is here to help students to help themselves with career planning and school-related concerns (i.e. selecting courses, getting good grades, troubles with students and adults) as well as to assist you with personal/family problems that may arise. Alcohol, tobacco, drug abuse, sexuality issues, depression, stresses, coping with parent relationships/divorce; these are just a few of the many topics that are discussed in the school counselor's office. If you need someone to talk with, perhaps in an effort to find a solution to a problem you may be trying to solve on your own, the school counselors are here to help. Our goal is to help you understand yourself and allow you to make better decisions about your life.

It would be beneficial to make an appointment with the school counselor at least twice a year to get acquainted, discuss any concerns you may have, or ask any questions that may arise during the school year. It is important for your school counselor to get to know each one of you personally, so that he/she may best direct you toward your future, with your own goals and needs in mind.

DANCE POLICY

Students attending any middle school dance must attend McComb Middle School, be enrolled in grades 7-8 and have paid their school fees. Students attending any school activity must conform to the school dress code and student code of conduct.

Attendance at high school dances is limited to high school students currently in grades 9-12. Prom is an invitation only dance. Juniors and seniors attending McComb High School shall be invited to attend. A McComb High School student may invite one guest as long as the person invited is currently in grade 9-12. Exceptions to this rule may be presented to the high school principal for possible approval. If a student chooses to bring a guest, a **Dance Guest Form** must be filled out. This form is available in the high school office. If this form is not turned in by the designated deadline, the guest will not be permitted to attend.

Special Statement from the Student Council: “All students attending school dances will be required to follow all school rules as listed in the student code of conduct. Strict attention will be given toward dress code, public display of affection, appropriate language, and dancing behavior. The first warning is with this statement. If a student needs to be told to correct their behavior a second time, he/she will be removed from the dance immediately without the possibility of re-entry.”

DETECTION

Any McComb teacher or administrator may issue detentions. Detentions may be served with individual teachers or may be assigned to the administrative detention room after school. Administrative detentions start at 2:55 on Tuesday and Thursdays and may be ½ or 1 hour in length. Detentions served with individual teachers can be before and/or after any school day. Teachers may also require a student to serve a detention during the lunch period. Twenty-four (24) hour notice will be given before the student must serve the detention. Parents are responsible for transportation arrangements.

DRESS CODE

Good taste and cleanliness are expected in the dress of McComb students. Dress or appearance that is disruptive to the educational process or presents a safety risk is prohibited. Specific guidelines are as follows:

1. Footwear must be worn at all times.
2. Pajamas/sleepwear/lounge are not permitted.
3. No baggy pants. Pants are to be pulled up to the waistline at all times.
4. Clothing that have excessive rips, holes, slashes, tears, or are frayed are not permitted. Any patches must be on the outside of the material and permanently attached to the clothes.
5. Undergarments should not be visible at any time.
6. Shorts, skirts, dresses, etc., must be mid-thigh length.
7. No low necklines or midriff shirts. Tops and bottoms must overlap at all times, including when arms are completely raised above the head, and when seated. Tank top straps should exceed 1” in width. No cut-off shirts are allowed. Shirts/tops should be worn so that no cleavage is visible.
8. Apparel portraying drugs, alcohol, tobacco, sexual references, or anything questionable is not allowed.
9. Sunglasses, hats, bandannas, hoods, gloves and outer coats are not to be worn during school hours.
10. No chains may be worn at any time.

11. Hair should be clean and neatly groomed. Hair should not be worn to extend beyond the eyebrow, cover the eyes and face. Final decisions regarding appropriate dress and appearance during the day will be under the jurisdiction of the building principal. Students who violate the dress code must correct the problem as directed by the attending staff person. If a student fails to comply with this request, they will be sent to the office for disciplinary consequences. This may include sitting in the office until the dress code violation is corrected. Time missed from class will result in zero credit. Repeat offenders are subject to additional consequences as deemed necessary by the student code of conduct.

DRIVING AND PARKING PRIVILEGES

Parking on school grounds is a privilege. Students must have a current driver's license, evidence of insurance, complete a student driver permit, pay their school fees/fines, and display the appropriate parking permit sticker prior to their first use of school parking facilities. The cost of a permit is \$5.00. Students must observe the rules stated within the permit. Violation of these rules will result in the loss of parking privileges. Tardiness to school may result in loss of driving privileges.

Student parking during the weekday between 7:15 a.m.-3:45 p.m. is limited to the lot between Route 235 and the football field. Entrance and exit to the area is from S.R. 235 only. No student parking is allowed in other areas of the school grounds. Any student vehicle found to be illegally parked on school grounds during the school day is subject to disciplinary consequences which may include being towed at the student's/owner's expense. This includes parking outside of the designated/painted lines and parking in the visitor's or handicapped spaces.

It should also be noted that while vehicles are parked on school grounds, they are subject to being searched by the school administration at any time there is reasonable suspicion of illegal activity.

ELECTRONIC EQUIPMENT USE

Cellular phones and other electronic devices are not to be used by the student. Each teacher shall establish their classroom as a green or red zone, meaning they will allow or disallow the use of electronic devices. Exceptions may only be made at the discretion of the teacher. The cafeteria (excluding the lunch line) shall be considered a green zone. The hallways shall be considered a red zone. Violation of this rule will result in disciplinary action and confiscation of the cell phone or other electronic device. The student for a first time offense may claim the cell phone or other electronic device at the end

of a school day. Additional offenses will result in the same consequences as the first offense AND additional punishments including but not limited to detentions, Friday School assignments and school suspensions. Beyond the first offense, the parent or legal guardian must pick up the phone in the building administrator's office. Further disciplinary consequences are to be assigned at the discretion of the building administrator. Purposely disabling the phone by removing the battery or "locking" the device will be considered an additional violation and will result in additional disciplinary action. Students are also reminded that these items have appeal and cannot be protected against theft. "Cyber-bullying will be considered a violation of the code of conduct and will be punished accordingly to provisions within the code of conduct. Providing students and staff with a 21st century digital learning environment is part of the McComb Local School District's core values. Therefore, exceptions to our electronic equipment use policy may apply under the BYOD (Bring Your Own Device) initiative. Parents and students must sign that they have read, understand and will follow both the BYOD policies and the Acceptable Use policy for student e-mail for exceptions to apply.

EMERGENCY MEDICAL AUTHORIZATION

Each student **MUST** have an **Emergency Medical Authorization** form on file in the school office to participate in field trips, athletic and academic contests. These forms are sent home at the start of each school year and **MUST be signed by parents and returned to the office no later than the end of the first full week of school**. If you are injured and the school does not have this form, you cannot be taken to the hospital by a school staff member for treatment. The hospital will not treat you unless we have the properly signed treatment form or a parent can be contacted for authorization. The office must be notified of all accidents.

FEES AND FINES

Fees will be assessed for workbooks, labs, field trips and other consumable items in some classes. The teacher will inform students and a fees list is given at the beginning of the school year. Fines will be assessed for damage of any material owned by the school system through neglect or carelessness, or for losses to any book belonging to the Board of Education.

Failure to pay fees/fines in a good faith manner (the balance divided by the number of nine-week grading periods remaining in the school year; including the current nine-week grading period) may result in the denial of field trip privileges, fundraiser participation, and the receipt of grading reports.

FIELD TRIPS

A parent/guardian signed written permission slip along with the emergency medical authorization form, and prescription medicine forms must be on file before any students are allowed to go on any field trip. Students who have not maintained a satisfactory attendance rate, have attended the Alternative Opportunity Center (AOC), been suspended, received a Friday School or have been suspended from the bus may not be permitted to go on any field trip. Failure to pay fees/fines in a good faith manner may result in the denial of field trip privileges. Requirements to attend the 8th grade and senior class trips will be made available in the fall of each year.

FIRE, TORNADO, LOCK DOWN DRILLS

Fire, tornado, and “lock down” drill regulations and exits are posted in each room. Teachers will go over rules and exit routes for each classroom. Teachers assume the responsibility for many students during such emergency procedures, so students are to give their full attention and cooperation during these drills. Fire alarms are not toys and falsely pulling one will result in strict disciplinary action by the school and referral for possible criminal prosecution. Students will be required to follow the direction of their teacher during all drills. Failure to do so may result in disciplinary action.

FOOD SERVICES

McComb School operates a closed lunch period. During this time, students are not to leave school property. The school lunch program furnishes a well-balanced meal. Nutritious meals and ala carte items will be available for purchase by all students. Only sack lunches from home are allowed. It is strictly prohibited to bring in food from other restaurants. Only sealed drinks are permitted from home. Students are expected to keep the cafeteria clean and place all trash in the waste cans provided. Students who fail to clean up after themselves may be denied the privilege of eating in the cafeteria. Students are not to take any food or drink outside the cafeteria. After finishing lunch, students must remain in the cafeteria area until dismissed by teachers assigned to supervise the lunchroom. Students late to class following lunch will be counted as tardy. Lunch cards may be purchased in advance from the lunchroom cashier. Lunch cards may be used for all menu items. Lunch charges are not allowed. Water bottles and other drink containers are not permitted anywhere in the school except for the cafeteria. Students will not be permitted to leave the cafeteria with an empty water/drink container. All soft drink machines will be turned off during the lunch period.

Students are not allowed to leave the cafeteria to get soft drinks from any of the machines located outside the cafeteria area.

Free and reduced lunch applications will be distributed to all students at the start of the school year. Parents are required to fill out the form and return it to the school. School officials according to guidelines established by the state will determine eligibility for either free or reduced lunches.

FRIDAY SCHOOL

Students breaking the McComb School Code of Conduct may be required to attend Friday School. The purpose of Friday School is to avoid the consequences of a school suspension. Students who are required to attend Friday School will be notified in writing by the principal. Parents/guardians will also receive written notice via mail. Friday School may be assigned for both major and repeated minor infractions. Friday School will be held every other Friday from 3:00 p.m. until 7:00 pm at the McComb School. Students who fail to attend or who are disruptive during Friday school may be suspended from school and truancy charges could be filed with the Hancock County Truancy Officer. Students must come prepared to read or write the entire four hours. In addition, students are permitted to bring a packed meal (only sealed drinks will be permitted).

GRADING SCALE

All teachers at McComb Middle and High School will use the following grading scale:

- A: 92-100
- B: 83-91
- C: 74-82
- D: 65-73
- F: Below 65

HALL PASSES

Hall passes are a privilege and students who are given permission are required to have a hall pass during class times to be in the halls. At the end of the handbook section of this student planner there are pages that will be used as your hall pass when signed by a teacher, therefore, you should have this planner with you at all times. If you do not have this student planner with you, do not ask permission to leave the classroom. Students are not permitted to use another student's planner for hall pass privileges.

HARASSMENT/BULLYING

Bullying is an intentional written, digitally transmitted, verbal or physical act that a student has exhibited toward another particular

student more than once and the behavior causes either mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive education environment for the other student.

Prohibited activities of any type including those activities engaged in via computer and/or electronic communications devices are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any harassment and/or bullying activities.

Everyone deserves to come to school without fear of demeaning remarks or actions. The harassment of other students or staff members is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Conduct constituting harassment may take different forms, including but not limited to the following:

A. Sexual Harassment

1. Verbal: includes sexual innuendos, suggestive comments, jokes of sexual nature, sexual propositions, or threats
2. Non-Verbal: sexually suggestive objects, pictures, or graphic commentaries, suggestive or insulting gestures, sounds, whistling, etc.
3. Physical Contact: threatening or causing unwanted touching or contact including patting, pinching, brushing the body, etc.

B. Gender/Ethnic/Religious/Disability/Height/Weight Harassment

1. Verbal
2. Non-Verbal
3. Physical

Any student who believes to be the victim of a harassing act or witness to a harassing act should contact a faculty or staff member immediately. This may be done in person or by telephone with written documentation as evidence or solely with written documentation.

HOMEWORK

Homework is essential to a student's successful educational program. Each student must be expected to spend some time in addition to scheduled class instruction to achieve satisfactory work. The purpose of homework is to help a teacher see where the student needs extra help/attention. It also teaches responsibility, helps a

student work independently, and improves the skill he/she has been learning. Homework also affords the parent/guardian a way to become familiar with and interested in the high school program and monitor his/her child's progress. Students are to:

1. Turn in assignments when due
2. Complete assignments to the best of their ability
3. Seek help from the teacher when necessary

To help students with their homework, each student will be required to carry this homework organizer and to record all assignments for each day. Parents are encouraged to check with the student on a daily basis to see what homework and projects are assigned.

Requests for assignments: In case of illness, assignments may be obtained by calling the office (419-293-3853) before 9:00 a.m. There is no guarantee that work can be retrieved if notification is not given to the office prior to 9:00 a.m. Work will be available for pick up in the office by 3:00 p.m. Students with excused absences will be given an appropriate amount of time to make up work.

HONOR ROLL

Students receiving all A's will be recognized at the end of each grading period. Also students who received all A's and B's will be recognized. Students must be enrolled full time to be considered for the honor roll. The list of these students will be submitted to The Courier for publication.

INSURANCE

All students participating in extracurricular sports, including cheer leading, are to have either purchased the school insurance or have a waiver form signed stating they have adequate insurance coverage. This waiver must be filled out and signed by the parent. Low premium student accident insurance will be available to all students at the beginning of each school year. Participation is on a voluntary subscription basis.

LOCKERS

The school office will assign lockers. The student's use of their locker does not diminish the school's ownership or control of the locker. The school retains the right to inspect the locker and its contents to ensure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials, and to prevent use of the locker to store prohibited or dangerous material. These lockers are made available for student use in storing school supplies and personal items necessary for use at school. Lockers are not to be used to store items which cause, or can reasonably cause, or

can reasonably be foreseen to cause an interference with school purposes or any educational function, or which are forbidden by state law or school rules.

A lock fee is assessed to each student. You should not give your combination to any other person and you should make sure your locker is closed and locked after you have put in/taken out necessary items. We **DO NOT** recommend storing money or valuable items in your locker.

Opened food or beverage containers are not allowed to be stored in your locker. Violators will be punished. In addition, if you choose to decorate your locker, you must not “wrap” the door so that the edges of the locker door are covered. Any damage (including, but not limited to writing) done to lockers will be at the expense of who has been assigned the locker.

Each middle school student has the option of locking his/her school locker during the school year. The school will provide a combination lock, or a student may use his/her own combination lock. If a student fails to return the school lock at the conclusion of the school year a lock fee (\$5.00) will be assessed. If a student chooses to use his/her own lock, a copy of the combination must be provided to the school office.

When using gym lockers, you are to make sure your locker is locked at all times when you are not present. You may receive a combination lock from the P.E. teacher for P.E. purposes. In addition, students are not to “rig” their lockers (i.e. placing an item on the inside of the lock) so that they do not need to work their combination lock. Violators will be punished.

MEDICATION

Any student needing to take medication during the school day must bring the medication to the principal’s office immediately upon arrival to school. A permission note from a parent should also accompany the medication. Under no circumstance should a student keep medication in their possession or lockers. The medication must be in the original container with the student’s name, name of medication, purpose, time to be administered, and dosage. It is the student’s responsibility to go to the office to take the medication under the supervision of school personnel.

No student is allowed to provide or sell any type of over-the-counter medication to another student. No staff member will dispense non-prescribed over-the-counter medication to any student.

Students shall be permitted to carry and use, as necessary, an asthma inhaler/other emergency medication(s), provided the student has prior written permission from his/her parent and physician and has submitted the proper documentation to the office of the principal.

NATIONAL HONOR SOCIETY

The purpose of the McComb Chapter of the National Honor Society (NHS) is to recognize juniors and seniors who meet high standards of service, character and leadership and who excel in academic excellence and to provide an impetus for consistent academic achievements and service to the school and community. As a member of the McComb Chapter of the NHS, it is the duty and obligation of each member to maintain the qualities that resulted in their selection to membership. Each member must maintain a 3.25 GPA. They must demonstrate leadership by promoting school activities, exemplifying positive attitudes in and out of the classroom and be thoroughly dependable in any responsibility accepted. Each member must also complete twenty hours of service for each year of membership and participate in the group service project each year. In order to maintain character, the members are expected to uphold the principles of morality and ethics, show courtesy, concern and respect for others, help rid the school of bad influences and be honest and obey all rules of the school.

In the fall of each school year, any junior with a 3.25 GPA or higher, receives an application for membership. The students are expected to complete the application thoroughly and within a specified time. The completed applications are then distributed to a faculty selection committee for each member of the committee to evaluate the applicants on scholarship, leadership, character and service. The faculty selection committee meets to vote on the potential candidates based on their application. The students who are selected for membership will receive an invitation to the induction ceremony held at one of the Hancock County schools in November. Following their initiation into the Hancock County Chapter of the National Honor Society, all members are expected to maintain the standards of scholarship, leadership, character and service which were the basis for their selection.

To qualify for National Junior Honor Society (NJHS), students must have a cumulative grade point average (GPA) at the end of 7th grade of a 3.5. They must continue to maintain this through the 8th grade year as well. Students who have a 3.5 GPA will be notified by letter that they are eligible scholastically and will be considered for membership upon completing the Activity Information Form. A list of qualifying students will be given to a five-member faculty council to rate each student on character, and both leadership and service. A minimum of 70 points is required for membership. Membership does not transfer to the high school's National Honor Society.

When a member's GPA falls below 3.5 at the end of any grading period, the advisor shall issue a written warning that the member is on probation. If the member has not raised the GPA to the minimum standard of 3.5 by the end of the following grading period, the student will be recommended for dismissal. Violation of civil or criminal law will require probation with recommendation for dismissal. Should a member commit an infraction of the student discipline policy, based on the information obtained from school administration, a written warning will be issued, and the member will be placed on probation for a six week period. After any infraction, dismissal could be warranted at the discretion of the faculty council. Any member on probation at the time of a field trip or an in-school activity that requires them to miss class shall not be permitted to attend said field trip/activity.

OPT OUT OF AN EXAM POLICY

All students will be required to take the first semester exam. In the case of a semester course all students will be required to take the semester exam. To be able to opt out of a final exam for a full year course the student must have maintained an accumulative average of 91.5% or higher for the four nine weeks and the first semester exam. Unexcused absences will disqualify the student from opting out.

PROGRESS BOOK

All teachers will maintain student records on an electronic grade reporting system called Progress Book. Parents have access to Progress Book through a password assigned to them by McComb Schools. Parents should contact the school to receive a password.

PUBLICATIONS

Publications such as the student newspaper and yearbook, are connected to the overall school program and subject to editorial control by school authorities.

PYRAMID OF STRATEGIES (ACADEMIC)

The McComb High School has established a plan to assist those students who struggle academically. The primary goal is to reduce the number of failing grades from students. This is a process that includes the increased assistance of any involved teachers, but most importantly the student. For an overview of the process, please contact the high school office.

RECOGNITION

The middle school sponsors several school-wide recognition programs including:

- Honor Roll – Students are honored when they receive either “A”s or A’s and B’s in all subjects for the nine weeks
- Panther Pride – Four students are randomly selected from a monthly accumulation of “panther pride” slips, and eat a pizza lunch with the building administrator at school.
- Positive Panther Trips – Students are recognized for good citizenship by meeting the following requirements
 - Not having any write ups, bus-write ups or behavioral referrals
 - Having fees and fines paid
 - No more than one unexcused absence per nine weeks
 - No more than the allowable number of missing/incomplete homework assignments
 - No detentions per nine weeks.

The only allowable days of absences for consideration are those recognized in the Attendance Procedures and Policies section of the Handbook.

- Student of the Month – Two students are selected from each grade level – one by the academic teachers and one by the arts teachers for outstanding performance in their classes for that particular month. Students selected get to go out for lunch with the building administrator.
- Two end of year programs – one in the evening usually in early to mid-May, and another the very last day of school – recognizes outstanding academic achievement, attendance, and service during the school year.

RECORDS – STUDENT PRIVACY

Each year the Superintendent shall provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; honor rolls; scholarships; or telephone numbers only for inclusion in school or PTO directories. Directory information shall not be provided to any organization for profit-making purposes.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within five (5) days after receipt of the Superintendent's annual public notice.

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces."

SALES AND SOLICITATIONS

No person shall sell or offer for sale within the school building or on the school property any articles or services or solicit contributions except those approved by the superintendent or the Board of Education. This regulation does not prohibit any school activity authorized by the school administration.

SCHEDULES (Changes)

Changes to a student's schedule can only be made after receiving permission from the parent and no later than 5 full school days after the start of the course. All schedule changes should be made through the guidance counselor's office. The principal retains final say with regards to granting a schedule change.

If a course is dropped after the fifth full day of school at the start of the course, a Withdrawal-Failure will be documented on the student's academic record. If a course is added after the start of a course, the student is responsible for making up all missed work.

SEARCH AND SEIZURE

School authorities are authorized to search a student or his/her property, including cell phones, laptops and other electronic devices, as well as the student's locker or automobile, at any time the student is under the jurisdiction of the Board of Education. The search will be done with or without the student's consent whenever school authorities reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. Anything that is found in the course of a search that may be used as evidence of a violation of school rules or the law may be confiscated and held or turned over to the police. The school reserves the right not to return items that have been confiscated. Law enforcement K-9's (dogs) may be used to conduct searches of the school building.

STUDENT ACTIVITIES

McComb School offers a variety of extracurricular activities. The numerous activities provide something for every student. We encourage students to get involved in various programs. Students should listen for announcements regarding meeting times and dates.

STUDENT CODE OF CONDUCT

In accordance with the Ohio Revised Code, section 3313.661, the McComb Local Board of Education has adopted the following policy concerning conduct of students in disciplinary action including, but not limited to verbal and written warning, parental contact, and parent conference, denial of participation, expulsion, suspension, emergency removal, detention or Friday School. This policy will apply to conduct on school premises, property, buses, designated bus stops, and to conduct at all school activities regardless of the location. This includes acts, which take place at Millstream Career and Technology Center. For the student's safety and welfare, video surveillance cameras are placed throughout the building and on buses. Actions recorded on these cameras may be used as evidence in disciplinary action. This includes misconduct by a student that, regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee. Following are prohibited;

- A. Use, possession, concealment, consumption of, under the influence of, or transmission of illegal drugs, inhalants, narcotics, alcoholic beverages, paraphernalia, other mind-altering substances, or substance purported to be any of the above is prohibited and **will** result in suspension with recommendation for expulsion. (Law enforcement officers will be notified)
- B. Use, possession, concealment, or transmission of tobacco, vaporizer/e-cigarette products. (Law enforcement officers will be notified)
- C. Use, possession, concealment, or transmission of a firearm or knife as defined in the Ohio Revised Code **will** result in a suspension with recommendation of a **one-year expulsion** as per state law. (Law enforcement officers will be notified)
- D. Use, possession, concealment or transmission of dangerous devices or substances, which could harm one or more persons. (Includes laser lights)
- E. Use, possession, concealment or transmission of personal communication devices, cameras or other recording devices, electronic devices, pornographic materials or unauthorized computer software, is prohibited except when used for appropriate reasons including classroom assignments.

- F. Unauthorized possession (theft) or damage to school or private property (vandalism). The students will assume the cost of damage or loss to school or private property. (Law enforcement officers will be notified)
- G. Disruption of school, activities, or functions of the school by the use of violence, force, noise, threats of physical violence, or intimidation. A student shall not threaten with physical violence or coerce by any means any student, teacher, or other school employee or visitor. A student may not urge another student or person to threaten with physical violence or coerce by any means any student, teacher, or other school employee or visitor. Assault with intent to harm is strictly prohibited and may result in suspension with recommendation for expulsion. (Law enforcement officers will be notified)
- H. Use of inappropriate language including, but not limited to, profanity either written or spoken is prohibited.
- I. Disrespect to a staff member or insubordination - failure to comply with the reasonable request of a staff member or school policy.
- J. Fighting or provocation of a fight. Students may not touch or cause physical harm to other students. If it can be clearly established that a student in a fight was reasonably defending himself/herself, he/she may receive a lesser penalty.
- K. Initiation, harassment, or hazing is prohibited. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any organization that creates a risk of mental or physical harm.
- L. Sexual harassment or any unwanted sexual advances, which may be digitally transferred, verbal, visual, written, or physical contact as, perceived by the recipient.
- M. Unauthorized use, falsely using, or altering school equipment, machines, correspondence, forms, information, or alarms.
- N. Truancy from school including not being excused from school by parents, unexcused absences, skipping class or study hall, excessive tardiness, or leaving school without permission from the high school office.
- O. Gambling or unauthorized card playing.
- P. Inappropriate dress or appearance as specified by the Board of Education policy.
- Q. Presence in restricted areas at unauthorized times.

- R. Cheating, forgery, falsification, plagiarism, or academic dishonesty is prohibited. Presenting someone else's work as one's own in order to obtain a grade or credit is considered cheating. Any student who violates this policy will receive zero credit and may receive additional punishment.
- S. Public display of affection during the school day or at school sponsored events
- T. Unauthorized use of fire is strictly prohibited and will result in criminal charges brought against the student.
- U. Driving or parking violations as specified in the student handbook and rules governing student parking.
- V. Other possible students conduct reaching the gravity of the above examples in terms of persistent disobedience, misconduct, or disruption. Any action judged by school officials to involve misconduct and not specifically mentioned in other sections of this Student Discipline Code may be dealt with as insubordination.

STUDENT COUNCIL

We the students of McComb High School, in order to encourage student-faculty relations; assist in the various student activities throughout the school, community, state, and nation; improve student cooperation and communication; create a school spirit; and encourage the development of initiative, reasonability, citizenship, and leadership, do establish this constitution of the Student Council of McComb High School.

Students wanting to run for a class office or student council must obtain and meet the requirements on the nomination petition. Students need to write a short paragraph telling why they would be a good candidate for a class office or council member. Additionally, they need to acquire five teacher and five student signatures. All students that meet the nomination requirements are placed on a ballot and the ballot is presented only to the class in which they belong.

Four students are elected from each class. However, student council members that represent clubs and/or organizations are elected through their own system and the advisor notifies the council advisor who their representatives are.

The following activities ~~are~~ may be sponsored by Student Council; Homecoming ceremony and dance, Powder Puff game, Salvation Army food drive, Salvation Army soup kitchen, Movie Day – reward event, and Teacher & Staff Appreciation Week.

Regarding 7th and 8th graders, the nomination process calls for students to nominate other students or themselves. Nominated

students will then fill out the proper paperwork and have it signed by three of their current teachers. They are then placed on a ballot, and voted on by their classmates. The top seven become student council representatives. This results in seven students from the seventh grade and seven students from the eighth grade being placed on student council. Should a member commit an infraction of the student discipline policy, based on the information obtained from school administration, a written warning will be issued, and the member will be placed on probation for a six week period. After any infraction, dismissal could be warranted at the discretion of the Student Council advisor(s) and an alternate could be considered. Any member on probation at the time of a field trip or an in-school activity that requires them to miss class shall not be permitted to attend said field trip/activity.

STUDENT RETENTION

It is the goal of McComb School that every student experience academic success; however, situations do arise when a student struggles academically. When this occurs students, parents and teachers should communicate effectively to work together to improve academic performance. If a child is in danger of retention, repeating the same grade level, teachers will communicate with parents as early in the year as possible. This communication will not only include grade cards, but other communication tools such as interim reports, letters, telephone calls, e-mails or personal parent conferences.

If at the end of the 2nd nine weeks it is a possibility that a student will not be promoted, the principal and/or school counselor will conference with the student and make written contact with the parents of the student. Teachers will request a parent conference and continue to monitor the student's progress communicating with the parents and students as needed.

At the end of the 3rd nine week grading period, the principal and/or school counselor will conference once again with the student and make written contact with the parents. Again, teachers will request a parent conference and continue to monitor the student's progress communicating with the parents and students as needed.

A final recommendation will be made before the last day of school. This will occur after a meeting with teachers, the principal, guidance counselor and parent. Students may be exempted from the retention upon the successful completion of summer school.

STUDY HALL

Study hall is provided to allow students to prepare for their classes. Student will not be allowed to sit idly/sleep or to bother other students. Schoolwork should be taken to the study hall and students

should begin work promptly at the start of the period. Teachers and monitors assigned to the study hall will assign seats for each period and will explain the rules and procedures for the period.

SUSPENSION/EXPULSION FROM SCHOOL

Out of school suspension results in the student being removed from school grounds for a certain number of assigned days. The student will receive zero credit in each class for those days with no make-up privileges. The day(s) missed due to the suspension is (are) considered unexcused on their attendance records. Students may not be on school property or attend/participate in any extracurricular activities over the duration of the suspension.

In school reassignment will require the student to attend the Alternative Opportunity Center located at the Educational Service Center in Findlay. The school will provide transportation to the A.O.C. Students will receive credit for class work completed. It is the student's responsibility to turn in completed work to their teachers. Reassignment days do not count as absences on their attendance record. Reassignment days will be ten (10) days or less.

Expulsion shall be the exclusion of a student from the schools of this district for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place or one (1) year as specifically in the student code of conduct and state law. The Superintendent of Schools has the authority to expel a student.

Due process of the law shall be given to each student in the event of suspension or expulsion in accordance with Sections 3313.66 and 3313.661 of the Ohio Revised Code. Fully detailed procedures of the process are available for review in the office of the principal.

TELEPHONE/FAX MACHINE

The telephone in the office is for school business. Students are permitted to use the office phone **ONLY** in case of extreme necessity. Also, students are not to be called to the office phone except in case of emergency. If parents find it necessary to contact a student, they may call the office (419-293-3853) and the message will be delivered. Delivery of messages received after 2 p.m. cannot be guaranteed. Students will not be allowed to use the school's fax machine under any circumstances.

TRANSPORTATION

Bus transportation is a privilege granted to students by the Board of Education. Safe transportation is a responsibility shared by the school, driver, parents, and students. Students riding our buses at any time must abide by any bus riding rules and the Student Code of

Conduct, which is adopted by the Board of Education. Students may be suspended from riding the school bus for all or part of the school year for violations of the bus riding rules or the student code of conduct.

WITHDRAWAL FROM SCHOOL

The parent/guardian of any student who is going to move outside the McComb School District should report this information to the office approximately one week before leaving. Before leaving, the student should pick up a **FORMAL WITHDRAWAL SHEET** from the high school office. This sheet should be presented to all teachers for final grades, fines, fees, etc. Upon completion, the sheet is returned to the high school office for final check out. A copy will be given to the student to take to his/her new school. Those students intent upon “dropping out” should report to the high school office for specific policies and procedures.

VISITOR PASSES

To avoid unauthorized persons obtaining access to students or teachers, we require that all visitors to the school stop by the high school office for a pass. Students may not bring visitors to school without prior permission from the principal. Students will not be permitted to have guests eat with them during the lunch period without consent from the principal.

WORK PERMITS

Students, who desire employment and are not eighteen years of age, must by state statute obtain a working permit. These permits are available from the high school office. During the summer, work permits are available in the Superintendent’s office.

DISCIPLINE PLAN

The staff and administration of McComb Schools believe that student misbehavior falls under three general types.

TYPE I Severe Student Misbehavior

Severe student behaviors are overt behaviors that violate the McComb Local School Board of Education Student Discipline Code and threaten the safety and welfare of other students and staff. Examples of severe misbehaviors are:

- Use, possession, concealment, and transmission of illegal drugs, inhalants, narcotics, alcohol, paraphernalia, tobacco products, a firearm or knife, and other dangerous devices or substances which could cause harm to others.

- Unauthorized possession or damage to school or private property.
- Disruption of school, activities, or functions of the school by the use of violence, force, noise, threat of physical violence, or intimidation.
- Fighting or provoking a fight.
- Use of profane or obscene language.
- Truancy.
- Use, possession, concealment, or transmission of personal communication devices, electronic devices, pornographic materials, or unauthorized computer software.
- Unauthorized use, falsely using, or altering school equipment, machines, correspondence, forms, information, or alarms.
- Initiation, harassment, or hazing.
- Sexual harassment.
- Repeated display of Type II behaviors.

Severe misbehavior requires immediate and serious disciplinary actions by school authorities and/or legal authorities.

TYPE II Student Misbehaviors that Disrupt the Learning Process for Others

Type II student misbehaviors are present in most schools.

Examples of these misbehaviors are:

- Use of inappropriate language that is not considered a Type I violation.
- Disrespect to a staff member or insubordination that is not considered a Type I violation.
- Sexual harassment that is not considered a Type I violation.
- Bus violations that are not considered Type I violations.
- Gambling/unauthorized card playing.
- Inappropriate dress.
- Cheating or forgery (involving class related issues only).
- Other examples of persistent disobedience, misconduct, or disruption such as out-of-seat, talking, name-calling, touching others, etc.

Though these student misbehaviors are not serious in nature, if not effectively handled, they can cause the greatest loss in teacher instructional time and student learning.

TYPE III Student Misbehaviors that Only Disrupt the Learning Process for Himself/Herself

These are behaviors that lead to a lack of school success. The important distinction between Type II and Type III student misbehaviors is that Type II misbehaviors have a negative impact on the learning process for other students, while Type III misbehaviors only have negative effects on the student exhibiting the misbehaviors. Examples of these misbehaviors include not doing homework, and not bringing books, pencils, and other necessary materials to class.