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**Student Name**

**Martins Ferry High School  
5000 Ayers Limestone Rd.  
Martins Ferry, OH 43935  
Phone: 1-740-633-0684  
Fax: 1-740-635-6103  
ACT/CEEB Code: 363-260**

**[www.mfcsd.k12.oh.us](http://www.mfcsd.k12.oh.us)**

**Joe Mamone  
Principal**

**Ken Woodford  
Asst. Principal**



**The mission of Martins Ferry High School is to develop responsible and respectful young adults who are critical thinkers with 21<sup>st</sup> century knowledge and skills that will make them self-sufficient, productive members of society in a safe learning environment.**

**Why are you here today?**

## *Alma Mater*

*On the shores of old Ohio  
Where the coal and iron meet,  
Stands our dear old Ferry High School  
Full of joys and memories sweet.  
And the spirit that we find there  
growing up so strong and true,  
Brings us back to friendships made there,  
Ferry High, we stand for you.*

*Ferry High School, Ferry High School,  
We'll always think of you.  
And no matter what befalls us,  
Ferry High, we'll e'er be true.*

## **BELL SCHEDULE**

REGULAR SCHEDULE		TWO-HOUR DELAY	
1 <sup>ST</sup>	7:20 - 8:06	1 <sup>ST</sup>	9:15 - 9:45
2 <sup>ND</sup>	8:10 - 8:56	2 <sup>ND</sup>	9:48 - 10:18
3 <sup>RD</sup>	9:00 - 9:46	4 <sup>th</sup> A/B	A 10:21-10:46/ B 10:46-11:11
4 <sup>TH</sup> A/B	A 9:46-10:15/ B 10:15-10:40	3 <sup>RD</sup>	11:16 - 11:46
5 <sup>TH</sup>	10:45 - 11:29	5 <sup>TH</sup>	11:49 - 12:19
6 <sup>TH</sup>	11:33 - 12:17	6 <sup>TH</sup>	12:22 - 12:52
7 <sup>TH</sup>	12:21 - 1:05	7 <sup>TH</sup>	12:55 - 1:25
8 <sup>TH</sup>	1:09 - 1:55	8 <sup>TH</sup>	1:25 - 2:00

PEP ASSEMBLY SCHEDULE	
5 <sup>TH</sup>	10:45-11:18
6 <sup>TH</sup>	11:21 - 11:54
7 <sup>TH</sup>	11:57 - 12:30
8 <sup>TH</sup>	12:33 - 1:05
PEP	1:10 - 1:55

Dear Students,

The administration, faculty and staff of Martins Ferry High School are looking forward to getting to know each of you personally and sharing with you this exciting period of your life. The educational programs offered at Martins Ferry High School provide you the opportunity to be involved in planning your future and becoming a positive, contributing member of our school community.

Education comes in many forms. In addition to your academic education, you have the opportunity to become involved in many organizations as well as our athletic programs. Your experience will be only what you choose to make of it. We encourage you to become an involved member of the student body and make your high school years enjoyable and rewarding.

This student handbook has been prepared to assist you in pursuit of a meaningful, positive educational experience whether you are new to our high school or a returning student. It is published so that all Martins Ferry High School students have a ready reference to information that is necessary for an understanding of the daily operations of our school. It is essential that all students read the information contained in this handbook so there may be as few misunderstandings as possible. An important section is the Code of Conduct, which outlines the rules that are necessary to provide a secure, safe and orderly learning environment. It is also strongly suggested that students share the information in this handbook with their parents. If you have any questions that are not addressed in this handbook, you should contact your principal, assistant principal, counselor or teacher for help.

The entire Martins Ferry High School staff is looking forward to working with you to assure that a quality education is reality for every student. Best wishes for a successful school year full of challenges and successes.

Joe Mamone  
Principal

# 2019-2020 SCHOOL CALENDAR

August 20	First day for students
September 2	Labor Day – No School
October 5	Homecoming Dance (7:00-10:00 p.m.)
October 18	End of 1 <sup>st</sup> 9 Weeks/MFHS Career Day & College Fair
October 21	Start of 2 <sup>nd</sup> 9 Weeks
October 24	K-12 Parent Teacher Conference (5:30-8:30 p.m.)
October 29	K-12 Parent Teacher Conference (3:00-5:00 p.m.)
November 5	No School – Election Day
November 26	Sadie Hawkins Dance (7:00-9:00 p.m.)
November 27-29	Thanksgiving Break
December 19	Christmas Concert (7:00 p.m.) High School Café
December 23	Christmas Break Begins
January 6	School Resumes
January 10	End 2 <sup>nd</sup> 9 Weeks and 1 <sup>st</sup> Semester
January 13	Start 3 <sup>rd</sup> 9 Weeks and 2 <sup>nd</sup> Semester
January 17	NHS Blood Drive (8:00 a.m. – 1:00 p.m.) Middle School
January 20	Martin Luther King Day – No School
February 17	President’s Day – No School
February 25	Queen of Queens Competition (7:00 p.m.) High School
February 28	ACT Test Administration – Juniors Only (7:30 a.m.)
March 12	K-12 Parent Teacher Conference (5:30-8:30 p.m.)
March 17	K-12 Parent Teacher Conference (3:00-5:00 p.m.)
March 20	End of 3 <sup>rd</sup> 9 Weeks
March 23	Start 4 <sup>th</sup> 9 Weeks/Test Window for ELA EOC Opens
March 24	ACT Test Administration Make-Up Date – Juniors Only (7:30 a.m.)
March 30	Test Window for Math, Science & SS EOC Opens
April 9	Easter Vacation Begins
April 13	School Resumes
April 17/18	Spring Musical (7:00 p.m.) High School Café
May 1	Academic Awards Assembly (8:00 a.m.) High School
May 5	Election Day – No School
May 5	Chamber Academic Awards Banquet (5:30 p.m.) WesBanco
May 9	Prom – White Palace (6:00 p.m.)/Grand March (4:30 p.m.) HS
May 15	Senior Class Day – Breakfast (7:00 a.m.)/Balloon Launch (7:30 a.m.)/Slide Show (8:00 a.m.)
May 18	Senior Graduation Practice – Mandatory (8:00 a.m.) HS
May 20	Senior Graduation Practice – Mandatory (8:00 a.m.) HS/ Senior Last Lap (9:30 a.m.)
May 21	Last day for students
May 24	Commencement (2:00 p.m.) High School Gym

**Name:** \_\_\_\_\_

## ABSENCES

[illegible]

**Name:** \_\_\_\_\_

## ABSENCES

[illegible]

**Name:** \_\_\_\_\_

## TARDIES

[illegible]

Name: \_\_\_\_\_

**TARDIES**

DATE	TIME IN	REASON



# Academics

## **ACADEMIC LETTER**

Students in grades 9-12 may earn an academic letter by having a 3.75 G.P.A. at the end of the 3<sup>rd</sup> nine-weeks of the current school year. The letter award will be an “M” with the lamp of learning in the center. The letter size will be identical to the athletic letter awards. Academic letters will be presented at our annual academic awards assembly in May.

## **ACADEMIC BANQUET** (Martins Ferry Chamber of Commerce)

In the spring the Martins Ferry Chamber of Commerce hosts the Academic Banquet. In order to receive an invitation a student in grades 9-11 must have achieved an accumulative G.P.A. of 3.75 at the end of the 3<sup>rd</sup> 9-weeks for the current school year. Seniors who have a 3.75 accumulative G.P.A. at the end of the 3<sup>rd</sup> 9-weeks or a 3.5 G.P.A. at the end of the 3<sup>rd</sup> 9-weeks if they have an accumulative overall G.P.A. of 3.75 are eligible to attend the banquet. Physical Education is not counted in GPA.

## **ACADEMIC REPORTING TO PARENTS**

Report cards will be issued every 9 weeks. Report cards will be given out in the homerooms, usually on Thursday following the 9 week period. If you have not received your child’s report card please contact the office. Report cards may be held if any financial obligations have not been met.

If your child is having problems in school, you will be notified of this on an interim report. Interim reports are given to students at the midpoint of each grading period. Parents have the ability to monitor their child’s classroom progress daily on Progress Book Parent.

Textbooks are issued on a loan basis. These books must be used with good care. You will be charged for any book that is lost or damaged beyond usage. Textbooks are to be covered unless otherwise instructed by the principal.

## **BELMONT CAREER CENTER**

Students have an opportunity to obtain technical training at Belmont Career Center. You will have an opportunity to visit the campus and the programs during your sophomore year. BCC (JVS) has many diversified programs and if you are a technical student you should consider this career route. See the guidance office for more information.

## **CLASS RANK**

Class rank to determine Valedictorian and Salutatorian is determined at the end of the 7<sup>th</sup> semester or after the 1<sup>st</sup> semester of the student’s senior year. If any member of the senior class is participating in a Post-Secondary Options program, the final ranking will not be announced until grades from the fall semester are averaged in.

### **CHY-PHY**

Membership to this academic fraternity is based on the student's G.P.A. in the science curriculum. Following is the by-laws for the program. Students are elected during their Junior Year.

#### **Article I - Selection criteria for membership**

Section 1 - any junior or senior with an overall G.P.A. of 3.25 and an overall G.P.A. in science of 3.25 and have and have at least 3 years of science are eligible to be placed on the candidate list for membership.

Section 2 - students must fill out the appropriate application within the given time frame and return it to the advisor. Failure to do so will result in a rejection of the application.

Section 3 - students must be in good academic and behavioral (conduct) standing within the school and community.

#### **Article II - Obligations**

Section 1 - members are obligated to attend meetings, maintain high academic standings and maintain a high standard of conduct in school and community.

Section 2 - members are required to participate in Chy-Phy activities and responsible for providing assistance when requested.

Section 3 - members must attend all meetings, that they have been requested too.

#### **Article III - Officers**

Section 1 - any Chy-Phy member may run for an office in their appropriate grade level. Offices will be held for 2 years. They include: President, Vice-Principal, Secretary, Treasurer and Program Committee Chairperson

In the event a person cannot fulfill the office then the runner-up will take their place.

#### **Article 4 - Committees**

Section 1 - there shall be a standing committee for the Sadie Hawkins Dance, Service, and Powder Puff Game.

Section 2 - Other committees shall be formed as needed.

#### **Article 5 - Faculty Council**

Section 1 - a faculty council consisting of the three (3) science teachers and two other faculty members chosen by the advisor. Decisions made by the council are final.

#### **Article 6 - Dismissal**

Section 1 - any member who falls below standard which were the basis of selection, or who violates school rules/policies or civic laws, can be dismissed from the organization. A member will be promptly warned by letter of any deficiency, except in the case of a flagrant violation, which does not necessarily warrant a warning.

Section 2 - the faculty council shall determine when an individual has exceeded a reasonable number of warnings, and /or if the student will be dismissed for an offense or offenses. The decision of the faculty council will be final.

Section 3 - a member has the right to hearing, if they so choose, before the faculty council and will also be governed by the due process of the school

district.

Section 4 - any member who misses more than three (3) meetings without an excuse will be dismissed

### **COURSE LOAD**

A normal course load for a high school student is six classes and one study hall per semester. A student must have permission from the principal and guidance counselor to carry less than the normal course load. *\*OHSA guidelines state that a student-athlete must carry, and pass, a minimum of 5 academic credits per nine-week period to maintain eligibility. Physical Education classes and Library Science classes are not considered academic subjects and will not be counted towards the 5 required credits per 9 weeks.*

Any student who is strictly enrolled in the College Credit Plus (CCP) program must be enrolled, and passing, a minimum of three classes.

### **CREDIT FLEXIBILITY**

In accordance with S.B. 311, the Martins Ferry City School District has developed a credit flexibility policy which will allow students to earn units of high school credit based on demonstration of subject competency, instead of or in combination with completing hours of classroom instruction.

In accordance with state law, MFCSD has implemented a credit flexibility plan that enables students to earn high school credit by:

- 1) Completing coursework
- 2) Testing out or showing mastery of course content
- 3) Pursuing an educational option and/or an individually approved option and/or
- 4) Any combination of the above

Any student choosing to use the credit flexibility option must meet with the school counselor to develop an individual credit flexibility plan.

*Odysseyware Online – Odysseyware is an online platform used for **CREDIT RECOVERY**. Students who need to make up credits through the Odysseyware program need to meet with Mr. Mamone and Mr. Bennett to discuss options. Not all students qualify to use this program and the final decision will be made by the building principal.*

*There are some general requirements for those students who enroll in the Odysseyware program:*

- 1) *Odysseyware students must accumulate the same amount of “seat hours” as a traditional high school student (5 hours a week per class).*
- 2) *Progress will be monitored on a 9 weeks basis.*
- 3) *The deadline to enroll in the Odysseyware program for a school year is the end of the 3<sup>rd</sup> week in the 4<sup>th</sup> 9 weeks grading period.*
- 4) *The deadline for completion of all Odysseyware classes for a school year is 1 week before the seniors’ last scheduled day of school*

*(listed on the calendar in this handbook). To earn credits for your Odysseyware classes for the current school year, you must have work completed by this deadline. This rule also applies to seniors who are working on credits for graduation.*

- 5) *Once a student is enrolled in the Odysseyware program they will work with their Odysseyware advisor, not MFHS, to remedy any issue within the Odysseyware interface.*

### **DIPLOMA WITH HONORS**

Upon graduation, a diploma with honors will be given by the State of Ohio to any student in the graduating class of 2011 and beyond who meets 7 of the following 8 criteria:

- 1) English - 4 Credits
- 2) Social Studies - 4 Credits
- 3) Science – 4 Credits including physics and chemistry
- 4) **Math - 4 units, including Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content**
- 5) Foreign Language - 3 Credits of one or 2 Credits of two
- 6) Fine Arts - 1 Credit
- 7) G.P.A. - 3.5 on a 4.0 scale
- 8) Obtain an ACT score of 27 or a SAT score of 1210.

*\*You must meet 7 of the above criteria*

*\*Beginning with the class of 2022 students who take credit recovery classes through an online platform will not qualify for a diploma with honors.*

### **GRADE POINT AVERAGES (G.P.A.)**

Grade point averages for senior class placing are computed at the end of the first semester and once again at the end of the year. Class ranking for graduation is determined at the end of the first semester of your senior year or after winter grades are received from students participating in Post-Secondary Options.

Students are required to have ½ credit of PE to graduate. Physical Education and Physical Training are not calculated in G.P.A.

Regular Course	AP/Honors Course
A+ = 4.333 pts.	A+ = 5.333 pts.
A = 4.000 pts.	A = 5.000 pts.
A- = 3.667 pts.	A- = 4.667 pts.
B+ = 3.333 pts.	B+ = 4.333 pts.
B = 3.000 pts.	B = 4.000 pts.
B- = 2.667 pts.	B- = 3.667 pts.

C+ = 2.333 pts.	C+ = 3.333 pts.
C = 2.000 pts.	C = 3.000 pts.
C- = 1.667 pts.	C- = 2.667 pts.
D+ = 1.333 pts.	D+ = 2.333 pts.
D = 1.000 pts.	D = 2.000 pts.
D- = 0.667 pts.	D- = 1.667 pts.
F = 0.000 pts.	F = 0.000 pts.

### **GRADES AND GRADING**

The following grading scale is to be used for consistency in evaluating student progress. This is the daily work, tests, etc.

A+ = 98-100  
A = 93-97  
A- = 90-92  
B+ = 88-89  
B = 83-87  
B- = 80-82  
C+ = 78-79  
C = 73-77  
C- = 70-72  
D+ = 68-69  
D = 63-67  
D- = 60-62  
F = below 60

The following procedures are to be used for reporting grades to parents of students in grades 9-12.

- Student grades will be recorded as letter grades on report cards (A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F)
- Student grades will be kept as percentages by teachers. These percentages will be made available to parents upon request.
- In order to pass a course, the student must achieve a .667 G.P.A. to receive a D-.
- A student's final grade is calculated at the end of the year.
- A course not giving a final exam will use the grade of the last nine (9) weeks of the semester as the exam grade.
- **A student cannot pass a class if he/she receives an F during the fourth nine week grading period and an F on their final exam.**

Class	1 <sup>st</sup> 9 wks	2 <sup>nd</sup> 9 wks	Exam	Final Grade
P.E.	A	F	F	F

- Students not completing required course work will receive an F for the grading period.
- When determining a yearly average the nine weeks grade will double

in value with the exam grade carrying regular weight.

A = 4 pts	B = 3 pts	C = 2 pts	D = 1 pt	F = 0 pts
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1 <sup>st</sup> 9	2 <sup>nd</sup> 9	Exam	3 <sup>rd</sup> 9	4 <sup>th</sup> 9	Exam	Final
A	C	C	B	F	D	C
8 pts	4 pts	2 pts	6 pts	0 pts	1 pt	=21/10 =2.1

## **GRADUATION AND GENERAL REQUIREMENTS**

### **1) Take required classes – Class of 2014 and beyond**

ENGLISH - 4 Credits	MATH - 4 Credits including Alg. II
SOC. STUDIES - 3 Credits*	HEALTH – ½ Credit
SCIENCE – 3 Credits	PHYS. ED. - ½ Credit**
	FINE ARTS – 1 Credit

\* Social Studies must include: American History, World History and American Government.

\*Student may obtain P.E. requirement by participating in 2 seasons of sports, band, or cheerleading. Students are required to obtain a P.E. waiver form from the guidance office and have it filled out and signed by their head coach at the end of each sport. Do not wait until May of your senior year to take care of this.

### **2) Total credits: 21 – Class of 2014 and beyond**

#### **3) Class of 2019 and beyond (meet one of three):**

- Ohio State Tests (End of Course Exams) \*
- Industry credential and workforce readiness
- College and career readiness tests (ACT/SAT remediation-free scores)

#### **\*Ohio's State Tests**

Students earn a cumulative passing score of 18 points, using seven end-of-course state tests. To ensure students are well rounded, they must earn a minimum of four points in math, four points in English and six points across science and social studies.

#### **Ohio State Tests (End-of-course exams) are:**

- Algebra I<sup>7</sup> and geometry or integrated math I and II
- Biology
- American history and American government
- English I and English II

### **HOME TUTOR**

Home tutoring is arranged for those students who, under the advisement of a medical doctor, cannot attend school. You must obtain a medical authorization form from the guidance counselor. Work completed under the guidance of a tutor is calculated at 100% and averaged in with the rest of your grades for the year.

### **HOME WORK**

Home work is necessary both for practice of skills and for teaching work responsibility. Assignments should be clear to each student and should be items which have been reviewed previously in class. A student's schedule will dictate the amount of study that is needed at home. Students normally will have homework that can be completed in 1- 2 hours.

### **HONOR ROLL/PRINCIPAL'S LIST**

Principal's List – 4.00 to 5.00 G.P.A. per quarter

Honor Roll – 3.25- 3.99 G.P.A. per quarter

### **HONORS/WEIGHTED COURSES**

Here is a list of the weighted courses that are offered. Students must have teacher permission to register for these classes.

Honors English 9, 10, 11, 12

Honors Algebra II

Honors Geometry

Honors Math

AP Calculus

Honors Physical Science 9

Honors Biology I, II

Honors Chemistry

AP Chemistry

Honors Physics

AP Biology

Honors French III & IV

Honors Spanish III & IV

Honors American History

AP American History

Honors American Government

Honors World History

The course content for all weighted/honors courses will be advanced. Students are expected to give excellent oral presentations, written assignments and lab assignments.

Courses will meet the following criteria:

- Advanced Course Content

- Pulling of prerequisite knowledge
- Use of critical and analytical thinking
- Special project and paper assignments.
- Extended studies beyond the school day.
- Outside reading, note taking and class reporting
- Overall expected excellence of materials and presentations.

### **MAKEUP WORK**

When a student is absent, the work that the student missed (homework, daily work, handouts, work sheets, tests, etc.) must be made up. The assignments to be made up are the responsibility of the student. The teacher will provide the materials and some assistance on new material. The student must turn in an excuse to explain the reason for the absence (parental, doctor, office visit, court, etc.) before any missed work can be made up. The teacher will give the student the due date. If a student is absent on the day a make-up assignment is due, they must make arrangements to get their makeup work to school. No excuse (parental/doctor) will extend the deadline on makeup work. Students are advised to use Progress Book Parent. Any incompletes at the end of the next 9 weeks will be transferred to an "F".

***SUSPENDED STUDENTS CAN MAKEUP CLASS WORK AND TESTS BUT CANNOT PARTICIPATE IN SCHOOL ACTIVITIES.***

Makeup work is calculated as follows:

- Makeup work submitted 1 day beyond due date is counted at 80%
- Makeup work submitted 2 days beyond due date is counted at 65%
- Makeup work submitted 3 days or more beyond due date will be recorded at 40%
- Residential Treatment - 100% of grade is averaged in
- Home Tutor - 100% of grade is averaged in

### **MINIMUM NUMBER OF COURSES PER SEMESTER**

A normal course load for a high school student is six classes and one study hall per semester. A student must have permission from the principal and guidance counselor to carry less than the normal course load. *\*OHSAA guidelines state that a student-athlete must carry, and pass, a minimum of 5 academic credits per nine-week period to maintain eligibility. Physical Education classes and Library Science classes are not considered academic subjects and will not be counted towards the 5 required credits per 9 weeks.* Students may not have more than 1 study hall per semester. Students may not have a study hall and work as an office/teacher's aide during the same semester.

Credits of students entering Martins Ferry High School from other accredited high schools will be accepted at face value. Any student may enroll in any class without regard to race, sex, religion, or handicap as long as prerequisites have been met. Students may take a maximum of 2 semesters of P.E. and



Physical Training during their 4 years.

### **NATIONAL HONOR SOCIETY**

This policy for NHS eligibility and selection has been taken from the National Honor Society, Martins Ferry Chapter Bylaws.

#### **CONSTITUTION:**

All chapters are governed by the national constitution. The Martins Ferry Chapter of the National Honor Society addresses its needs and conditions through the chapter bylaws.

#### **ARTICLE I - Statement of the name of the Organization**

“Martins Ferry Chapter of the National Honor Society”.

#### **ARTICLE II - Purpose of the Group**

The purpose of the National Honor Society is to create enthusiasm for scholarship, to stimulate desire to render service, to promote leadership, and to develop character in the students Martins Ferry High School.

#### **ARTICLE III - Selection Criteria for Membership**

##### **Section 1 - G.P.A.**

Any junior with a 3.75 grade point average at the end of five (5) semesters, or a senior with a 3.75 grade point average at the end of six (6) semesters is eligible to be placed on the candidate list for membership.

##### **Section 2 -Qualifications for membership**

The four qualifications for membership are: scholarship, leadership, character, and service. A minimum of 70 points must be earned in addition to the 3.75 GPA to be considered for membership. The maximum number of points that can be earned in each of the four areas are as follows:

Scholarship	40 Points
Leadership	20 Points
Character	20 Points
Service	20 Points

No more than 15% of the junior class will be accepted into the National Honor Society.

Any disciplinary actions will be considered by the faculty council when making membership decisions.

##### **Section 3 – Scholarship**

In order to be considered for membership, students must have an ACT score on file by the end of the fall semester of their junior year. ACT scores that demonstrate college-readiness are strongly suggested.

Students applying for the National Honor Society must also follow a rigorous course schedule. Juniors must meet the following course requirements (or the CCP equivalents) to be considered for membership:

Math:

Completed Honors Geometry  
Enrolled in Honors Algebra II or higher their junior year

English:

Completed Honors English II  
Enrolled in Honors English III their junior year

Science:

Completed at least one honors course  
Enrolled in an honors course their junior year

Scholarship points

4.0 or above	30 Points
3.95	28 Points
3.9	26 Points
3.85	24 Points
3.80	22 Points
3.75	20 Points

Scholarship points will also be taken from items 1-4 of the nominee evaluation form. (This will be an average on a 10 point scale)

Section 4 -Leadership points

Students will receive one point for each office held, for a maximum of 10 points. These will also be indicated on the 'Activities and Offices Checklist'. Each activity reported must be accompanied by an authorized signature. Leadership points will also be taken from items 5-8 of the nominee evaluation form. (This will be an average on a 10 point scale)

Section 5 -Service points

One point for each activity in which you have been involved, for a maximum of 10 points. Activities will be reported on the 'Activities and Offices Checklist'. Each activity reported must be accompanied by an authorized signature. Any false statements can declare the student ineligible for membership. Service points will also be taken from items 9-12 of the nominee evaluation form. (This will be an average on a 10 point scale).

Section 6 - Character points

Will be taken as the average score from items 13 through

20 on the nominee evaluation form

At the end of the tally of points, the student's ACT scores may be used as bonus points if your composite is 21 or higher. 21 ACT = 1 bonus point, 22 =2, 23 =3, 24=4, and 25 = 5. 25 ACT/5 points are the limit that you will be awarded. Senior applications will be distributed during September of the academic school year. Junior applications will be distributed during February of the academic school year. Both seniors and juniors are inducted during the spring program. Any questions may be directed to the advisor.

#### **OHIO STATE TESTS (END OF COURSE EXAMS)**

The State of Ohio requires a minimum of 18 points from the seven tests given. A student must earn a total of at least four points on English tests, four points on math tests and six points on Science and Social Studies tests.

The seven areas tested are:

- \* ELA I
- ELA II
- ALGEBRA I
- GEOMETRY
- BIOLOGY
- AMERICAN HISTORY
- AMERICAN GOVERNMENT

Points System for the End of Course Exams

*Advanced = 5 points*

*Accelerated = 4 points*

*Proficient = 3 points*

*Basic = 2 points*

*Limited = 1 point*

Students will take the End of Course Exam during the year in which they have scheduled that class. End of Course Exams are administered from the end of March through the beginning of May. Retakes for the End of Course Exams are given in the fall of each school year. ***Students who have not accumulated the state-required 18 points will NOT be permitted to participate in the graduation ceremonies.***

If students are having difficulty passing any of the tests, remedial classes and tutoring are available. See your counselor or ask in the main office.

#### **POST SECONDARY ENROLLMENT/COLLEGE CREDIT PLUS (CCP)**

Students enrolled in Ohio public schools have an opportunity to receive both high school and college credits through any post-secondary institution. Locally, this means Ohio University Eastern, University of Akron and Belmont College. Students may enroll for full or part time course work. You must meet certain guidelines to be eligible for this program and the sign-up for this program is held during the month of March. Ask the guidance counselor for more information.

***\*ANY STUDENT WHO CHOSE TO ENROLL IN CCP COURSES WILL STILL BE REQUIRED TO CHECK THEIR SCHOOL EMAIL ACCOUNT WEEKLY. ALL UPDATES ON SCHOOL EVENTS/REQUIREMENTS WILL BE EMAILED TO THEM. IT IS THE RESPONSIBILITY OF THE CCP STUDENT TO TURN IN ALL GRADE REPORTS, PROMPTLY, TO THE HIGH SCHOOL GUIDANCE COUNSELOR. THESE GRADES WILL BE NEEDED TO DETERMINE PROGRAM ELIGIBILITY, ACADEMIC ELIGIBILITY AND QUALIFICATION FOR THE CHAMBER ACADEMIC AWARDS BANQUET. IT IS THE RESPONSIBILITY OF THE CCP STUDENT TO STAY IN CONTACT WITH THE HIGH SCHOOL GUIDANCE COUNSELOR FOR ALL GRADUATION REQUIREMENTS AND SCHOLARSHIP OPPORTUNITIES. IF YOU HAVE ANY QUESTIONS CONTACT THE SCHOOL OFFICE.***

#### **RENAISSANCE PROGRAM**

Renaissance provides recognition, incentives and rewards to students who achieve academic excellence. The four goals of Renaissance are: to increase student attendance, to improve overall academic performance, to increase graduation rates, and to create a positive, safe school environment. At Martins Ferry High School we have developed a four-tiered system. Students can receive a Platinum Card, Gold Card, Silver Card, or Bronze Card. Renaissance Cards are individual ID cards, which will automatically expire at the end of each quarter, and must be re-earned by the student to keep receiving the awards and benefits. There are specific incentives tied to each card level and will increase with value according to the color level. Because of the tiering system, **any student at Martins Ferry High School can earn a card.**

#### **Program Guidelines**

\* Students must maintain the required GPA and CANNOT receive a conduct referral, detention, ISS (In School Suspension), or OSS (Out of School Suspension).

\* Mr. Mamone, Mr. Woodford and Mr. Matuska reserve the right to revoke cards for failure to follow school rules.

\*To receive discounts from participating businesses, present your Renaissance Card at the time of checkout.

#### PURPLE RIDER PLATINUM CARD

##### REQUIREMENTS:

1. 9 week G.P.A. of 4.0 or better.
2. No detentions, conduct referrals, or suspensions.
3. No more than 2 absences. (excused or unexcused)
4. No more than 3 tardies to school.
5. No more than 3 tardies to class.

##### INCENTIVES:

1. Open Lunch any and/or every day.
2. One Independent Study Day
3. Discounts and coupons from participating businesses.
4. Half price tickets for all game admissions.

#### PURPLE RIDER GOLD CARD

##### REQUIREMENTS:

1. 9 week G.P.A. of 3.6 or better.
2. No detentions, conduct referrals, or suspensions.
3. No more than 2 absences. (excused or unexcused)
4. No more than 3 tardies to school.
5. No more than 3 tardies to class.

##### INCENTIVES:

1. Open Lunch on Mondays and Fridays.
2. Discounts and coupons from participating businesses.
4. Half price tickets for all game admissions.

#### PURPLE RIDER SILVER CARD

##### REQUIREMENTS:

1. 9 week G.P.A. of 3.0 or better.
2. No detentions, conduct referrals, or suspensions.
3. No more than 2 absences. (excused or unexcused)
4. No more than 3 tardies to school.
5. No more than 3 tardies to class.

##### INCENTIVES:

1. Open Lunch on Friday if you participate in Renaissance Fund Raiser.
2. Discounts and coupons from participating businesses.
3. Half price tickets for all game admissions.

#### PURPLE RIDER BRONZE CARD

##### REQUIREMENTS:

1. Perfect attendance.
2. No detentions, conduct referrals, or suspensions.
3. No more than 2 absences. (excused or unexcused)
4. No more than 3 tardies to school.
5. No more than 3 tardies to class.

##### INCENTIVES:

1. Open Lunch on Friday if you participate in Renaissance Fund Raiser.
2. Discounts and coupons from participating businesses.

### **SCHEDULE CHANGES/DROPPING CLASSES**

All schedule changes must be made in the guidance office with Mr. Bennett. A class cannot be dropped without notification/permission of the parent/guardian. A *Dropped Class* form may be picked up in the guidance office. Students will have up to 2 weeks after the start of the semester to change their schedule. Schedules will only be changed if there is a legitimate reason and the final decision will be at the discretion of Mr Bennett & Mr. Mamone. *\*Students will not be permitted to drop a full year class after the completion of the first semester, or after the first grading period in a semester class.*

***\*Caution to athletes – Under Ohio High School Athletic Association (OHSAA) guidelines a student must carry, and be passing, five (5) academic subjects per nine-week period to participate during the next nine-week period. It is strongly suggested that you carry more than five (5) academic subjects per nine-week period. \*Physical Education, Physical Training and Library Science classes are considered non-academic subjects.***

### **STUDENT COUNCIL**

The purpose of this organization shall be:

- To represent and express the concerns, opinions and recommendations of the students to the administration and faculty of Martins Ferry High School
- To increase communication among students, faculty, community and the administration of Martins Ferry High School
- To represent the student body concerning their rights and responsibilities
- To provide opportunities for student self-direction
- To organize and conduct various activities that promote school spirit, unity and awareness of community pride and further the goals of the student council
- To provide a forum for discussion of questions of interest to the student body
- To create and maintain standards of good citizenship among the students
- To develop in the students a greater appreciation of membership in a democracy by actively participating in such a form of school government
- To offer leadership training, to stimulate and guide student leaders and to increase student participation in leadership and educational activities
- To assist charitable functions and/or organizations both in and out of school

Members of the Student Council will consist of President, Vice-President,

Secretary, Treasurer, Class officers and First Period Representatives. The Representatives will be elected from each first period class by the third Tuesday of the new school year and the second nine weeks (for 2<sup>nd</sup> semester only classes).

Students wishing to run for an office needs to complete a nomination form. The form should include a petition containing 25 student and 4 faculty members' signatures. First Period Representatives just need to inform their first period class that they are interested in representing them.

Copies of the Student Council Constitution and By-Laws are available in the main office.

### **TRANSCRIPT REQUEST**

1. Transcripts will be sent upon request of the student or alumni.
2. Students applying to post-secondary institutions should bring their completed applications, addressed and stamped envelopes and fees to the guidance office. An official transcript will be sent with the application.

### **TUTOR**

During the school year, students may find themselves struggling with subject matter in a class. First and foremost they should contact that teacher and let them know that they do not understand the subject matter. Ask for additional help before, during or after school. We have a peer tutorship program at Martins Ferry High School. Students who are struggling need to contact Mr. Matuska and receive an application to obtain a peer tutor. Our National Honor Society students participate in this program. He will try to connect you with a student whose schedule can coincide with yours in order to tutor you.

## **Athletics**

**Martins Ferry High School maintains a quality athletic program for both boys and girls.**

- ❖ **Insurance:** A program selected by the Board shall be available to all athletes. The athlete shall be responsible for the FULL PREMIUM IN ALL SPORTS. Athletes not wishing to participate in the program must submit a statement signed by a parent or guardian relieving the school of all financial responsibility for medical treatment which may result from injuries.
- ❖ **Physical Cards:** Physical exams are the responsibility of the participant. The school will assist in setting up exams whenever possible. Each student must have on file with the athletic director a

physical card signed by the athlete, by the parent or guardian and the examining physician. (A card will be provided).

- ❖ **Transportation:** All members of an interscholastic squad, coaches and managers shall be transported by school bus whenever possible. Another type of transportation may be used when necessary at the discretion of the head coach and with the approval of the athletic director and principal. If such transportation is by private vehicle, it is recommended that the coach have some teacher, parent, or responsible adult drive the vehicle.
- ❖ **Awards:** Varsity letter winners shall receive the official varsity letter the first time they win an award with a metal insert indicating the sport in which he/she earned the award. Subsequent letter winners shall receive a certificate or metal insert indicating the sport.
- ❖ **Discipline:** Athletes must observe the rules of conduct, dress and grooming established by the Board of Education and must conform to rules established by the Ohio High School Athletic Association. Head coaches may initiate rules of discipline, training and conduct which they deem appropriate to their sports and philosophies. A written statement of these rules and possible penalties shall be posted in the locker room.
- ❖ **Use of Facilities:** Athletes shall keep the locker room reasonably neat and clean. Equipment and clothing are to be in a locked area when unattended. Students shall not be in the coach's office unless a coach is present.

#### **SOCIAL MEDIA POLICY**

Playing and competing for Martins Ferry City Schools is a privilege, not a right. Student-athletes at MFCSD are held in high regard and are seen as role models in the community. As leaders we have the responsibility to portray our team, our School District and ourselves in a positive manner at all times. Sometimes this means doing things that are of an inconvenience to us, but benefit the whole team.

In recent years, Facebook, Instagram, Snapchat, Twitter and other social networking sites have increased in popularity and are used by the majority of student-athletes in the Martins Ferry School District.

Student-athletes may not be aware that third parties including the media, faculty, future employers, parents and others can easily access their profiles and view all personal information. This includes all pictures, videos, comments and posters. Inappropriate material found by third parties affects the perception of the student, the athletic department and the Martins Ferry School District.



Examples of inappropriate and offensive behaviors concerning participation in online communities may include, but are not limited to depictions or presentations of the following:

1. Posting photos, videos, comments or posters showing the personal use of alcohol, tobacco, no holding cups, cans, shot glasses that may be deemed as containing contraband.
2. Posting photos, videos, and comments that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
3. Posting pictures, videos, comments or posters that condone drug related activity. This includes but is not limited to images that portray the personal use of marijuana, and drug paraphernalia.
4. Using inappropriate or offensive language in all comments, videos and other postings. This includes threats of violence and derogatory comments against race and/or gender.
5. Negatively commenting about a teammate, a coach, an official, an opponent or member of the staff of the Martins Ferry City School District

If a student-athlete's profile and/or its contents are found to be inappropriate in accordance with the above behaviors he/she will be subject to the following penalties: 1) written warning; 2) a meeting with Director of Athletics and Head Coach; 3) penalties as determined by the athletics department, for example, suspension from athletic team.

For your own safety, please keep the following recommendations in mind as you participate in social networking websites:

- Set your security settings so that only your friends can view your profile.
- You should not post your email, home address, local address, telephone number(s), or other personal information as it could lead to unwanted attention, stalking, identity theft, etc.
- Be aware of who you add as a friend to your site – many people are looking to take advantage of student-athletes or to seek connection with student-athletes.

If you are ever in doubt of the appropriateness of your online public material, consider whether it upholds and positively reflects your own values and ethics as well as the athletics department and the Martins Ferry School System. Remember always present a positive image and don't do anything to embarrass yourself, the team, your family or Martins Ferry City Schools.

### **STUDENT ATHLETIC ELIGIBILITY**

The Ohio High School Athletic Association (OHSAA) establishes specific rules for student eligibility for all sports in grades 7 thru 12 in Ohio schools. You as a student should be aware of the fact that your academic success is the primary concern of education and the privilege of participating in sports is determined by your academic success.

Below is a partial list of the basic rules for athletic eligibility:

- **Grade Eligibility:** A student must have received passing grades in a minimum of five (5) one-credit courses or the equivalent which counts towards graduation during the preceding grading period. Phys. Ed and Physical Training **do not** count towards these 5 courses.
- **Post-Secondary students:** Any student enrolled in a CCP class to be used for determining eligibility, the class must count towards graduation. The student-athlete is taking enough course work at the post-secondary institution exclusively or between post-secondary institution and the high school combined to be equivalent to five one-credit courses. Calculating equivalency of credits in the post-secondary institution is conducted in the same manner as in the high school, based upon the Carnegie Unit. College courses for which three or more semester hours of credit are earned shall be awarded one Carnegie unit. Fractional Carnegie units will be awarded proportionately. This means that courses which are four, five, six or even seven hours of credit receive just one Carnegie unit. Examples of CCP options:

<u>Subject</u>	<u>School</u>	<u>Credit/Duration</u>	<u>Credit Equivalency (Must = 5 Units)</u>
History	High	1 (year course)	1 x 1 = 1
AmLit	CCP	3 semester hours	1 x 2 = 2
Calc.	CCP	3 semester hours	1 x 1 = 2
Bio	CCP	3 semester hours	1 x 1 = 2

**TOTAL: 7 = eligible for next 9 weeks period**

**\*The factor of 2 is used for post-secondary institutions that are on the semester system**

- **Summer grades** earned MAY NOT BE USED to substitute for failing grades from the last grading period of the regular school year.
- **Ineligibility timeline:** Any student determined to be ineligible by O.H.S.A.A. standards based upon grades from the preceding grading period remains ineligible throughout the next entire grading period.
- The eligibility of a student continues until the start of the fifth (5) school day of the next grading period, at which time grades from the immediately preceding grading period become effective. Eligibility or ineligibility for fall sports is based on the last grading period in the previous school year.

### **STUDENT ATHLETE DRUG TESTING**

The Martins Ferry City Schools Board of Education believes that interscholastic athletics can be an important aspect of a student's overall educational experience. The Board believes that the experiences gained while involved in interscholastic athletics can have lifelong impact. Student participation in interscholastic athletics, however, is a privilege and not a right.

The Board is certainly aware of the pressure that the youth of today face especially in the area of drugs and alcohol. It also realizes that due to the nature of athletic activities the use of drugs and/or alcohol can lead to added risks including injury to the student athlete and others.

All students who wish to participate in the interscholastic athletic programs sponsored by Martins Ferry High School are subject to drug testing. This testing takes place at the beginning of each athletic season: fall, winter and spring. Student athletes participating in multiple seasons within an academic year may not be tested at the beginning of the successive seasons unless selected for random testing or testing based on reasonable suspicion. Parents and athletes will be given a copy of the policy and return signed pages from both the parent and athlete. Failure to give permission to the drug testing will result in denial of participation. All athletes will be subject to random drug testing.

### **NCAA ELIGIBILITY/REGISTRATION**

- Any student who would like to be considered for participation in a Division I or Division II college athletic program must apply for NCAA eligibility their senior year. Students should follow the link provided on Progress Book Parent and register. There is a \$60.00 fee for this. If you are eligible for free/reduced lunch the guidance office may provide a waiver for this fee.
- Your eligibility consists of a formula which includes your G.P.A. and results of the ACT or SAT scores. When you sign up to take the ACT or SAT test be sure to mark NCAA as one of the recipients of your scores. The scores must be sent **directly** from ACT/SAT to NCAA. If you do not then there is an additional charge you must pay. See Mr. Bennett for more details.

### **NCAA APPROVED COURSES**

English I, II, III, IV, and Honors  
Algebra I, II and Honors Alg. II  
Geometry  
Honors Math  
AP Calculus  
Amer. Hist., World History,  
Amer. Govt.  
Honors American History  
AP Am. Govt.

Psychology  
Physical Science  
Biology I, II, and Honors I and III  
Chemistry, including Honors  
Honors Physics  
AP Biology  
French I, II and III  
Spanish I, II, and III

## Attendance

Compulsory education in the State of Ohio requires that young people between the ages of 6 and 18 years attend school. A student in grades 9 through 12 may be considered a full-time equivalent student provided the student is enrolled in at least five (5) units of instruction, as defined by state law, per school year. The Belmont County Truancy Program is set up through the Belmont County Juvenile Court System. All students within the county's 7 school districts and the 1 vocational school district are expected to follow the attendance policy published here. These expectations and sanctions are consistent throughout all the school districts which mean if a student should transfer to any other school district in the county their attendance record will follow.

The educational program offered at the Martins Ferry City School District is predicated upon the presence of the student and requires continuity of instructions and classroom participation. Attendance shall be required of all students enrolled in the school during the days and hours that the school is in session. Daily attendance of students is a matter of great importance as shown by the fact that prospective employers always check attendance.

In accordance with state law, the Superintendent or his designee shall require from the parent of each student or from an adult student who has been absent from school or from class for any reason, a written statement of the cause for such absence.

The School Board considers the following factors as reasonable excuses for time missed at school and will be considered excused absences:

- A. Personal illness or medical appointment with an accompanying physician's statement
- B. Illness in the immediate family that requires the student to stay home as determined by the Principal
- C. Quarantine of the home
- D. Death in the immediate family (maximum 3 days)
- E. Religious observation in which a student is personally involved.
- F. Emergency situation in which a parent can work out no other solution as determined by the Principal or for such good cause as may be acceptable to the Principal

#### G. Court appearance for the child

Upon return to school the student must provide a written excuse to school administration. It will be the responsibility of the student to receive make-up work from the teacher and to have such returned by the specified date as set by the school.

When a student is absent, the parent or guardian should call the school between 7-9 a.m. to inform school officials that their child will not attend school that day. As required by law, if the office does not receive a phone call by the completion of attendance a school representative will attempt to contact the home.

#### **APPOINTMENTS-DOCTOR, DENTIST, ETC.**

Appointments should be made outside school time. If this is not possible the student should bring a note from home requesting early dismissal. The student's handbook will be signed, indicating the time the student will be released. Students must sign out in the main office upon leaving. The Principal may call the doctor's office to verify the appointment. When students return to school they need to provide a slip from their doctor, dentist, therapist, etc., verifying the appointment time and date. If they return to school the same day they should sign back in.

#### **VACATIONS**

We encourage vacations involving students to be taken during school vacation time. Students who go on vacation during school time are given an unexcused absence. If a parent who wishes his/her child to vacation during the school time presents a written request to the Principal prior to going and each of his/her child's teachers sign the request, then the child may make up any missed work at the convenience of the teacher and within the guidelines for make-up work.

#### **COLLEGE VISITS**

Seniors are permitted two (2) approved visits to colleges. Application forms for college visits must be approved three (3) days in advance by the Guidance Office and the Principal. Juniors may be permitted one (1) approved visit to a college. Only under extenuating circumstances will college visits be permitted during the month of May. Students must provide proof of the visit to the office upon return.

#### **SANCTIONS**

Per HB 410:

Other than specified above as authorized absences, all other absences shall be considered unauthorized absences. A student will be considered habitually truant if the student is absent without an authorized excuse for:

- **Thirty (30) or more consecutive hours**
- **Forty-two (42) or more hours in one (1) school month**

- **Seventy-two (72) or more hours in one (1) school year**

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

If a student who is habitually truant violates the order of a Juvenile Court regarding the student's prior adjudication as an unruly child for being a habitual truant, s/he may further be adjudicated as a delinquent child. The Board authorizes the Superintendent to take any of the following intervention actions:

- Assign the student to a truancy intervention program
- Provide counseling to the student
- Request or require the student's parent/guardian to attend a parental involvement program
- Request or require a parent to attend a truancy prevention mediation program
- Notify the Registrar of Motor Vehicles of the student's absences
- Take appropriate legal action
- Assignment to an alternative school

A student will be considered to have excessive absences if:

- **Absent 38 or more hours in one school month with or without a legitimate excuse**
- **Absent 65 or more hours in one school year with or without a legitimate excuse**

#### **EARLY DISMISSALS**

A student who is not present more than one half (a.m. or p.m.) shall be counted absent for that session. The principal shall make the final decision as to whether a student is counted absent. The student must have a parent/guardian note indicating the reason for the late arrival or the early dismissal. This note should be brought to the Cafetorium or office in the morning where the student's handbook will be signed indicating the dismissed time. Parents must pick-up the early dismissal students in the main office where students must sign out before leaving. The principal or assistant principal are the only individuals that may release a student before the end of the school day. **ALL MINORS MUST BE SIGNED OUT IN THE MAIN OFFICE BY AN APPROVED ADULT.**

#### **SCHOOL ATTENDANCE DAY OF CONTEST/PRACTICE**

To be eligible to practice or rehearse for a co-curricular activity or to participate in a contest or performance, a student must:

1. Attend at least four (4) periods of that school day, excluding lunch (or)
2. Be involved in a field trip (or)
3. Be involved in an Alternative Learning Experience

Both field trips and alternative learning experiences must be approved in advance by the Principal.

#### **FIELD TRIPS**

Students are permitted to attend field trips pertaining to class assignments and supervised by a class room teacher. Students that have missed 30 hours in the nine weeks or 72 hours for the year will not be permitted to go on any field trips.

#### **LEAVE SCHOOL GROUNDS**

Anytime a student would need to leave school grounds, that student must have permission from their parent/guardian in the form of a note/phone call and it needs to be verified by the main office personnel. Students must also have their handbook filled out to show proof of that permission. The student must sign out in the main office and if they are to return that same school day, they are to then sign back in. If they do not return they should bring a slip from home to account for the absence. Remember, if the absence is due to an appointment at the doctors, dentists, therapists, etc. office they should bring a note from that professional and this absence will not be marked against their allotted hours of absence for the year. **Students are not permitted to walk on or off campus.**

#### **PRE-ARRANGED ABSENCE**

If students are to be absent from classes for one or more days due to vacation, college visit, field trip, class outing, etc., they must obtain a 'Pre-Arranged absence' form from the main office. The student is responsible for getting the work missed and to verify this, the faculty member must sign for the appropriate period. Student then gets the guidance counselor and principal/dean of student's signature.

#### **TARDY POLICY**

If a student is tardy, they must report to the office to receive a tardy slip. The offense and consequences are listed in the Discipline section of the handbook.

### **BULLYING POLICY** **OF MARTINS FERRY CITY SCHOOLS**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board of Education will not tolerate any gestures, comments, threats, or actions which

cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Definition:

Harassment, intimidation, or bullying can include many different behaviors including overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors include:

- A. physical violence and/or attacks;
- B. threats, taunts, and intimidation through words and/or gestures;
- C. extortion, damage, or stealing of money and/or possessions;
- D. exclusion from the peer group or spreading rumors;
- E. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/on-line sites (also known as "cyber-bullying"), such as the following:
  - 1. posting slurs on web sites where students congregate or on web logs (personal on-line journals or diaries);
  - 2. sending abusive or threatening instant messages;
  - 3. using camera phones to take embarrassing photographs of students and posting them on-line/or otherwise distributing them;
  - 4. using web sites to circulate gossip and rumors to other students; and,
  - 5. Excluding others from an on-line group by falsely reporting them for inappropriate language to Internet Service Providers.
- F. violence within a dating relationship



**Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official.**

## **Discipline**

### **MARTINS FERRY CITY SCHOOLS CODE OF CONDUCT**

Education cannot proceed without an atmosphere of good order and discipline necessary for effective learning. The Board of Education accepts the traditional American concept that the teacher is “in loco parentis” (in place of a parent) and as such, has similar rights and duties concerning students as a parent. Good education is largely dependent upon the maintenance of effective learning conditions within the classroom, successful and continued maintenance of these teacher, understanding and leadership by the administration, and support of the classroom conditions is dependent upon good judgment and compassion by the Board, the parents and students.

Good order and discipline are best thought of as being positive, not negative; helping a student to adjust, rather than punish; turning unacceptable conduct into acceptable conduct. Order and discipline are largely a matter of morale, classroom atmosphere, and positive interpersonal relationships. As a working definition, good order and discipline may be described as the absence of distractions, frictions, and disturbances which interfere with the optimum functioning of the student, the class, and the school. It is also the presence of a friendly, yet business-like rapport in which students and school personnel work cooperatively toward mutually accepted goals. The development of administrative guidelines concerning discipline shall be the responsibility of the administration. Good conduct is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in such a way that the rights of others are not violated. The students of the Martins Ferry School District will conform to school regulations and accept directions from authorized school personnel.

A student who fails to comply with established school rules or any reasonable request made by school personnel on school property and / or at school related events will be dealt with according to approved student discipline regulations.

**The Board of Education has a “zero tolerance” for violent, disruptive or inappropriate behavior by its students: i.e. the Board will not tolerate**

**violent, disruptive or inappropriate behavior by its students and such behavior is prohibited as set forth in the Student Code of Conduct.**

**The Board of Education has a zero tolerance for excessive truancy, and truancy from school or from study hall will result in disciplinary action as set forth in the Board's Student Attendance Policy.**

#### **DISCIPLINARY MEASURES**

The school has the authority to take corrective disciplinary action against any behavior, whether covered specifically in this written code or not. No behavior should be disruptive of the educational process of the school. Saturday School and/or suspension (internal or external) will also be given according to the disruptive behavior or incident that occurred by a student or students. The discipline process will be dealt with by the principal and/or assistant principal as felt necessary to conduct a safe, drug-free school which is conducive to a learning environment for all students. We are not only committed to educational excellence but to operate a school for the good of the order, safety and discipline of the school. Your handbook is for your use and knowledge of the operation of our school but is used as a guideline and the above-mentioned discipline procedure can be added to any or all incidents. This student handbook was school board adopted.

**Any behavior that directly or indirectly disrupts the orderly operation of the educational process will be dealt with according to the student handbook and at the discretion of the principal/assistant principal.**

Immediate suspension will occur for the following reasons:

1. Violence
2. Fatal Threat
3. Drug and Alcohol
4. Vulgar language/Harassment
5. Stealing
6. Destruction/defacing property

**The principal/assistant principal has the right to make the final decision for disciplinary measures based upon investigation and circumstances.**

We believe there is something here at Martins Ferry High School for everyone. Our mission statement for our schools is to develop critical thinkers and responsible citizens in a positive learning environment. We are here to teach, guide and assist our students in any way possible to make their high school experience a positive and productive one. We welcome parent involvement

and are much more successful when the school and home work together for the overall welfare of the student.

**In addition to the above system, Internal School Suspension may be assigned by the principal/assistant principal as judged necessary, in handling discipline problems in the school, which have not been addressed in the discipline code.**

Should a child behave in the unacceptable ways indicated in the Discipline Code, any of the following disciplinary measures may be enforced by the school.

**1. Student conference**

**2. Assignment of Internal School Suspension (which is sometimes referred to as ISS)** – Students may be assigned to the Internal School Suspension classroom for a period to be determined by the Principal and the Assistant Principal.

- A. No cell phones or any electronic devices.
- B. Students are to remain seated at all times.
- C. Students must bring all class material to the ISS Classroom at the beginning of the school day.
- D. Students will not be allowed to sleep during ISS.
- E. No talking or communications of any kind.
- F. Rebellious or Disruptive Behaviors will not be tolerated and may result in an extended period of Internal School Suspension.

**3. Work assignments** - beyond the regular course load, when determined to be appropriate and practical.

**4. Lunch detention-** Students may be assigned lunch detention by the principal and/or assistant principal. Reasons for being given lunch detention may include: disrupting the learning process, refusal to complete assignments, insubordination, disrespecting a school official, poor attendance and any other measure stated in the student handbook. Any student who is given lunch detention will sit in a designated spot during their lunch period. No cell phones or electronic devices will be permitted during this time. Students are not permitted to communicate with other students while in lunch detention.

**5. After school detention-** Students may be assigned an after school detention, from 2:00 p.m.- 2:45 p.m., by the principal and/or assistant principal. Parents/guardians will be notified in advance in order to make transportation arrangements for the student. Reasons for being given after school detention may include: disrupting the learning process, refusal to complete assignments, insubordination, disrespecting a school official, poor attendance and any other measure stated in the student handbook

**6. Saturday School** - Students may be assigned Saturday School by the Principal's Office. Written notification will be sent to the child's parent.

- A. Saturday School hours are from 8:00 a.m. to 12:00 p.m.
- B. The district is not responsible for transportation.
- C. Students are required to bring sufficient study materials with which to work quietly. If a student does not bring work to do they will be sent home and be reassigned additional time.

- D. Sleeping, lying heads on desks or loafing will not be permitted and will not count as time served.
  - E. Any student causing disruption, being disrespectful or not following Saturday School rules will be sent home and will be suspended for 5 (five) days at the alternative school and an additional Saturday School.
  - F. Failure to attend Saturday School
    - **First Offense** - reassigned and assigned an additional Saturday School or the Alternative School
    - **Second Offense** - Unruly charges filed in Juvenile Court
- 7. In school suspension (ISS)**- A student may be assigned in-school time out for repeated classroom disruptions, refusing to do class assignments, or disrespect to any school personnel. Students assigned to ISS will complete all class assignments in the time out area. Failure to comply with ISS rules will result in a three (3) day out of school suspension.
- 8. Out of school suspension**
- A. Students suspended for three (3) or more days may be placed in the Belmont County Alternative School for the duration of the suspension or sent home. This will be the Principal's choice.
- 9. Consequences of Suspension**
- A. Suspended students cannot participate in school activities (out-of-school suspensions)
- 10. Referral to juvenile authorities or police** - When a serious offense is involved, outside authorities may be called for assistance.
- 11. Removal from school** by the parent on a temporary basis for the protection of the children involved, pending investigation of a situation which may be disruptive to the school program - This allows us to solve a potentially serious problem with the least amount of confusion.
- 12. Expulsion**- Recommendation of the Superintendent for Expulsion - Although expulsion in our schools is rare, the possibility of expulsion must be taken very seriously by students and parents. Students cannot remain in our schools if they are a continued threat to the health and safety of other students and staff.

**Martins Ferry City School District's policy on the removal, suspension, expulsion and permanent exclusion of students (5610)**

The Board of Education recognizes that exclusion from the educational program of the schools, whether by emergency removal, out-of-school suspension, expulsion, or permanent exclusion, is the most severe sanction that can be imposed on a student in this District, and one that cannot be imposed without due process. However, the Board has zero tolerance of violent, disruptive or inappropriate behavior by its students.

No student is to be removed, suspended out-of-school, expelled and/or permanently excluded unless his/her behavior represents misconduct as specified in the Student Code of Conduct/Student Discipline Code approved by the Board. The Code shall also specify the procedures to be followed by school officials

when implementing such discipline. In addition to the procedural safeguards and definitions set forth in this policy and the student/parent handbook, additional procedures and considerations shall apply to students identified as disabled under the IDEA, ADA, and/or Section 504 of the Rehabilitation Act of 1973. (See Policy 246 - Suspension/Expulsion of Disabled Students).

Students may be subject to discipline for violation of the Student Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but where such conduct is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a District official or employee, or the property of such official or employee.. For purposes of this policy and the Student Code of Conduct/Student Discipline Code, the following shall apply: "Emergency removal" shall be the exclusion of a student who poses a continuing danger to District property or persons in the District or whose behavior presents an on-going threat of disrupting the educational process provided by the District (See Policy 5610.03 - Emergency Removal).

**I. Suspension**" shall be the temporary exclusion of a student by the Superintendent, principal, assistant principal, or any other administrator from the District's instructional program for a period not to exceed ten (10) school days. Suspension may extend beyond the current school year, if at the time a suspension is imposed; fewer than ten (10) days remain in the school year. The Superintendent may apply any or all of the period of suspension to the following year. The procedures for suspension are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy 5611 - Due Process Rights.

**II. "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 for one (1) year as specifically provided in this policy and the Student Code of Conduct/Student Discipline Code. Only the Superintendent may expel a student. The procedures for expulsion are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy 5611 - Due Process Rights.

**1. Firearm or Knife** Unless a student is permanently excluded from school, the Superintendent shall expel a student from school for a period of one (1) year for bringing a firearm or knife to a school building or on to any other property (including a school vehicle) owned, controlled, or operated by the Board, to an interscholastic competition, an extra-curricular event, or to any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except that the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. Similarly, the Superintendent shall expel a student from school for a period of one (1) year for possessing a firearm or knife at school or on any other property (including a school vehicle) owned, controlled, or operated by the Board, at interscholastic

competition, an extra-curricular event, or at any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. The expulsion may extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place. The Superintendent shall refer any student expelled for bringing a firearm (as defined in 18 U.S.C. 921(a) (3) or weapon to school to the criminal justice or juvenile delinquency system serving the District. A firearm is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. A destructive device, includes, but is not limited to any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device. A knife is defined as any a weapon or cutting instrument consisting of a blade fastened to a handle; a razor blade; or any similar device (including sharp, metal martial arts weapons such a ninja throwing stars) that is used for, or is readily capable of, causing death or serious bodily injury. The Superintendent may, in his/her sole judgment and discretion, modify or reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, for the following reasons, so long as the modification is made in writing:

- A. For students identified as disabled under the IDEA, ADA, and/or Section 504 of the Rehabilitation Act of 1973, a recommendation from the group of persons knowledgeable of the student's educational needs
- B. The student was unaware that s/he was possessing a firearm or knife;
- C. The student did not understand that the item s/he possessed was considered a firearm or knife;
- D. The student brought the item to school as part of an educational activity and did not realize it would be considered a firearm or knife.

**2. Violent Conduct** If a student commits an act at school, on other school property, at an interscholastic competition, extra-curricular event, or any other school program or activity and the act: would be a criminal offense if committed by an adult and results in serious physical harm to person(s) as defined in Revised Code Section 2901.01(A)(5), or to property as defined in Revised Code Section 2901.01(A)(6). The Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be

expelled under this provision. The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, for the following reasons: for students identified as disabled under the IDEA, ADA, and/or Section 504 of the Rehabilitation Act of 1973, a recommendation from the group of persons knowledgeable of the student's educational needs; or other extenuating circumstances. If at the time of the suspension or expulsion, there are fewer days remaining in the school year than the number of days of the suspension or expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

**3. Bomb Threats** If a student makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat, the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision. The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, for the following reasons: for students identified as disabled under the IDEA, ADA, and Section 504 of the Rehabilitation Act of 1973, upon recommendation from the group of persons knowledgeable of the student's educational needs; or other extenuating circumstances. If at the time of the suspension or expulsion, there are fewer days remaining in the school year than the number of days of the suspension or expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

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

If a student is expelled for more than twenty (20) school days or for any period of time that extends into the next school year, the Superintendent shall provide the student and his/her parents with the names, addresses, and telephone numbers of those public or private agencies in the community which offer programs or services that help to rectify the student's behaviors and attitudes that contributed to the incident(s) that caused the expulsion. If the Superintendent determines that a student's behavior on a school vehicle violates school rules, s/he may suspend the student from school bus-riding privileges for the length of time deemed appropriate for the violation and remediation of the behavior. Any such suspension must comply with due process and the Student Code of Conduct/Student Discipline Code. The Board authorizes the Superintendent to provide for options to suspension/expulsion of a student from school which may include alternative educational options. The Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion must be imposed for the same duration it would have been had the student remained enrolled. The Board may temporarily deny admittance to any student who has been expelled

from the schools of another Ohio district or an out-of-state district, if the student's expulsion period set by the other district has not expired. The expelled student shall first be offered an opportunity for a hearing. The Board may temporarily deny admittance to any student who has been suspended from the schools of another Ohio district, if the student's suspension period set by the other district has not expired. The suspended student shall first be offered an opportunity for a hearing before the Board. When a student is expelled from this District, the Superintendent shall send written notice to any college in which the expelled student is enrolled under Postsecondary Enrollment Options at the time the expulsion is imposed. The written notice shall indicate the date the expulsion is scheduled to expire and that the Board has adopted a provision in Policy 2271 under R.C. 3313.613 to deny high school credit for postsecondary courses taken during an expulsion. If the expulsion is extended, the Superintendent shall notify the college of the extension.

#### **DUE PROCESS**

Before a student may be suspended, expelled, or permanently removed from school, there are specific procedures that must be followed.

#### **Suspension from School:**

1. The Superintendent, principal, assistant principal, or Superintendent's designee are the only school administrators who may suspend a pupil.
2. Whenever an incident occurs that may lead to a suspension, an administrator shall investigate the nature of the alleged offense.
3. When a student is being considered for a suspension, the administrator in charge will give written notice of intent to suspend, and the reasons to the student.
  - a. The student will have an opportunity to appear at an informal hearing with the principal, assistant principal, superintendent or designee and will have the right to challenge the reasons for the intent to suspend or otherwise explain his/her actions. This hearing may take place within reasonable time.
  - b. Whenever a student has attained eighteen (18) years of age the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student. If a student refuses to sign the form for the notice to parents or guardian, the refusal will be noted in the presence of a witness.
  - c. The Superintendent, principal, assistant principal or Superintendent's designee is not required to permit the presence of counsel or follow any prescribed judicial rules in conducting the hearing.
4. Within 24 hours of the suspension, the parent, guardian, or custodian of the student will be notified in writing of the suspension. This notice will include the reasons for the suspension; the right of the



student or parent to appeal to the Superintendent; and the right to be represented at the appeal.

5. The suspension may be appealed to the Superintendent within **TEN (10) DAYS** after the receipt of the suspension notice. The request for an appeal must be in writing. During the process, the student shall not be allowed to remain in school. The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given.
6. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

**Expulsion from School:**

When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the parents. Students being considered for expulsion may or may not be removed immediately. A formal hearing is scheduled with the Superintendent during which the student may be represented by his/her parents, legal counsel and/or by a person of his/her choice.

Within ten days after the Superintendent notifies the parent of the expulsion, the expulsion can be appealed, in writing, to the Superintendent. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. Again, the right to representation is available. If the expulsion is upheld, the next step in the appeal process is to the Court of Common Pleas.

All opportunity to earn grades or credit ends when a student is expelled.

Expulsion for certain violations may result in revocation of a student's driver's license.

When a student 16 years of age or older, is being considered for permanent exclusion, it is possible that she/he may never be permitted to return to school anywhere in the state of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school: any possession or involvement with a deadly weapon, drug trafficking, murder, manslaughter, assault or aggravated assault, certain sexual crimes, or complicity in any of the aforementioned crimes. This process is formal and will usually follow an expulsion and the proper notification to parents.

Martins Ferry High School makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If the disciplinary action does not result in removal from school, it is not appeal able. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the Principal.

The school has the authority to take corrective action against any behavior, whether covered specifically in this written code or not, which is found to be disruptive of the educational process of the school.

### **DISCIPLINE OF STUDENTS WITH DISABILITIES**

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) And the Americans with Disabilities Act (A.D.A.) Or Section 504 of the Rehabilitation Act of 1973.

### **SEARCH AND SEIZURE**

The Martins Ferry Board of Education and Administration reserves the right to search lockers, desks, automobiles, persons and personal belongings of students on the school campus or at any school activity when it is reasonably necessary for the maintenance of order, discipline and safety in the supervision and education of students. Trained police dogs may be used for these purposes. All searches may be conducted with or without the consent of the student. Students are provided lockers, desk, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. Video surveillance of the hallways, classrooms, parking lot, entrance and other school property may be utilized for protection of students and /or employees, their property and the school's property.

## **DISCIPLINARY MEASURES**

<b>ABSENCES (excessive)</b>	<b>IN ACCORDANCE WITH HB 410: NOTIFICATION OF PARENT/GUARDIAN OF EXCESSIVE ABSENCES OR TRUANCY; DEVELOPMENT OF AN ABSENCE INTERVENTION PLAN; REFERRAL FOR TRUANCY IF APPLICABLE.AFTER 18 HOURS OF UNEXCUSED ABSENCES A STUDENT WILL BE ASSIGNED TO AFTER SCHOOL DETENTION (FOR EACH OFFENSE).</b>
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<b>ASSAULT</b>	<b>UP TO 10 DAY SUSPENSION &amp; CHARGES WILL BE FILED IN BELMONT COUNTY COURT</b>
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A student shall not cause physical injury to any student, teacher or other school employee or visitor on school grounds or during a school function or event. Physical assault may result in charges being filed and recommendation for expulsion.

<b>BREAKING AND ENTERING AND/OR MAJOR THEFT</b>	<b>TEN DAY SUSPENSION PLUS CHARGES MAY BE FILED IN JUVENILE COURT</b>
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Students shall not attempt illegal or unauthorized entry to school facilities or theft of items belonging to the school.

<b>BULLYING, INTIMIDATION</b>	<b>Administrative team will determine the consequence in accordance to the district policy. There is also the possibility of ADDITIONAL DISCIPLINE AS REQUIRED</b>
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**Martins Ferry City Schools believes that all students have the right to attend school feeling safe. Any report from a student of an intimidation or bullying incident will result in discipline for all involved.**

<b>BUS MISBEHAVIOR</b>	<b>SUSPENSION OF BUS PRIVILEGES</b>
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Students riding the school bus are required to follow the basic school bus rules. The driver is responsible for the safety of the students and may assign seating or direct the students in any reasonable manner to maintain safety.

- **Rule 1 Disruption** - A student shall not use violence, force, coercion, threat, or other serious act of misconduct cause disruption or interfere with the operation of the school bus.
- **Rule 2 Damage to Private Property** - A student shall not cause or attempt to cause damage or destruction of private property while waiting at a designated school bus stop.
- **Rule 3 Damage to School Bus** - A student shall not cause or attempt to destruction to a school bus.
- **Rule 4 Assault** - A student shall not behave in such a way as could cause physical injury to a school employee, student, or other person on the school bus while in the custody or control of the school.

- **Rule 5 Possession of Dangerous Weapons** - A student shall not possess, handle, transmit, or conceal any dangerous weapons or instruments.
- **Rule 6 Narcotics, Alcoholic beverages, and Drugs** - A student shall not knowingly possess, use, transmit, conceal, or be under the influence of alcohol, a harmful intoxicant, any narcotic drug, counterfeit "look alike" drugs, or possess instruments for administering drugs.
- **Rule 7 Use of Tobacco/E-Cigarettes, Vaping, Juuling** - A student shall not use tobacco/electronic smoking devices on the school bus. (Open flames are prohibited).
- **Rule 8 Defiance and Obscenity** - A student shall not openly defy or use obscene language or gestures while being transported.
- **Rule 9 Sexual Harassment:** verbal, non-verbal, physical contact

***VIOLATION OF ANY OF THE ABOVE MAY RESULT IN IMMEDIATE REFUSAL OF TRANSPORTATION SERVICE.***

#### **CHEATING POLICY**

CHEATING: Individually/Group – Electronically or without Electronic Devices

- Submitting work other than the student's own and claiming (directly or implied) it to be his or her own work.
- Copying answers.
- Looking at another's paper/screen to get answers.
- Getting another person to do the work.
- Using cheat sheets.
- Stealing a test or an answer key, or in any other way, illegally obtaining information.
- Participating in any other situation deemed to be cheating by the classroom teacher.
- Submitting materials that were directly copied from the internet.

<b>CHEATING (WITHIN ONE CLASS)</b>	<p><b>First Offense-</b> The student will receive a zero (0) score on the assignment, class work or test. The classroom teacher will notify the parent/guardian. The classroom teacher will notify the principal. Cheating will be marked in Progress Book.</p> <p><b>Second Offense-</b> The student will receive a zero (0) score on the assignment, class work or test. The student will be assigned one (1) Saturday School/one day of ISS. The student will be referred to the Guidance Counselor. The classroom teacher will notify the parent/guardian. The classroom teacher will notify the principal.</p>
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	<p>Cheating will be marked in Progress Book.</p> <p><b>Third Offense-</b> The student will receive an “F” grade for the nine week grading period. The classroom teacher will notify the parent/guardian. The classroom teacher will notify the principal. Cheating will be marked in Progress Book. The parent/guardian will receive written notification.</p>
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<b>DESTRUCTION OF PROPERTY</b>	<p><b>OUT OF SCHOOL SUSPENSION/ISS/MAKE RESTITUTION PAYMENTS WHEN NECESSARY/CHARGES MAY BE FILED IN BELMONT COUNTY COURT.</b></p>
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A student shall not steal, cause damage to or destroy school property or private property if on school grounds or during a school function.

Parents are responsible for up to \$10,000.00 worth of damages as per Ohio Revised Code 3109.09.

<b>DANGEROUS WEAPONS OR INSTRUMENTS</b>	<p><b>IMMEDIATE REMOVAL OF THE STUDENT &amp; TEN DAY SUSPENSION AND THE PRINCIPAL WILL SEEK EXPULSION FROM THE SUPERINTENDENT. CHARGES MAY BE FILED IN BELMONT COUNTY COURT.</b></p>
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A student shall not possess, use, transmit or conceal any object which might be considered a dangerous weapon or instrument of violence.  
Recommendation for expulsion and charges being filed can occur, if possession or brandishing of a weapon is meant to threaten or harass students, staff members, parents or community members.

The Board of Education will not tolerate the possessions of weapons or other devices designed to inflict serious bodily harm by anyone while on district

property, at a school-related event, or while en route to or from school whether on a school bus, walking, or in a private vehicle.

This prohibition shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

**Students are required to immediately report knowledge of dangerous weapons and threats of violence to the building principal; if the principal is not available, such report shall be made to another administrator. Failure to report such knowledge may subject the student to discipline up to and including suspension and expulsion from school.**

Procedures shall also include the immediate reporting to the appropriate law enforcement agency if a dangerous weapon is found or suspected to be in the possession of a District employee or visitor.

<b>DIGITAL IMAGING OF OTHER STUDENTS/STAFF</b>	<b>5 DAYS SUSPENSION</b>
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<b>DISMISSED(THROWN OUT) FROM CLASS DUE TO DISRUPTION</b>	<b>UP TO TEN DAYS OF ISS OR OUT OF SCHOOL SUSPENSION TO BE DETERMINED BY THE ADMINISTRATIVE STAFF. CHARGES MAY BE FILED IN BELMONT COUNTY COURT.</b>
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Any student who is asked to leave a classroom due to that student's behavior will be disciplined as per the discretion of the principal/assistant principal.

<b>DISTRIBUTION OF DRUGS, LOOK-ALIKE DRUGS, OR ALCOHOLIC BEVERAGES</b>	<b>TEN DAY SUSPENSION AND THE PRINCIPAL WILL SEEK EXPULSION FROM THE SUPERINTENDENT</b>
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A student shall not transmit or sell any drug, look-alike drugs, or alcoholic beverages of any kind. This ruling includes

- a. The school grounds; during, before or after school hours.
- b. Off school grounds at a school activity.
- c. On school buses or rented carriers.
- d. Use prior to attending a school activity, function or event.
- e. A student shall not knowingly sell, make offer to sell, give package or deliver a counterfeit controlled substance; nor shall he/she represent a counterfeit controlled substance by describing it as being the same as or having the same physical or mental effect associated with use of a controlled substance.

<b>DRESS CODE VIOLATION</b>	<b>NECESSARY ACTION WILL BE TAKEN AS STATED IN THE DRESS CODE.</b>
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Parents will be notified and the student will be asked to change if possible. All class time missed will be made up. If parents cannot be contacted, the student will be provided clothing to wear for the day. Students who are unable to change will be placed in ISS for the school day.

<b>DRUGS, LOOK-ALIKE DRUGS, OR ALCOHOLIC BEVERAGES POSSESSION</b>	<b>TEN DAY SUSPENSION PLUS REFERRAL TO THE APPROPRIATE AGENCY FOR NECESSARY TREATMENT</b>
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The school has a “Drug Free” zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity: sale, use, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. If caught, the student will be suspended or expelled and law enforcement officials may be contacted.

**Note:** Any student seeking self-referral will not be punished and will be assisted through drug and alcohol assessment and recommendations to aid him or her.

A student shall not possess, use, or be under the influence of any drug, look-alike drugs, or alcoholic beverages of any kind with the exception of the student who is taking prescription medicine under the direction of a physician.

Note: Any prescription medicine the student needs to take during school hours should be kept in the main office.

This restriction shall refer to:

- A. The school grounds; during, before or after school hours.
- B. On school grounds at a school activity.
- C. On school buses or rented carriers.
- D. Use prior to attending a school activity, function or event.
- E. A student shall not knowingly possess, sell, make offer to sell, give package or deliver a counterfeit controlled substance; nor shall he/she represent a counterfeit controlled substance by describing it as being the same as or having the same physical or mental effect associated with use of a controlled substance.

**1. Use of Breath-Test Instruments** - The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever there is sufficient and reasonable suspicion to believe that a student has consumed an alcoholic beverage. The student will be taken to a private administrative or instructional area on school property with at least one other member of the teaching or

administrative staff as a witness to the test. The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention. If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures prescribed in this handbook.

1. The suspension will be reduced if the student enters an approved drug and alcohol assessment-counseling program.
2. Repeated offenses would result in possible expulsion and referral to the appropriate agency for possible in-patient treatment as deemed necessary. Unruly charges will be filed in the Belmont County Juvenile Court if the student refuses to comply with this referral.

**1. Electronic Devices:** "Personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g. mobile/cellular telephones, smartphones, and/or other web-enabled devices of any type). **All electronic devices are to be powered off and in the student's locker.** Students will be permitted to use these devices in the cafeteria before school, during lunch and after school. Students may be directed by their teachers to use their electronic devices in the classroom. **(Students may lose this privilege for abuse of the electronic device policy)** The school will not be liable for lost, stolen or damaged electronic devices.

<p><b>IMPROPER USE OF ELECTRONICS</b></p> <p><b>(OFFENSES ARE CUMULATIVE FROM SCHOOL YEAR TO SCHOOL YEAR)</b></p>	<p><b><u>1<sup>ST</sup> OFFENSE:</u> THE ELECTRONIC DEVICE WILL BE CONFISCATED THE STUDENT WILL BE GIVEN THE DEVICE AT THE END OF THE DAY. STUDENT WILL BE REQUIRED TO TURN THEIR ELECTRONIC DEVICE INTO THE PRINCIPAL, OR DESIGNEE, AT THE BEGINNING OF THE SCHOOL DAY FOR FIVE (5) CONSECUTIVE SCHOOL DAYS. THE STUDENT WILL BE GIVEN THE DEVICE AT THE END OF THE DAY.</b></p> <p><b><u>2<sup>ND</sup> OFFENSE:</u> THE ELECTRONIC DEVICE WILL BE CONFISCATED AND A PARENT/GUARDIAN MUST PICK UP DEVICE IN OFFICE. STUDENT WILL TURN PHONE INTO THE PRINCIPAL FOR TEN (10) CONSECUTIVE SCHOOL DAYS. DEVICE MAY BE PICKED UP AT THE END OF THE SCHOOL</b></p>
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	<p><b>DAY. STUDENT WILL RECEIVE THREE (3) DAYS OF ISS.</b></p> <p><b><u>3<sup>RD</sup> OFFENSE:</u> THE STUDENT WILL RECEIVE FIVE (5) DAYS OF ISS. PARENT/GUARDIAN MUST PICK UP DEVICE AT SCHOOL. STUDENT WILL TURN DEVICE INTO THE PRINCIPAL EACH MORNING FOR THE REMAINDER OF THE SCHOOL YEAR.</b></p> <p><b>CONSEQUENCES WILL INCREASE WITH ANY ADDITIONAL OFFENSE THE POSSIBLE LOSS OF ANY ELECTRONIC DEVICE PRIVILEGE FOR THE REMAINDER OF THE SCHOOL YEAR AND STUDENT PLACEMENT IN CCAP.</b></p>
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<b>FIGHTING</b>	<b>UP TO 10 DAYS SUSPENSION CHARGES MAY BE FILED IN BELMONT COUNTY COURT.</b>
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All incidents will be investigated by principal and/or vice principal and charges may be filed.

<b>FIREARM POSSESSION</b>	<b>EXPULSION</b>
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A firearm is defined as any device, including a starter gun, which will or is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device, includes, but is not limited to any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or other similar device. No look-alike firearms are permitted in school or at school activities. Disciplinary action may occur.

The definition of a firearm expressly does not include:

1. An antique firearm;
2. A rifle that the owner intends to use solely for sporting, recreation or cultural purposes;

3. Any device that is neither designed nor redesigned for use as a weapon.
4. Any device, although originally designed as a weapon, redesigned as a signaling pyrotechnic, line-throwing, safety or the like.
5. Surplus ordinance, sold, loaned or given by the Secretary of the Army.
6. Class C common fireworks.

Students are prohibited from bringing a firearm on school property, in a school vehicle or to any school-sponsored activity. If a student brings a firearm on school property, in a school vehicle or to a school-sponsored activity, the Superintendent shall expel this student from school for a period of one calendar year. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The Superintendent may reduce this requirement on a case-by-case basis in accordance with the State Law.

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

- A. A recommendation from the group of persons knowledgeable of the student's educational needs in accordance with Policy - Suspension/Expulsion of Disabled Students.
- B. The student brought the item to school as part of an educational activity and did not realize it would be considered a firearm.

<b>GANGS/RELATED ACTIVITIES</b>	<b>CORRECTIVE ACTION &amp; DISCIPLINE WILL BE ADMINISTERED ACCORDING TO STUDENT HANDBOOK/DISTRICT POLICY.</b>
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To ensure the safety and well-being of the student body, gangs and gang related activities will not be tolerated. The following is a list of activities that could be considered gang activities. The principal/assistant principal will be the judge of the type of activities considered to be gang related.

1. Incidents involving initiations, hazing, intimidation, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm or personal degradation or disgrace resulting in physical or mental harm to students.
2. The wearing, carrying or displaying of colors or gang paraphernalia or exhibiting signs, signals or gestures which symbolizes gang membership.
3. Offenses not covered will be dealt with by the principal/assistant principal when they occur. The school has the authority to take corrective action against any behavior, whether covered specially in

this written code or not, which is found to be disruptive of the educational process of the school.

<b>DESTRUCTION OF HANDBOOK</b>	<b>1<sup>ST</sup> OFFENSE: ONE DAY OF ISS /FURTHER CONSEQUENCES WILL BE ADMINISTERED FOR EACH ADDITIONAL OFFENSE.</b>
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The handbook/agenda that you receive at the beginning of the year is considered school property. It is to be used as a learning tool for our students. Upon receiving their handbook on the first day of school, students are required to write their name in the space provided on the cover. Students are not permitted to share handbooks. **The student is responsible for the care of the agenda. It must be with them at all times.** If the book is lost or stolen a new one must be purchased. The book is purchased with school board money and therefore is considered school property therefore its contents must follow the rules and regulations of the district. As such, no profanity or objectionable material should be written in them. Any violation of the above will be grounds for disciplinary measures.

<b>HARASSMENT</b>	<b>DISCIPLINE WILL BE ADMINISTERED ACCORDING TO STUDENT HANDBOOK/DISTRICT POLICY.</b>
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It is a violation of school rules, and often the law, for any student to harass or intimidate another student or staff member.  
If a student is a victim of any unwanted sexual conduct or communications or of derogatory communications or conduct concerning his/her gender, religion, race, ethnic group, or disability, the student should report such behavior to the office.  
All reports shall be kept confidential and shall be investigated as soon as possible.

<b>INAPPROPRIATE BEHAVIOR AT EXTRA-CURRICULAR ACTIVITY</b>	<b>DISCIPLINE WILL BE ADMINISTERED ACCORDING TO STUDENT HANDBOOK AND THE REMOVAL OF EXTRA-CURRICULAR PRIVILEGES FOR STUDENT</b>
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Students are expected to adhere to the same discipline code of conduct when at extracurricular activities. If a student is removed from an extra-curricular activity due to a discipline issue that student may be denied admission to future extra-curricular events (this may include revoking a student athletic pass).

<b>IMPROPER USE OF COMPUTER</b>	<b>DISCIPLINE WILL BE ADMINISTERED ACCORDING TO STUDENT HANDBOOK/DISTRICT POLICY.</b>
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All students are expected to read and abide by the Martins Ferry City School Board adopted “**Computer Network and Internet Acceptable Use Policy**” beginning on page 19 of this handbook. Use of the computers and the internet is considered a privilege. Any improper use of this service or violation of the district’s computer policy will lead to disciplinary action, including possible suspension from school, legal discipline and denial of the privilege to use the computers.

<b>INSUBORDINATION, DISRESPECT, DISRUPTION OF CLASS</b>	<b>UP TO TEN DAYS ISS OR OUT OF SCHOOL SUSPENSION/TO BE DETERMINED AFTER AN INVESTIGATION BY THE ADMINISTRATIVE TEAM.</b>
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<b>INTIMIDATING, THREATENING, DEGRADING</b>	<b>UP TO TEN DAYS ISS OR OUT OF SCHOOL SUSPENSION/TO BE DETERMINED AFTER AN INVESTIGATION BY THE ADMINISTRATIVE TEAM.</b>
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A student shall not engage in any act which intimidates, threatens, degrades or disgraces a teacher, fellow student, visitor, administrator, school employee or member of the Board of Education by written, verbal or gestured means.

<b>KNIFE POSSESSION</b>	<b>EXPULSION</b>
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If a student is found possessing a knife which is defined as any cutting instrument consisting of at least one sharp blade, the Superintendent may by law expel the student for up to one (1) year.

<b>LEAVING SCHOOL GROUNDS WITHOUT PERMISSION</b>	<b>DISCIPLINE WILL BE ADMINISTERED ACCORDING TO STUDENT HANDBOOK/DISTRICT POLICY.</b>
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Students are not permitted walking to school or home from school.

<b>OBJECTIONABLE MATERIALS</b>	<b>DISCIPLINE WILL BE ADMINISTERED ACCORDING TO STUDENT HANDBOOK/DISTRICT POLICY.</b>
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A student shall not possess, use, sell, buy, transmit or conceal any of the following:

1. Materials which appeal predominately to base or other prurient sexual interest, which are offensive to prevailing standards in the community, and which are without redeeming social value.
2. Materials which contain language patently offensive to prevailing community standards.
3. Materials which are libelous or slanderous of any person or institution, or which are intended to hold any person, race, ethnic group, or religion as such up to scorn, ridicule, or contempt.
4. Materials which pose a clear and present danger to the health and safety of the student or any other person.

<b>PROFANITY AND/OR OBSCENE LANGUAGE</b>	<b>UP TO TEN DAYS ISS OR OUT OF SCHOOL SUSPENSION-TO BE DETERMINED AFTER AN INVESTIGATION BY THE ADMINISTRATIVE TEAM.</b>
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A student shall not use any form of profanity, written or verbal. This includes obscene gestures, signs, pictures, music or publications. Vulgar language will not be permitted in the school district whether in school or at extra-curricular activities.

<b>PUBLIC DISPLAY OF AFFECTION</b>	<b>1<sup>ST</sup> OFFENSE: ONE DAY OF ISS /FURTHER CONSEQUENCES WILL BE ADMINISTERED FOR EACH ADDITIONAL OFFENSE.</b>
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Engaging in display of affection in school, on school grounds or at a school event is not permitted.

<b>SKIPPING/CUTTING CLASS</b>	<b>1<sup>ST</sup> OFFENSE: ONE DAY OF ISS /FURTHER CONSEQUENCES WILL BE ADMINISTERED FOR EACH ADDITIONAL OFFENSE.</b>	
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Skipping or cutting class is defined as not being in the assigned classroom, study hall, or area, etc.

<b>STEALING</b>	<b>UP TO TEN DAYS ISS OR OUT OF SCHOOL SUSPENSION-TO BE DETERMINED AFTER AN INVESTIGATION BY THE ADMINISTRATIVE TEAM. CHARGES MAY BE FILED IN BELMONT COUNTY COURT.</b>
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The student will be responsible for restitution.

<b>TARDY TO CLASS</b>	<b>IN ACCORDANCE WITH HB 410</b>
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<b>TARDY TO SCHOOL</b>	<b>IN ACCORDANCE WITH HB 410</b> <i>*After the third tardy in a 9 week grading period the student will be assigned a one hour lunch detention per each offense.</i>
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School absences/tardies are now tracked in hours/minutes. Please reference HB 410 in this handbook for all questions related to attendance/tardies. All students with 3 or more tardies in one 9 weeks grading period are subject to ISS or lunchtime detention.

<b>THEFT OF OR THE USE OF SOMEONE ELSE'S HANDBOOK</b>	<b>1<sup>ST</sup> OFFENSE: ONE OF DAY ISS /FURTHER CONSEQUENCES WILL BE ADMINISTERED FOR EACH ADDITIONAL OFFENSE.</b>
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<b>THREAT OF FATAL ACTION</b>	<b>SUSPENSION / CHARGES FILED IN JUVENILE COURT</b>
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Any threatening actions pertaining to a possible fatal result toward any staff member or student by a student will result in an investigation by the principal and/or vice principal with the assistance of a guidance counselor to determine the severity of the threat.

- **First offense** - up to a ten (10) day suspension, filing of unruly charges and requirement of proof of counseling. A written recommendation from an outside counselor that the student does not pose a danger to staff or students will be required before the student is permitted back in school. If this professional indicates possible danger to staff and/or students, recommendation by the principal of expulsion for 80 school days will occur.

- **Second offense** - Ten (10) day suspension and filing of unruly charges with a possible recommendation of expulsion for 80 school days.

<b>USE OF TOBACCO PRODUCTS, E-CIGARETTES, JUUL, AND/OR VAPORIZERS (VAPING)</b>	<b>UP TO TEN DAYS SUSPENSION &amp; NOTIFICATION TO JUVENILE COURT IF UNDER 18</b>
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The Board of Education prohibits the smoking, use or possession of tobacco in any form, including, but not limited to, cigarettes, cigars, clove cigarette, chewing tobacco, snuff, or any other tobacco, by a student in any area under the control of the school district or any school activity supervised by any school within the school district. This policy also applies to any e-cigarette, JUUL, and/or vaporizing machines (vaping).

Use on school grounds - 3 days suspension.

## **MISCELLANEOUS**

### **ASSEMBLIES**

Assemblies are held for a variety of reasons, whether recreational, educational, or culture in nature. Students should be aware that behavior acceptable at one type of assembly would be disaster at another. In order to have assemblies of different variety, individuals must be able to respect their fellow students and those conducting the assembly.

Specific seating areas will be assigned by homerooms. Students will report back to homeroom before each assembly.

Pep assemblies are held to create school spirit and to enhance student morals.

The student body response should be respectful and appropriate. The student body will stand during all pep assemblies until instructed to sit down. If, according to school personnel, disciplinary action may occur.

### **BAND**

Specific regulations are set by each school band director. It is the responsibility of each student participating in the band to follow the guidelines.

### **BUS TRANSPORTATION**

Students who are riding to and from school on a school bus will only ride their assigned school bus and will board and depart from the bus at assigned stops. Students will not be permitted to ride unassigned buses for any reason other than emergencies, except as approved by the principal. If you have any questions regarding bus routes, call the bus garage at 633-2965.

### **CHILD CUSTODY ARRANGEMENTS**

In case of divorce or legal separation, legal court documents showing the assignment of child custody must be sent to the school for a copy of in the child's permanent record.

### **CLUBS/ORGANIZATIONS**

Martins Ferry High School provides several extra-curricular clubs that students may be involved in. If you are interested please speak to the advisor. All clubs and organizations will operate under the director or a sponsor. Rules and regulations for the group will be set by the person in charge and school board policy. Criteria for each club and organization may be obtained from the advisor.

Chy-Phy	Mr. Matuska
Drama Club	Mrs. Wayne
French Club	Mrs. Weimer
Home Ec. Club	Mrs. Proya
Media Center Club	Ms. Bliss
National Honor Society	Miss Carpino
Prom Committee	Mrs. Vingia
Renaissance Club	Mr. Matuska
Spanish Club	Mr. Liberatore
Staying Clean Club	Mr. Mamone
Student Council	Ms. Myers
Technology Club	Ms. Bliss
Wilderness Club	Mr. Sheldon
Yearbook	Ms. Bliss

### **DRESS CODE**

The Martins Ferry City School Board of Education believes that parent(s)/guardian(s) must take the responsibility for the development of the student's good habits in the area of safety, health, decency and cleanliness. Good grooming and neatness on the part of each student reflects an expression of pride in him/her and his/her school. Student appearance is an important aspect of Martins Ferry High School standards. Our students have historically demonstrated good taste in clothing and personal appearance. School dress should be such that it ensures the health, welfare and safety of the members of the student body and enhances a positive image of our students and school. Any form of dress or grooming that attracts undue attention or violates the previous statement is unacceptable. Dress and grooming will not be such as to disrupt the teaching and learning process and should be clean and keeping with health, sanitary and safety requirements. The Martins Ferry City School District reserves the right and authority to take corrective measures in order to deal with any yearly fads and fashion trends that would not meet with the district's standards. **The rules of this dress code pertain to any event a student may dress up for during the school day.**



1. Shorts, skirts, dresses and/or skorts must conform to the requirements of decency and propriety. Therefore, the length should be below the fingertips at all times. A student who is dressed inappropriately will be asked to call home to get clothes to change into or will be required to change into clothes that will be provided to them.
2. Bare midriffs, see-through and/or cutout clothing, crop-top shirts, tank tops, razor-back shirts, spaghetti straps dresses and sheer clothing is not permitted. Low-cut revealing blouses may not be worn. There is to be no gap between the bottom of your shirt and the top of your pants/shorts/skirts IN THE FRONT AND IN THE BACK.
3. Hats, caps, or unnecessary headwear in school are not permissible. This also includes sunglasses on the head or otherwise.
4. Feet must be covered by some type of shoe or sandal.
5. Coat, purses, blankets, back packs and book bags will not be permitted in class. They must be locked in the student's lockers. All students have assigned lockers.
6. No clothing or accessory with suggestive or profane pictures or slogans or pictures or lettering in poor taste are to be worn.
7. Drooping or sagging pants will not be permitted. Pants must be worn in a normal fashion at or above the belt line and may not be excessively large where as to cause them to droop.
8. Students are not permitted to wear spiked collars, gloves, wristbands or chains etc. in school.

**All dress code regulations for Martins Ferry High School are at the discretion of the Principal/Assistant Principal..**

**1<sup>st</sup> Dress Code Violation:** Parent/Guardian notified and student will be asked to change. If the parent/guardian cannot be contacted, the student will be provided clothing to wear for the day.

**2<sup>nd</sup> Dress Code Violation:** Parent/Guardian notified and student will be asked to change. If the parent/guardian cannot be contacted, the student will be provided clothing to wear for the day. Student will be placed in ISS for one full school day.

**3<sup>rd</sup> Dress Code Violation:** Parent/Guardian notified and student will be asked to change. If the parent/guardian cannot be contacted, the student will be provided clothing to wear for the day. Student will be placed in ISS for three full school days. Students will be denied participation in extra-curricular activities, and/or any clubs during these three days.

**4<sup>th</sup> and Beyond Dress Code Violation:** Parent/Guardian notified and student will be asked to change. If the parent/guardian cannot be contacted, the student will be provided clothing to wear for the day. A

**recommendation to CCAP will be made by the building principal/assistant principal. Students will be denied participation in extra-curricular activities, and/or any clubs during this time.**

#### **ELECTRONIC EQUIPMENT**

Martins Ferry City School Administration understands that electronic devices have become an integral part of education today. As such, electronic equipment is **only** allowed in the classroom at the discretion of the teacher. The devices must be turned off during school hours unless a teacher instructs you to turn it on for class work. Any student caught using their cell phone without permission or using it to bully or harass a student during school hours will have their phone confiscated by the office, and will be disciplined in accordance with this handbook. A parent or guardian will be required to pick the device up at the end of the day. The office closes at 3:00 p.m. This policy includes any music device. Students are not allowed to use these during school hours. Martins Ferry School District will **not be responsible** for the theft, loss or destruction of any electronic item.

#### **COURSE OFFERINGS**

A complete list of course offerings may be obtained in the guidance office. Please note that with certain classes there are additional requirements/safety precautions that must be taken into consideration.

**Create & Edit Digital Images:** All students are responsible for purchasing and maintaining their own SD cards. Students are not permitted to share an SD card.

**Metal/Wood Shop:** Due to the use of dangerous machinery students who display irresponsible, erratic behavior in shop class may be dismissed from the class for safety reasons.

#### **EXTRA-CURRICULAR ACTIVITIES**

Extra-curricular activities are a privilege not a right at Martins Ferry High School. Any inappropriate behavior deemed by authoritative figures will result in a loss of this privilege.

#### **FIELD TRIPS**

Arrangements for field trips will be made by the classroom teacher. Parent permission slips are required. For the protection and safety of all students, repeated violations of the Martins Ferry Student Code of Conduct resulting in an excessive accumulation of detentions or a suspension may result in a student not being able to participate in the field trip activities. All classwork must be

completed for students to be eligible to attend a field trip. Regular school attendance is required for any student to participate in a field trip.

### **GUIDANCE SERVICES/CAREER PLANNING**

In the Guidance Center, you will find all types of occupational information, and information about colleges and universities and other schools. You are encouraged to use these materials at any time. The Counselor in the center have the specific job of helping you answer questions about yourself. He will talk to you about your attitudes, interests, vocational plans, personal problems, or other concerns you may have. Students and parents are welcome to make arrangements for appointments before school, during study periods, after school, or at any other mutually agreeable time. The Guidance Department has provided supplemental web sites on Progress Book Parent. You may access this page at [www.omeresa.net](http://www.omeresa.net):

- Click on “Student Services”
- Click on “Progress Book Parent”
- Click on “Martins Ferry”

The guidance office updates sites/Google Classrooms with scholarships, college links and other career/test oriented information. Your time here goes fast. Ultimately your goal is to make the best of your high school career and prepare for your future. Preparation begins the day you step foot through these doors and may continue a long time after you graduate. What happens in between this time depends on you. During your time here, the guidance counselor will be meeting with you in order to provide you with information and assist you in post-secondary plans. This checklist/timeline is included to help you in planning for your future.

### **Freshmen**

- ✓ Grades, Grades, Grades
- ✓ Prepare for the End of Course exams (EOC)
- ✓ Take classes that will prepare you for your post-secondary choices
- ✓ Know your total credits and EOC points
- ✓ **Check your status for graduation. Are you on track to graduate?**
- ✓ Make a PLAN for your life’s adventure!

### **Sophomore**

- ✓ Grades, grades, grades
- ✓ Prepare for End of Course exams
- ✓ Remember your PLAN and stick with it. Where are you heading? 4-year college/technical college/military?
- ✓ Take classes that will prepare you for post-secondary plans
- ✓ Know your total credits and EOC points
- ✓ **Check your status for graduation. Are you on track to graduate?**

- ✓ Higher ranking sophomores may take the ACT during June of their sophomore year if they wish
- ✓ Make a choice for junior year: Stay at MFHS or BCC (JVS)?

### **Junior**

- ✓ Grades, grades, grades
- ✓ Higher ranking juniors may take the PSAT test in November. Info on this will be distributed in English classes
- ✓ Take the ASVAB
- ✓ Take the ACT/SAT AT LEAST by June of your junior year (state-funded ACT is administered to all high school juniors once during 11<sup>th</sup> grade year)
- ✓ Visit possible post-secondary institutions during the summer before your senior year (Explore College Road Trip options with Ms. Bliss)
- ✓ **Check your status for graduation. Are you on track to graduate?**
- ✓ Know your total credits and EOC points

### **Senior**

- ✓ GRADES, GRADES. –**THIS IS IT!!!!**
- ✓ Check your status for graduation. Are you on track to graduate? **DO THIS IN SEPTEMBER!!!!**
- ✓ Know your total credits and EOC points
- ✓ **For the class of 2020, are you using Alternate Pathways to graduate? If so start exploring your options in September. Meet with the Guidance Counselor, meet with your class advisor. HAVE A PLAN!**
- ✓ Take the ACT/SAT test (you should have already but if you haven't by now, you better if you're thinking about a 4-year college!)
- ✓ Visit colleges/institutions. If attendance is not a problem you may visit 2 colleges during the school year. This is an excused absence. You must bring documentation back from the institution to prove the visit.
- ✓ Honor students apply to colleges before Dec. 1<sup>st</sup> everyone else AT LEAST by Feb. 1<sup>st</sup> Visit with College reps that visit the school and attend college fairs offered through local colleges/universities
- ✓ Pay attention to announcements and pick-up and hand in scholarship applications
- ✓ Log into the district website and check out scholarships offered. Any potential scholarships will also be posted in the

- guidance office.
- ✓ Complete a “VITAE” (like a resume, See Mrs. Kapolka!)and provide it to anyone you ask to be a reference for you
  - ✓ **PAYING FOR COLLEGE:**  
Fill out and submit the F.A.F.S.A. form as soon as possible! ( make sure you meet your college/university’s deadline)  
First go to [www.pin.ed.gov](http://www.pin.ed.gov) and request a PIN number for both you and your parents. **THEY STAY WITH YOUR FOREVER!** Record them here so you won’t lose them:  
**YOUR PIN: \_\_\_\_\_ YOUR PARENTS PIN: \_\_\_\_\_**  
Your parents need to complete their 1040 tax forms then complete the “FAFSA ON THE WEB WORKSHEET”. Then you go to [www.fafsa.gov](http://www.fafsa.gov) and complete your FAFSA! Several local college/universities have financial aid nights where you are able to meet with their representatives and complete your FAFSA.

**Post-secondary institutions will look at your -**

- 1) Transcript
  - G.P.A.
  - Classes – tough or easy?
  - Attendance
- 2) ACT/SAT scores  
(For 4 year colleges)  
The school code is **363-260**
- 3) References
- 4) Extra-curricular activities

In the course of your senior year there will be announcements from the guidance office regarding available scholarships, college fair dates, college representative visits and other pertinent information for seniors. It is **very important** that you take advantage of what is available to you here at Martins Ferry High School.

**DON’T GRADUATE WITHOUT A PLAN!**

**HALL PASS**

Hall passes do not exist. Your handbook is your hall pass. **NO student will be allowed in halls without it. See “Handbook” entry below.**

### **HANDBOOK**

Students are provided a student agenda/handbook at the beginning of the year. You need to record your name on the first page. This book is used by the office to record attendance, early dismissals and tardies. Use it to keep track of your personal goals and progress. It is also your hall pass. If you need to leave a class your teacher will sign your book. Students will not be allowed to leave the classroom or be in the halls without it. You must have your handbook in your possession at all times. If you lose the handbook you must purchase one in the main office. **(failure to purchase a new handbook will result in ISS to be determined by the Principal and the Assistant Principal).**

### **HOMEROOM**

All students will be assigned to grade level homerooms. Students will report to homeroom first thing in the morning during the first and last week of school, for assemblies and to receive report cards. There will be other times that students will report to homeroom during the year. These times will be announced. The remainder of the year students will report to their first period class. The homeroom/first period classes are to be quiet so that announcements and other business can be completed.

### **GRADUATION**

Seniors are to have all obligations met before they are allowed to participate in graduation. Graduation participation is a privilege, not a right. Students who are deficient in any requirement may not participate in graduation ceremonies.

### **ILLNESS OR INJURY AT SCHOOL**

If a student is injured or becomes ill at school, they are to report to their teacher and ask for a pass slip to the office. If necessary, the parents will be contacted. All students who are injured or become ill **MUST** check out through the main office before leaving school. If necessary the school will do everything within its power to contact the parent/guardian. Please keep the medical information in the office up-dated. Students will be allowed to sign out if parent/guardian permission is obtained. If not the parent or guardian must sign the child out of the building.

### **INCOMPLETE CLASS ASSIGNMENTS**

An important part of the learning experience is completing assignments and projects to the best of your ability and on time. Failure to do your work indicates a lack of accepting responsibility on your part. ***Any work that is not turned in by the assigned due date will be marked as INCOMPLETE (I) in Progress Book. It is the responsibility of the student, not the teacher, to inquire about assignments they missed while they were not in class. Assignments turned in after the due date will only be able to earn a percentage of the full points originally offered. This scale can be seen under the "Makeup Work" section of your handbook on page 16.*** Any work not made up by the end of the next 9 week period will automatically turn into a

failing grade. Any incomplete left over for the last nine weeks will be calculated as a failing grade for that grading period.

#### **INFOhio RESOURCES – [www.infohio.org](http://www.infohio.org)**

INFOhio is a collection of electronic resources including encyclopedias, databases, and links to reliable web sources. INFOhio is provided free to students of Ohio schools both in and out of the school setting. Students are strongly encouraged to use INFOhio resources to access information for research assignments and reports. In addition, students preparing for the ACT test should use *Learning Express Library* in the INFOhio collection to access practice online ACT tests. In order to access INFOhio outside of school, students need to enter their user name and password which changes each year. Please visit the media center/library for the current user name and password. You can record it here.

**USERNAME:      PASSWORD:**

#### **INSURANCE**

Parents have the opportunity to purchase school accident insurance for their children. School time and twenty-four hour coverage will be available.

The insurance will cover all sports, classes and school activities with the exception of varsity football. There is a separate insurance available through the Athletic Department you may purchase to cover varsity football

#### **INTERIMS**

Deficiency notices are given to students after twenty days of each nine-weeks grading period.

#### **LOCKERS**

Lockers are for storage of school items and the school retains the right to check the lockers. Lockers are assigned at the beginning of the freshman year. You must use the locker assigned to you. In the past, students have left their items in their friend's lockers. This may cause problems if a student is absent and the locker combination is not known. If a student is absent and their books are in another student's locker, the office WILL NOT release any locker combinations to a student. Students are responsible for their individual locker. They are to be clean and neat. Lockers will be checked periodically by the administration. The school district has the right to search any locker that they feel is necessary.

#### **LUNCH / FOOD & DRINK**

Students are expected to stay within the cafetorium during their lunch and not to disturb classes in session. Students are not permitted to eat lunch in teachers' classrooms. *\*A teacher reserves the right to bring a student to their classroom during lunch to makeup work\** Weather permitting, the students will be allowed to go outside after eating. Each student has a lunch account and

students may stop in the kitchen in the morning to put money on the account. Students are only permitted to use their own lunch account.

Food is not permitted in the classroom. The only drink permitted in the classroom is bottled water. Throughout the school year various school organizations/clubs will sell fundraiser items. Upon approval from the principal an organization/club may sell food items in the classroom as part of a fundraiser project. All food needs to be consumed in the cafetorium. ***Students may purchase these fundraiser items before and/or after school, in between classes, or before their lunch period begins. Students are not permitted to leave a scheduled class to go and purchase fundraiser items.***

#### **MEDIA CENTER RULES**

- No food or beverage is allowed in the Media Center.
- Students must produce a pass for Media Center admittance - No Exceptions. The pass should indicate purpose and be signed by the teacher who is issuing the pass.
- The Media Center should be used for research and as a quiet place for reading and not to do homework unless Media Center materials are necessary to complete the assignment.
- The Media Center is not a halfway point between the Study Hall and the office or a locker. The Librarian will not issue passes for any destination except the restroom.
- Talking in the Media Center should be kept to a minimum. Exceeding an acceptable noise level will mean the student will be removed from the Media Center. The Media Center is not a place to socialize.
- Computers in the Media Center were not installed for amusement purposes. The computers are not to be used to play games.

#### **MEDICATION TO STUDENTS**

Pursuant to S.B. 262, medication shall be administered to students enrolled in Martins Ferry High School according to the following guidelines:

- Drugs shall not be administered to students in grades 9-12 without the completion of the proper medical authorization form for the administration of medication.
- When a child is on regular medication which he/she will be taking throughout the school year, one form is to be completed at the beginning of the year, and unless the medication changes, the form will be valid for the entire year.
- When a child is placed on medication for a temporary period of time, a form must be completed and brought to school each time medication is prescribed.



- Only medication prescribed by a physician in the original container properly labeled with the student's name, medication dosage and route of administration will be administered.
- The physician prescribing the medication must complete the side giving permission to the principal, school nurse, or school secretary to dispense the prescription.

### **PARENT-TEACHER CONFERENCES**

Please see the calendar in the front for scheduled Parent-Teacher Conferences. Parents may call the school 633-0684 to arrange a conference with Teachers, Principals, or Guidance Counselors.

### **PARKING PRIVILEGES/PERMITS**

Any student who drives must purchase a parking pass from the office. The cost for a parking pass is \$10. Students shall not drive or park automobiles or other vehicles on school property without authorization by the principal. Students are only permitted to park in designated areas (student lot). Failure to adhere to this policy may result in ISS.

- No student is to enter a vehicle during the school day without permission from the office.

### **Students may lose their driving privileges for the following reasons:**

1. Reckless driving on school grounds
2. Causing an accident on school grounds
3. Three unexcused tardies per semester
4. More than three unexcused absences per semester
5. Or any reason that the principal finds may be endangering the student(s) or staff of Martins Ferry High School

### **PROGRESS BOOK**

Progress Book is the internet based program used by the faculty to maintain student records. Parents and students have the ability to access their personal grade book/attendance information. Log-in information is provided when you enter Martins Ferry City Schools. Your account log-in information will remain the same until you graduate. The web-site is [www.omeresa.net](http://www.omeresa.net). Click the "Progress Book Parent" button, find Martins Ferry High School and then type in your log-in information.

Many teachers provide homework and classroom information through this program. It has proven to be a great tool by which teachers and parents can keep in touch. Parents are encouraged to log-in frequently to obtain their child's up-to-date progress in their classes. Teacher's e-mail addresses are also provided to enable all parties to contact each other.

Record your username and password here so you will remember it. It will remain the same throughout your time at Martins Ferry High School. Your parent may call the office to get their account log-in information.

**PROGRESS BOOK INFO:****USERNAME:** \_\_\_\_\_**PASSWORD:** \_\_\_\_\_**SCHOOL DAY**

The school day for students begins at 7:13 a.m. and ends at 2:00 p.m. Students riding busses will be excused at 1:55 p.m. while students who drive will be dismissed at 2:00 p.m.

Students are required to have in their possession during class time the following:

- School Handbook
- Textbook for that class
- 8 ½ x 11 Notebook
- Pen/pencil

Students scheduled to leave the school early on a daily basis are to leave the building immediately after their last scheduled class. They must sign out in the main office. Any student who is allowed this privilege should not abuse it or it will be revoked.

**SCHOOL SALES**

Students are not to sell products for groups outside the school at school. Only sales with prior approval of the principal and in accordance with the Martins Ferry Board of Education will be permitted.

**SCHOOL PROPERTY**

A student shall be held responsible for loss of or willful (malicious) damage to, school property. A student shall be furnished, free of charge, necessary textbooks by the Board of Education. If a student loses a book, he will have to pay for it. Cost of all books, Media Center and text, will be computed at full price of purchase, no less than, the price of replacement.

Some selected books will be assigned to students for IN-SCHOOL USE ONLY. Any student found to have defaced school property will be severely disciplined.

### **STUDY HALL RULES AND GUIDELINES**

The objective of study hall is to provide each student with an opportunity for quiet, uninterrupted study. Students are to work on schoolwork. Students are not permitted to lay their heads down or sleep in study hall. Have work materials prior to coming to study hall.

- The Study Hall period begins at the same time that classes begin for that period.
- Absences from Study Hall are regarded and treated the same as absences from class. Tardiness to Study Hall will be treated the same as tardiness to class.
- Students are to enter the room quietly, take assigned seats immediately and work throughout the period.
- No student is to go see a teacher or elsewhere until roll has been taken. Privileges will be taken for violations.
- Speaking in Study Hall is only permitted with permission and should be kept to a minimum. Study Hall teachers have the right to suspend the privilege if it is abused.
- Restroom privileges should not be abused. Only one student is permitted to go to the restroom at a time.
- If a student wishes to see a teacher, a guidance counselor, or administrator during a teacher's conference period, he or she should obtain a pass from that person in advance and then present it to the Study Hall teacher at the beginning of the Study Hall period. Study Hall teachers are not to issue building passes.
- Students who have Media Center passes are to report to the Study Hall teacher before going to the Media Center.
- Study Hall teachers may give assignment to students that do not bring work to do.

### **TELEPHONE MESSAGES**

Only urgent messages from home will be delivered, so please discourage any other calls. Take care to bring with you every day, everything you will need i.e. books, notebooks, gym equipment, excuses, lunches, lunch money, pencils. Students are not permitted to carry their cell phones with them in class. If an emergency arises please contact the high school main office and we can pull the student out of class.

### **VALUABLES**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safe-keeping.

### **VISITORS**

Martins Ferry High School students are not permitted to bring visitors to school to spend the day. All visitors must check in at the office. Students who wish to

bring a visitor to one of our dances must first fill out a “visitor pass” form from the main office. This needs to be done at least a week before the dance to allow the office ample time to run background checks on your visitors. Visitors over the age of 20 will not be permitted at any school dance. Any visitor who does not meet the approval of the main office will not be allowed to attend.

#### **WEIGHT ROOM/GYM**

1. Only students who are involved in a sport that is in season may use the weight room, as long as they are careful, observe all rules governing the room, going to, and coming from the weight room.
2. Students must have clearance daily from their study hall teacher (handbook signed) before reporting to the weightroom. Students must report to their study hall at the beginning of the class period to show attendance.
3. Only those students who have received instruction in the proper and safe use of the weight room may use it during study hall or gym time.
4. Students who are being disciplined for any reason or quit a sport will not use the weight room until the discipline or sport has concluded.
5. Students will not be excused from a scheduled class to go to the weight room or gym.
6. Only basketball players (boys or girls) who are on the team will be permitted to shoot in the gym during their study hall. Players must have their handbooks signed by their coach in order to be dismissed from study hall to the gym to shoot. Students will not be excused from a scheduled class to go to the gym and shoot.

#### **WITHDRAWAL OF STUDENTS**

The office should be notified at least two (2) days in advance of a student’s withdrawal. The student will receive a withdrawal form and instructions from the office. All textbooks, Media Center books and fines must be cleared before the school releases records to another school.

#### **WORK PERMITS**

Work permits will be issued to students by the Secretary in the Principal's Office. Please make arrangements to obtain a work permit prior to starting employment. It takes several days to complete the process.

**MARTINS FERRY CITY SCHOOL DISTRICT**  
**COMPUTER NETWORK AND INTERNET ACCEPTABLE**  
**USE POLICY (STUDENTS)**

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This document constitutes the School District's Computer Network and Internet Acceptable Use Policy ("Policy"), and applies to all persons who use or otherwise access the Network and/or Internet, whether with District or personal equipment or whether on-site or by wireless or other remote access ("Users").

**1. Definitions.**

For purposes of this Policy,

- the term "Network" shall mean the District's group of computers and peripherals, whether interconnected via cable, wireless and/or any other means whatsoever, all other District software and hardware resources including all Web-based material and all Web hosting, all data, databases and storage media, all standalone, portable and/or borrowed devices, and all provided connectivity between and among Users and from Users to the global Internet, including any and all Instructional Technology Centers or other third-parties providing connectivity and other services, and any and all identifiers, accounts, rights, permissions, and current or future hardware, software, or connectivity owned or managed by the District to which access is provided to Users. Individual system computers, including mobile devices, are considered to be part of the "Network" and are subject to the terms of this Policy even when the User is not attempting to connect to another computer or to the Internet.
- the term "Use" of the Network shall mean any and all actions of a User which create traffic on the Network, including traces or remnants of traffic that pass through District equipment, wiring, wireless networks, or storage devices regardless of any other factor such as passage of time, user deletion, transit of the Network without storage or origination and/or storage on personal equipment.

- 2. Purpose and Use:** The School District is providing Users access to its Network to support and enhance the educational experience of students. Access to system computers and the Network is a privilege, not a right. The District reserves the right to withdraw access at any time for any lawful reason. The District reserves the right to determine what constitutes an improper use of system computers or the Network, and is not limited by the examples of misuse given in this Policy. Users may violate this Policy

by evading or circumventing the provisions of the Policy, alone or with others. If Users have any doubt about their obligations under this Policy, including whether a certain activity is permitted, they must consult with Principal to be informed whether or not a use is appropriate.

- 3. Users Bound by Policy in Accepting Access:** The User consents to the terms of this Policy whenever he or she accesses the Network. Users of the Network are bound to the terms of this Policy regardless of whether they received and/or signed a copy of this Policy.
- 4. Personal Responsibility:** Users are responsible for their behavior on the Network just as they are in a classroom, school hallway, or other School District property. Each User is responsible for reading and abiding by this Policy and any and all future amendments, which will be made readily available in both electronic and printed form. Anonymous use is not permitted and access (including passwords) may not be shared or transferred. If a User suspects that a password is not secure, he or she must inform Technology/Teacher immediately. Any improper use of your account, even if you are not the User, is your responsibility.
- 5. Reporting Misuse of the Network:** Users must report any misuse of the Network to Teacher/Principal. "Misuse" means any apparent violation of this Policy or other use which has the intent or effect of harming another person or another person's property. This includes, but is not limited to, the transmission of sexually explicit images or messages which would constitute bullying, sexual harassment, or a violation of the Student Code of Conduct.
- 6. Violating Policy with Personal Equipment:** The use of personal equipment and/or personal Internet access to violate this Policy or to assist another to violate the Policy is prohibited. Exceeding permission (such as abusing access to unfiltered Internet connectivity) is a violation of this Policy. Using private equipment to divert student time and/or attention from scheduled educational, co-curricular, or extracurricular activities, or to divert paid work time from its proper purpose, is always strictly prohibited. Personal equipment used to violate this Policy on school property is subject to search and seizure, reasonably related to the violation, for a period of up to [thirty (30)] days, unless the personal equipment has been provided to law enforcement officials.
- 7. Discipline for Violation of Policy:** Violations of each of the provisions of this Policy are considered violations of the Student Code of Conduct, and each violation is a separate infraction. Violations may result in disciplinary action for students up to and including suspension or expulsion and/or referral to law enforcement. The District reserves the right to seek reimbursement of expenses and/or damages arising from violations of this Policy.

- 8. Waiver of Privacy:** By accepting Network access, Users waive any and all rights of privacy in connection with their communications over the Network or communications achieved through the use of District equipment or software. Electronic mail (email) and other forms of electronic communication (including instant messaging, social media of all forms, and SMS messages originating from e-mail) are not guaranteed to be private. The District owns all data in the system. Systems managers have access to all messages and other data for purposes of monitoring system functions, maintaining system efficiency, and enforcing computer/network use policies and regulations, District policies, and state and federal laws. Illegal activities or suspected illegal activities may be reported to the authorities.
- 9. Confidentiality and Student Information:** Users are responsible for maintaining security of student information and other personally identifiable data that they access, even if they access such data accidentally or without permission, and for upholding FERPA (20 U.S.C. § 1232g), the student confidentiality law (Ohio Revised Code Section 3319.321), the Ohio Privacy Act (Chapter 1347 of the Ohio Revised Code), and any other applicable privacy policies and regulations. Users are responsible whether such data is downloaded from the Network to their computer screen, transmitted by e-mail, stored on a flash drive, portable device or laptop, copied by handwriting or by any or all other devices, forms of storage or methods. Negligence with respect to protecting the confidentiality of such data will be considered a violation of this Policy whether or not such negligence results in identity theft or other harm. Users shall not engage or attempt to engage in unauthorized computer access, including but not limited to cyber-attacks, hacks, circumvention of password-protected content, and/or access to inappropriate material, including without limitation personally identifiable student information.
- 10. District-Owned Equipment:** Desktop computers, laptops, portable devices, and other equipment belonging to the District are your responsibility. Any misuse, failure, damage or loss involving such equipment must be reported to Technology Coordinator/Teacher. Periodic maintenance on laptops and other hardware is required. It is your responsibility to make such equipment timely available for maintenance at the request of Technology Coordinator/Teacher. You may be held financially responsible for the expense of any equipment repair or replacement.
- 11. Unacceptable Uses of the Network:** All Users must use the Network in an appropriate and responsible way, whether their specific actions are described in this Policy or not. Examples of unacceptable uses include, but are not limited to, the following:

- **OFFENSIVE OR HARRASSING ACTS:** Creating, possessing, copying, viewing, transmitting, downloading, uploading or seeking sexually explicit, obscene, or pornographic materials, including but not limited to pictures, text messages, e-mails or sexually-oriented content (“sexting”) in electronic or any other form. Using language inappropriate to the school environment, including swearing, vulgarities or language that is suggestive, obscene, profane, abusive, belligerent, harassing, defamatory or threatening. Making, distributing or redistributing images, jokes, stories or other material that would violate this Policy or the School District’s harassment or discrimination policies, including material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, sexual orientation, or other protected characteristics. Engaging in harassment, stalking, or other repetitive unwanted communication or using the Internet in support of such activities.
  
- **VIOLATIONS OF PRIVACY:** Unauthorized copying, modifying, intruding, or attempts to copy, modify or intrude, into the folders, files, data, work, networks, passwords or computers of others, or intercepting communications intended for others. Copying, downloading, uploading, or transmitting student or School District confidential information. Recording, transmitting or posting photographic images or video of a person, or persons on school grounds during school activities and/or school hours, regardless of whether the User uses the Network or a personal or District-owned device, without the permission of a teacher, instructor, or school administrator, or unless assigned by a teacher or instructor as part of graded coursework.
  
- **CREATING TECHNICAL PROBLEMS:** Knowingly performing actions that cause technical difficulties to the system, other users or the Internet. Attempting to bypass school Internet filters or to “hack” into other accounts or restricted information. Uploading, downloading, creating, or transmitting a computer virus, worm, Trojan horse, or other harmful component or corrupted data. Attempting to hack, alter, harm, destroy or interfere with the normal operation of software, hardware, data, other District Network resources, or using the District Network or to do any of the same acts on the Internet or outside Networks. Downloading, saving, and/or transmitting data files large enough to impede the normal functioning of the computer or the Network (such as many music, video, image, or software files) unless given permission by the System Administrator. Moving, “repairing,” reconfiguring, reprogramming, modifying, or attaching any external devices to Network equipment, computers or systems without the permission of the System Administrator. Removing, altering, or copying District software for personal use or for the use of others.



- **USE OF OUTSIDE SERVICES AND APPLICATIONS:** All e-mail, document storage, blogs, social media, or any and all other services and applications (“apps”) must be provided or specifically authorized by the School District on its Network. The use of other providers of such functionality or storage (such as Google or Yahoo) through the Network is prohibited. Outside e-mail systems may be used for personal e-mail, subject to the loss of privacy rights as stated in this Policy. Outside document storage, such as Google Docs, and other web-based services or applications, such as blog hosting and/or social media, may be used for education-related purposes with the express permission of the System Administrator, subject to an evaluation of student privacy.
- **VIOLATING LAW:** Actions that violate state or federal law or encourage others to do so. Offering for sale or use, soliciting the purchase or provision of, or advocating the use of any substance that the possession or use of is prohibited by law or District Policy. Seeking information for the purpose of creating an explosive device or biohazard, or communicating or seeking materials in furtherance of criminal activities, terrorism, or other threatening acts.
- **VIOLATING COPYRIGHT:** Uploading, downloading, copying, redistributing or republishing copyrighted materials without permission from the owner of the copyright. Users should assume that materials are protected under copyright unless there is explicit permission for use.
- **PERSONAL USE:** Personal shopping, buying or selling items, soliciting or advertising the sale of any goods or services, or engaging in or supporting any kind of business or other profit-making activity. Interacting with personal web sites or other social networking sites or tools that are not part of an educational project, receiving or posting messages to web sites or other social networking or blog sites not part of an educational project, participating in any type of gaming activity, engaging in social or hobby activities, or general recreational web browsing if such browsing occurs during instructional time.
- **POLITICAL USE:** Creating, transmitting or downloading any materials that support or oppose the passage of a levy or a bond issue. Soliciting political contributions through the Network or conducting any type of official campaign business. Unless authorized by a teacher as part of an educational assignment, creating, transmitting or downloading any materials that support or oppose the nomination or election of a candidate for public office.
- **GENERAL MISCONDUCT:** Using the Network in a manner inconsistent with the expectations of Martins Ferry City Schools for

the conduct of students in the school environment. Uses that improperly associate the School District with Users' personal activities or to activities that injure the District's reputation. Uses that mislead others or violate the standards of academic or personal integrity, including but not limited to plagiarism, disseminating untrue information about individuals or groups, or using another's password or some other user identifier. Creating, possessing, copying, viewing, transmitting, downloading, uploading materials that cause or are likely to cause a substantial disruption of the educational environment, regardless of whether the User uses the Network or a personal or District-owned device.

**12. Specific Limits on Communication Over the District Network:**

- ***Expressing Opinion:*** The Network has been created at public expense and exists for purposes relating to education and administration. It does not exist to serve as a personal blog for the expression of opinions or as a public forum of any kind. It is not the intention of the District to allow the public, staff, or students to use the Network, including the web hosting or linking ability, for purposes of expressions of private opinions, or to support private or public causes or external organizations.
- ***Large Group Mailings:*** The sending of messages to more persons than is necessary for educational or school business purposes is a misuse of system resources and User time. Large group mailings, such as "all district" or "all building" are reserved for administrative use, subject to any exceptions which may be developed by the Administration or the System Administrator. Users may not send e-mails to more than ten (10) recipients in a single message, subject to exceptions developed by the Administration or the System Administrator. The System Administrator may also develop specific limitations on the use of graphics, the size, number, and type of attachments, and the overall size of e-mail messages sent on the system. The use of multiple messages, non-system addresses, or other techniques to circumvent these limitations is strictly prohibited.
- ***Electronic Signatures:*** Users shall not legally verify documents or use "electronic signatures" in any way unless they have been trained in an approved verification or signature system approved by the Administration. Users asked to legally verify or electronically sign documents should report the situation to Teacher/Technology.

**13. System Security and Integrity:** The District reserves the right to suspend operations of the Network, in whole or in part, at any time for reasons of maintaining data security and integrity or any other lawful reason. The District reserves the right to block or filter any web sites,

social networking sites, e-mail addresses, applications, servers or Internet domains which it, in its sole judgment, has determined to present a risk of exposing students or employees to sexually explicit or otherwise inappropriate content, exposing the system to undue risk of compromise from the standpoint of security or functionality, or creating a substantial likelihood of disruption of educational or co-curricular, or extracurricular activities.

**14. Filters:** The School will have the following in continuous operation, with respect to any computers belonging to the School and having access to the Internet:

- a. A qualifying technology protection measure, as required by CIPA. The protection measures are designed to block or filter internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors; and
- b. Procedures or guidelines that provides for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are obscene, pornographic, or harmful to minors, as those terms are defined in CIPA.

Such procedures or guidelines will be designed to:

- a. Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;
- b. Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
- c. Prevent unauthorized access, including so-called "hacking," and other unauthorized activities by minors online;
- d. Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
- e. Restrict minors' access to materials "harmful to minors," as that term is defined in CIPA.

**15. Training Related to On-line Behavior:** Pursuant to Federal law, students shall receive education about appropriate on-line behavior, including: (a) access by minors to inappropriate matter on the Internet; (b) the safety and security of minors while interacting with other individuals on social Networking websites, using e-mail, chat rooms, other forms of direct electronic communications, and cyberbullying awareness and response; (c) unauthorized access (e.g., "hacking") and other unlawful activities by minors on line; (d) unauthorized disclosure,

use, and dissemination of personal information regarding minors; and (e) measures restricting minors' access to materials harmful to them.

**16. No Warranties Created:** By accepting access to the Network, you understand and agree that the School District, any involved Information Technology Centers, and any third-party vendors make no warranties of any kind, either express or implied, in connection with provision of access to or the use of the Network. They shall not be responsible for any claims, losses, damages or costs (including attorneys' fees) of any kind suffered, directly or indirectly, by any student arising out of that User's use of and/or inability to use the Network. They shall not be responsible for any loss or deletion of data. They are not responsible for the accuracy of information obtained through electronic information resources.

**17. Updates to Account Information:** You must provide new or additional registration and account information when asked in order for you to continue receiving access to the Network. If, after you have provided your account information, some or all of the information changes, you must notify Teacher/Technology Coordinator or other person designated by the School District to receive this information.

Legal Ref.: Ohio Rev. Code 3313.20, 3313.47, 3319.321  
*Children's Internet Protection Act of 2000*, 47 USC § 254  
(h), (l)  
*Family Educational Rights and Privacy Act (FERPA)*, 20  
U.S.C. § 1232g

Revised: 03 /23 / 2015

**REPLACEMENT FORM - PHASE IV TECHNOLOGY  
UPDATE - JANUARY 2018**

**STUDENT TECHNOLOGY ACCEPTABLE USE AND  
SAFETY AGREEMENT**

To access and use District Technology Resources (see definition in Bylaw 0100), including a school-assigned e-mail account and/or the Internet at school, students under the age of eighteen (18) must obtain parent permission and sign and return this form. Students eighteen (18) and over may sign their own forms.

Use of District Technology Resources is a privilege, not a right. The Board of Education's Technology Resources, including its computer network, Internet connection and online educational services/apps, are provided for educational purposes only. Unauthorized and inappropriate use will result in loss of this privilege and/or other disciplinary action.

The Board has implemented technology protection measures that protect against (e.g., block/filter) Internet access to visual displays/depictions/materials that are obscene, constitute child pornography, or are harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication, and/or services on the Internet that the Board has not authorized for educational purposes and/or that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Students using District Technology Resources are personally responsible and liable, both civilly and criminally, for unauthorized or inappropriate use of the Resources.

The Board has the right, at any time, to access, monitor, review and inspect any directories, files and/or messages residing on or sent using District Technology Resources. Messages relating to or in

support of illegal activities will be reported to the appropriate authorities. Individual users have no expectation of privacy related to their use of District Technology Resources.

Please complete the following information:

Student User's Full Name (please print):

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School: \_\_\_\_\_

Grade: \_\_\_\_\_

Parent/Guardian's Name (please print):

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Parent/Guardian's Signature:

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Date: \_\_\_\_\_

As the parent/guardian of this student, I have read the Student Technology Acceptable Use and Safety Policy and Guidelines, and have discussed them with my child. I understand that student access to the Internet is designed for educational purposes and that the Board has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to minors. However, I recognize that it is impossible for the Board to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold the Board (or any of its employees, administrators or officers) responsible for materials my child may acquire or come in contact with while on the Internet. Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the Internet - i.e., setting and conveying standards for my daughter/son to follow when selecting, sharing and exploring information and resources on the Internet. I further understand that individuals and families may be liable for violations.

**Martins Ferry High School**  
**5000 Ayers Limestone Rd.**  
**Martins Ferry OH 43935**  
**1-740-633-0684**

Dear Parents/Guardians,

Martins Ferry High School sometimes has the local newspapers or news stations here to report good news about our school. At various times this involves taking pictures or videos of our students. MFHS is also using Instagram and Twitter to help showcase the positive things our students are doing throughout the school day.

IF YOU DO NOT WANT YOUR CHILD PHOTOGRAPHED/VIDEOED  
PLEASE RETURN THIS FORM TO THE MAIN OFFICE.

\_\_\_\_\_ No, my child **may not be** photographed/videoed for the  
above mentioned activities during school.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name

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