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# 2023-24 MHS HANDBOOK

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“This Handbook replaces all prior handbooks and other prior written material provided on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board’s policies and the School’s rules. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available on the District’s website. “



AUGUST 1, 2023

MINERVA HIGH SCHOOL

501 Alameda ave. Minerva OH. 44657

**2023-24**

**MINERVA HIGH SCHOOL  
STUDENT HANDBOOK**

**MINERVA HIGH SCHOOL MISSION STATEMENT**

**Our belief is that all students of the 21<sup>st</sup> century must have a vision for their futures and prepare accordingly for one of three pursuits: further education, acquisition of a trade skill, or service in the military.**

**Our desire is to provide inspiring and rigorous learning environments that require students to think creatively and solve complex problems. We recognize the necessity for all MHS graduates to seek and find meaningful roles within the stories that are their lives.**

**Our pledge is to lead our diverse student body to paths of productivity through engaging and relevant learning experiences. And, we will foster the belief that life will be most fulfilling when enriched by education and committed to improving the quality of life for others.**

**STUDENT BEHAVIORAL FOCUS POINTS:**

- 1. Be where you are suppose to be (at school, on time, in a scheduled class).**
- 2. Do what you are suppose to do (follow teacher direction).**
- 3. Treat others with kindness and respect.**

**“EVERY CHILD, EVERY MINUTE, EVERY DAY.”**

## **CENTRAL OFFICE PERSONNEL**

SUPERINTENDENT:	GARY CHADOCK	330-868-4332
DISTRICT TREASURER:	ASHLEY BEAUMARIAGE	330-868-4942
CURRICULUM DIRECTOR:	SCOTT CASSIDY	330-868-5855
SPC. EDUCATION DIRECTOR:	ANDREW BURMAN	330-868-6533
SUPT. SECRETARY:	LOLA LUCAS	330-868-4332
DISTRICT SCHOOL PSYCHOLOGIST:	AIMEE DAVIS	330-868-4011

## **HIGH SCHOOL PERSONNEL**

PRINCIPAL:	ANDY MANGUN	330-868-4134
ASSISTANT PRINCIPAL:	ALEX ALBERT	330-868-4134
ATHLETIC DIRECTOR/FACILITIES:	MIKE WALLER	330-868-6705
ATHLETIC SECRETARY:	DEE DEE LAUTZENHEISER	330-868-6705
GUIDANCE COUNSELOR	LAUREN SYVERSON	330-868-4134
GUIDANCE COUNSELOR	MALLORY EVANS	330-868-4134
COLLEGE CREDIT PLUS:	MALLORY EVANS	330-868-4134
GUIDANCE SECRETARY:	SAMANTHA GONZALEZ	330-868-4134
ATTENDANCE SECRETARY:	HEIDI SOLES	330-868-6032
HIGH SCHOOL BOOKEEPER:	HEIDI SOLES	330-868-4134
HIGH SCHOOL SECRETARY:	KATHLEEN SECHREST	330-868-4134

## **INTRODUCTION**

This handbook contains the rules and regulations governing Minerva High School Students. Handbook rules/regulations apply whenever student behavior is associated with school or school related activities and/or misconduct which occur off school property to the extent that (1) the misconduct is connected to activities or incidents which have occurred on property owned or controlled by the Board of Education, and (2) misconduct by a pupil that, regardless of where it occurs, is directed at a district official or employee, or property of such official or employee. O.R.C. 3313.661 (A) All students, regardless of age, are expected to behave within the guidelines that follow.

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. In some cases, a student can be removed from school transportation for infractions of school bus rules.

Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs (this includes social media), is directed at a Board official, employee, or the property of such official or employee.

The School is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm and consistent for all students in the School.

Because it is not possible to list every misbehavior that occurs, misbehaviors not listed above will be responded to as necessary by school district staff.

### **SCHOOL DAY**

Minerva High School doors open each day at 7:15AM. Class begins at 7:30AM, and ends at 2:14PM each day.

### **EQUAL EDUCATION OPPORTUNITY**

This District provides an equal educational opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer(s):

Andrew Burman, Director of Special Education  
330-688-6533

### **STUDENT RESPONSIBILITIES**

The School's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules.

Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from a staff member.

Adult students (age 18 or older) must follow all school rules.

If residing at home, adult students are encouraged to include their parents in their educational program.

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The School, however, may use the mail or hand delivery when appropriate. Parents

have the option of receiving communication from the School via e-mail and/or facsimile by filling out the appropriate form available in the school's administrative office. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

## **SCHEDULE CHANGE POLICY**

Registration for courses is a very important part of a student's educational experience. Constant care and consideration must be given to selecting the schedule that will best prepare the student for post-high school plans -- whether to enter college, seek employment, or pursue other opportunities.

Course selections should be firm. Students should consult with parents, teachers, and counselors before making final course decisions. The student and parent are encouraged to plan a realistic schedule so that changes will not be necessary.

Considerations should be:

- specific courses and number of credits for graduation
- prior success and failures
- special interests and aptitudes
- future college and career plans

The courses selected determine:

- how many sections are needed of that particular class
- the total overall master schedule
- staffing (the number of teachers needed)
- the number of textbooks needed

Once the school year has started, there will be NO dropping of courses without administrative approval. Schedule changes may be made only when absolutely necessary, such as if the request is a response to a technical error or a student being academically misplaced. During the scheduling process, February through May, ample opportunities are provided for students to take an active part in the selection of their courses. The master schedule is built by the course selections made by students for the following school year; therefore, it is critical that students and parents make the best and most accurate choices during the registration process.

All students must maintain a total of 5.75 credits on their schedule each semester.

Once the school year has started, any student dropping a course will result in a failing grade in that class for the year/semester and no credit for the course will be given.

## **STUDENT WELL BEING**

### **Video Surveillance**

All students, parents and staff are advised that as a public school facility, students, parents, staff, and building visitors do not have the expectation of privacy in connection with their actions and activities while in, on or about the campus. In an effort to increase school district security, provide greater safety for students, parents, staff and building visitors, and to reduce vandalism and theft, many areas of the high school campus, both internally and externally, shall be subjected to video surveillance 24 hours a day, 7 days a week. The recordings of such observations shall be available for use by the administrative staff if necessary to enforce the student Code of Conduct provisions by the school district and the law.

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the School office.

Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the School office.

## **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

## **ENROLLING IN THE SCHOOL**

### **LEGAL NAME**

Students must use their legal names (name on birth certificate) for official school records.

In general, State law requires students to enroll in the school district in which their parent or legal guardian reside.

unless enrolling under the District's open enrollment policy.

New students under the age of 18 must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C. proof of residency
- D. proof of immunizations

### **TEMPORARY DENIAL OF ENROLLMENT**

A student suspended or expelled by another public school in Ohio may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

If a student has been recently discharged or released from the custody of the Department of Youth Services (DYS) and is seeking admittance or re-admittance into the District, the student will not be admitted until the following records, which are required to be released by DHS to the Superintendent, have been received:

- A. an updated copy of the student's transcript;

- B. a report of the student's behavior while in DYS custody;
- C. the student's current IEP, if one has been developed for the child; and
- D. a summary of the instructional record of the child's behavior.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

### **EARLY DISMISSAL**

No student may leave school prior to dismissal time without a parent or guardian either submitting a signed written request or coming to the School Office personally to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a written permission note signed by the custodial parent(s) or guardian.

### **WITHDRAWAL/TRANSFER FROM SCHOOL**

No student under the age of eighteen (18) is allowed to withdraw from school without the written consent of his/her parents and in compliance with State law. A student who otherwise withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver's license, if s/he is under the age of 18.

Parents must notify the Principal about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within 14 days of the parents' notice or request.

### **IMMUNIZATIONS**

Students must be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements. Kindergarten students must be immunized against Hepatitis B and chicken pox. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken



pox immunization requirement. Any questions about immunizations or exemptions should be directed to school nurse.

## **ATTENDANCE**

Attendance is “State Mandated” and a basic and integral part of education. All students are expected to be in all classes and study halls. Attendance is the responsibility of the students and parents. The school’s responsibility is to provide instruction. Frequent absences of students from the learning experiences during the year disrupt the continuity of the instructional process. The benefit of regular classroom instruction is lost and cannot be entirely regained, even by making up work. Many students who miss school frequently experience great difficulty in achieving the maximum benefits of schooling.

To assist Minerva High School in addressing truancy cases during the school year, the administration has updated its truancy protocol. Complaints alleging Habitual Truancy and will be filed with the Juvenile Court.

1. ‘Chronic truant’ is removed from the law;
2. Definition of ‘habitual truant’ changed from days to hours. The new definition is: a. Absent 30 or more consecutive hours without a legitimate excuse; b. Absent 42 or more hours in one school month without a legitimate excuse; or c. Absent 72 or more hours in one school year without a legitimate excuse.
3. Includes ‘excessive absences’: a. Absent 38 or more hours in one school month with or without a legitimate excuse; or b. Absent 65 or more hours in one school year with or without a legitimate excuse.

Habitual Truancy includes 30 or more consecutive hours (approximately 5 days), 42 or more hours in one month (approximately 7 days), or 72 hours in one school year (approximately 12 days). Tardy to school, and missed periods do count toward truancy hours.

Minerva’s school board policy states that parent(s)/guardian(s) CAN PROVIDE A WRITTEN EXCUSE FOR UP TO 65 HOURS OF ABSENCE. After a student has accumulated 65 HOURS of absences, every absence after the 65 HOURS must be medically related. Failure to produce a medical excuse will result in an absence recorded as without excuse.

Parent(s)/guardian(s) should notify the school Attendance Officer at 330-868-6032 between 7:00 and 9:30 A.M. if their child is absent that day. The principal or his designee is also required to attempt to notify a student’s parents, custodial parent, guardian, legal custodian, or other person responsible for him/her when the student is absent from school on the day the student is absent.

## **ATTENDANCE PROCEDURES**

Ohio School Law Guide 3313.609 Grade promotion and retention policy states:

“Truant” means absent without excuse.

“Academically prepared” means whatever educational standard the board of education of each city, exempted village, local, and joint vocational school district establishes as necessary for the

promotion of a student to the next grade level pursuant to the policy adopted under division (B) of this section.

1.(B) The board of education of each city, exempted village, local, and joint vocational school district shall adopt a grade promotion and retention policy for students. The policy shall prohibit the promotion of a student to the next grade level if the student has been truant for more than ten per cent of the required attendance days of the current school year and has failed two or more of the required curriculum subject areas in the current grade unless the student's principal and the teachers of any failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

2.Excused absences are to accommodate:

- A. Personal illness. Excused absence is granted upon receipt of a physician's certificate for every day missed.
- B. Quarantine of the home. The absence of a child from school under this condition is limited to the length of quarantine as fixed by the proper health officials.
- C. Death of a family member/relative. The absence arising from this condition is limited to a period of three days (unless death is out of state with proof of death (i.e. Obituary).
- D. Observance of religious holidays. Any child of any religious faith will be excused if his absence was for the purpose of observing a religious holiday consistent with his creed or belief.
- E. Emergency or set of circumstances which in the judgement of the attendance officer, assistant principal constitutes a good and sufficient cause for absence from school.
- F. Prior approved vacations.

The Attendance Officer will complete a form indicating the dates of student absences and a warning letter will be mailed home by the Assistant Principal with copies issued to appropriate staff members. CHRONIC ILLNESS AND OTHER EXTENUATING CIRCUMSTANCES MAY BE CONSIDERED BY THE ATTENDANCE TEAM (TEACHER, ATTENDANCE OFFICER, COUNSELOR, ASSISTANT PRINCIPAL, PRINCIPAL) IN EXTENDING THE LIMIT OF ALLOWED ABSENCES.

- 3. With the accumulation of THE ABOVE MENTION HOURS OF ABSENCES during THE SCHOOL YEAR, Minerva High School will begin the HB 410 attendance review process.
- 4. Excused, unexcused and out-of-school suspensions will be evaluated by administration to determine differentiation for daily absence. School sponsored or sanctioned activities for which the student has been properly pre-excused are exempted from, and will not pertain to this policy. Students/parents will have five (5) school days after absence to verify it as an official excused absence; if it isn't verified within those five (5) school days, it will stand as an unexcused-absence.
- 5. The Attendance Officer, Assistant Principal and Principal will have the authority to grant extensions under certain circumstances. Factors to be considered when making such a decision might include doctor's verification, past absences, personal knowledge of absence, legal absences, etc.
- 6. It is extremely important that students realize that the 65 hours of absences per school year built into the attendance policy are not to be considered as authorized days for absences but are for illness and emergencies.

## **ATTENDANCE AT ACTIVITIES**

(activities refers to athletic contests, concerts, programs, etc.)

1. Any student under suspension or expulsion will not be permitted to attend school related activities nor be on school property during the time of suspension or expulsion.
2. If a student or student/athlete is going to be absent for any period of time on a game day or major production (i.e. concert, play, musical) day, he/she must have administrative approval at the building level. Failure to secure this approval will disallow the student's participation for that day's event.

## **RETURN TO SCHOOL FOLLOWING ABSENCE:**

When returning from an absence, it is the responsibility of the student to contact his/her teacher to arrange for make-up work. As a guideline, the student will have one day for make-up work for each day missed. If a student is absent the day of previously announced quizzes, tests, assignments, etc., they must be taken/submitted immediately upon the student's return to school. At teacher discretion, no additional days will be granted for these "planned" activities. An unexcused absence may result in the student not receiving credit for any work that is missed, and the student may receive a failing grade for all graded work and/or tests given during the student's absence. An absence may be considered unexcused when not approved or sanctioned by school administration or when the absence is not supervised by school personnel.

## **SOCIAL PROBATION**

Social Probation means that a student may not attend as a spectator any school sponsored or related function or activity. This includes, but is not limited to, clubs, athletics, competitions, dances, and trips. A student may be placed on Social Probation as a result of academic/disciplinary actions.

### **If a student is placed on Social Probation, he/she shall:**

1. Not be allowed in the school or on school grounds outside of school hours (7:00 am to 2:45 pm) except as a participant in a school activity (i.e. school musical, after school tutoring, etc.) or sport under the direct supervision of a staff member; and
2. Not be allowed to attend, as a spectator, any school sponsored event after school hours or on weekends. Students will be asked to leave and face school discipline if they fail to comply. (i.e. athletic contests, school concerts, homecoming dances, proms, etc.)

**A student will be placed on Social Probation for the following academic/attendance/disciplinary actions.**

1. 28 Hours (or equivalent of 4 school days) or more absences from school at the end of each midterm of the grading period/quarter. Tardies will accumulate towards these absences for school related activities e.g. college visits, field trips, and/or athletic participation, will not count against the student for Social Probation. Absences for which students have a doctor's excuse also will not count.

2. Suspended from school 4 or more days during a midterm grading period/quarter.

If a student is placed on Social Probation because of attendance, it will start at the beginning of the next midterm or quarter and last until the midterm quarter ends (9 weeks). If a student is placed on Social Probation for disciplinary reasons (4 or more days of suspension during a grading period/quarter), Social Probation will start when he/she comes back to school from suspension and will last for 4 and a half weeks from that date. Social Probation may carry over to the following school year.

### **PRE-EXCUSES**

Pre-excuses may be issued by the office in cases where the student knows in advance that he/she will be absent from school. If a student has been issued an EXCUSED pre-excuse, it is his/her responsibility to arrange for make-up work. This work will be evaluated by the teacher. Pre-excuses may be approved by the office for necessary activities which cannot be done at another time, such as a dentist appointment and driving examinations or permits.

If a student has been issued an UNEXCUSED pre-excused, the work cannot be made up and will be evaluated as failing. Any work due or done on the day of an unexcused absence will receive no credit.

### **DOCTOR APPOINTMENTS**

Students should obtain a pre-excuse for medical or dental appointments by presenting a written request from a parent or guardian to the office. If possible, appointments should be made after school hours. Students must sign out in the office before leaving and sign in upon returning to school. The physician's certificate of appointment verification should be returned to the attendance office upon returning to school.

### **ILLNESS DURING SCHOOL**

If a student becomes so ill during the school day that he/she must go home, the student should get permission from the classroom teacher to report to the office. Students will be permitted to go

home ill only after his/her parent or guardian provides permission and any necessary transportation. The student must sign out before leaving the school.

### **FAMILY VACATIONS**

Family vacations should be planned so as not to affect the education of the children. However, we know that working parents do not always have complete freedom in choosing the dates for their vacations. If the family **MUST** take a vacation during scheduled school time, to be pre-excused the student is expected to: (1) provide parental notification in writing at least three days in advance of the absence, (2) must get administrative approval and then obtain assignments which will be missed during the absence, (3) all work assigned will be due the day the student returns to school.

Arrangement must be made prior to the vacation. Family vacations are excused absences, if you follow the three simple rules above.

### **HUNTING EXCUSES**

Students will not be excused for hunting.

### **EXAMINATION EXCUSES**

In the event of an extenuating circumstance, final exams can be taken when the student returns. This must be cleared by the teacher and principal.

### **TARDINESS**

Students who arrive at school after 7:30 A.M. must report to the office for a Tardy Admit.

### **LEAVING THE BUILDING**

Any time a student leaves the school building during the school day for any reason, he/she must be approved in the office (administration and/or secretaries) and then sign out. No parent or student can approve leaving the building without the approval of the school office. If the student returns to school the same day (i.e. following a dental appointment), he/she must sign in at the office. Students running errands for student activities must obtain a permission slip from a parent or guardian which is to be filed in the office. Separate permission from the faculty advisor and signing out in the office is required for each trip.

## **EIGHTEEN (18) YEARS OLD ACADEMIC/ATTENDANCE/BEHAVIOR RULES**

Ohio Law guarantees that students between the age of 5 and 22 are entitled to a free education in the public school district where they reside. The law also makes mandatory that students between the ages of 6 and 18 attend school.

As an 18 year-old student, your situation has changed. We certainly will work as hard as we have to help you finish your diploma. However, Minerva High School will no longer 'hound' you regarding your attendance, behavior and academic performance. If you generate significant and negative issues regarding attendance, behavior or academic performance, we will simply remove you from our daily school program and offer an opportunity in an alternative educational setting.

As your eighteenth birthday approaches, keep this significant and subtle change in mind. You have come too far to not reach your goal.

### **SAFE SCHOOL HELP LINE**

Our schools need your help. If you become aware of or witness any illegal activity that threatens our schools, you may call anonymously: text or call 1-844-SAFEREOH or SAY SOMETHING 1-844-572-9669

### **HALLWAY TRAFFIC/BAGS IN CLASSROOM**

1. Our goal at Minerva High School is to provide a learning environment where students are safe from both physical and social harassment. **ALL HALLWAY traffic must have pass.** All students must sign out of class – see teacher sign out sheet. String book bags only or a handbag no bigger than a string bag is to be brought to a classroom. All book bags must go into a locker.

Student behavior will be the determining factor in teacher and administration action. Many discipline decisions are affected by student behavior patterns. It is our belief that all students act reasonably from their perspective. Therefore, we work to change student perspectives, which in turn may change student behavior.

## **DISCIPLINE PROCEDURES**

### **MISCONDUCT**

Teacher's classroom management plans will be the first level of implementation of classroom discipline. The classroom teacher will follow their classroom management plan within the classroom. Teachers may, as prescribed by their plan, confer with students, call home, give detentions, change classroom arrangements or protocols, and refer to administration. The teacher will monitor his/her assigned detentions. The student will have 3 days to serve the detention, making any necessary transportation arrangements. If the student fails to serve the detention, a conduct form will be completed and sent to an administrator. If a particular behavior requires the immediate attention of the school administration or is too severe for a detention, a conduct form will be completed and sent to the office. The administrator will review the conduct, research the incident and call the student down for his/ her due process.

#### **Academic Dishonesty: Cheating and Plagiarism: The Theft of Ideas**

At Minerva High School, cheating and plagiarism is viewed as academic dishonesty. This view is very consistent with institutions of higher education. Our goal is to provide superior instruction

and training such that academic honesty and integrity are the expectation. Academic dishonesty is any act in which the student uses unauthorized assistance with intent to deceive an instructor on an assignment or assessment, either on their behalf or on behalf of another student. If the teacher believes dishonesty, plagiarism and/or theft of ideas has occurred the student will be held accountable by the following:

- Academic Dishonesty on any classroom assignment including online assignments, homework, test, or exam may result in loss of points for assignment, phone call home, and referral to administration for misconduct as outlined in the teacher classroom management plan.
- Plagiarism (which is academic dishonesty) on a major project, term paper, or course requirement may result in the loss of points for assignment, phone call home, and referral as a major misconduct. Upon the first violation the 9th and 10th grade year the student will have the opportunity to redo a comparable assessment for a maximum grade of 75%. Upon the second violation the 9th and 10th grade years the student will have the opportunity to redo a comparable assessment for a maximum grade of 50%. Any further violations the 9th and 10th grade year will result in a zero grade. Upon the first violation the 11th and 12th grade years the student will have the opportunity to redo comparable assessment for a maximum grade of 50%. Upon the second violation in the 11th and 12th grade years the student will result in a zero grade. The Assistant Principal will keep and maintain all records of academic dishonesty.

The Principal, Assistant Principal or teacher may refer any act of academic dishonesty to the MHS Department Chairs for review and/or consideration that may include policy variations. The Building Principal's decision shall be the final appeal and decision.

**THIS INCLUDES: ANY ASSISTANCE WITH Artificial Intelligence responses or assistance**

#### **STUDENT DISCIPLINE PROCESS:**

- 1. Warnings**
  - 2. Detentions: students maybe assigned one of 4 levels of detention: A. Teacher detention is 15 minutes, B. Lunch detention, C. Regular detention is 30 minutes, D. FRIDAY SCHOOL 1 ½ hours.**
  - 3. FAILURE TO SERVE ASSIGNED DETENTION WILL RESULT IN MISSED TIME BEING APPLIED TO A STUDENT'S SCHOOL FEES SECTION. This means a student WILL NOT BE ALLOWED TO ANY DANCE, or RECEIVE A DIPLOMA UNTIL DETENTION TIME IS SERVED.**
  - 4. In-school Restriction (ISR): A room to complete school work**
  - 5. Out of School Suspension (OSS): not allowed on campus**
  - 6. Expulsion: not allowed at school or on campus**
- **Teachers will: have a classroom management system that is explained to all students, and can be different from teacher to teacher**

- **Teachers may:** make verbal requests to any and all students, ask for a private conversation, assign detention, call a parent, call the office, send a student(s) to the office
- **Administration may:** have private conversations, give warnings, assign detentions, call parent(s), assign ISR, assign OSS, request expulsion hearing

**In- School Restriction (ISR) can be assigned a whole day or by period and all ISR rules must be followed. If a student cannot follow ISR rules, he/she may be sent home for the day. The following day, ISR may be required to be repeated. This will continue until the student can serve their full day. EVERY ASSIGNED DETENTION WILL BE SERVED, or the student's diploma will be held, and the student will not be allowed to attend any dances.**

## **DETENTION SYSTEM**

**FAILURE TO SERVE ASSIGNED DETENTION WILL RESULT IN MISSED TIME BEING APPLIED TO A STUDENT'S SCHOOL FEES SECTION. This means a student WILL NOT BE ALLOWED TO ANY DANCE, or RECEIVE A DIPLOMA UNTIL DETENTION TIME IS SERVED.**

A detention system is one of the many ways to educate students to respect the rights and responsibilities of others. Most students will have no difficulty following the rules and regulations of school. Others, due to different choices, will receive appropriate consequences according to particular offenses.

The following guidelines are suggested when assigning a student a "Detention". Detentions are not restricted or limited to these offenses.

1. Public display of affection
2. Classroom/ cafeteria/ hallway disturbances
3. Dress code violations
4. Littering
  - a. Between 7:15 AM and 2:14 PM students may use cell phones or other electronic devices with teacher permission. The use of these devices during teacher instruction, WITHOUT TEACHER PERMISSION, MAY result in a detention or ISR.
5. **Students are allowed using cell phones during the 3 mins. between classes and at lunch and study hall. CELL PHONES ARE TO BE PUT INTO A CELL PHONE HOLDER IN EACH CLASS. PLEASE DO NOT USE YOUR CELL DURING CLASS TIME UNLESS TEACHER APPROVED.**
6. Playing cards



7. Bringing and/or eating food and/or drink in unauthorized areas.
8. Any offense a teacher feels is unbecoming student behavior and/or expectations, causing a disturbance or interrupting day-to-day operations.
- Repeated disregard for any of the foregoing offenses will upgrade the offense to major misconduct.

## **RULES AND REGULATIONS GOVERNING ISR**

Failure to serve Detentions are forms of major misconduct will result in the assignment of ISR.

- Students must put their cell phone in the cell phone holder or their locker.
  - Students must have their chrome book or one will be provided.
  - Students will remain in their seats, working quietly on assignments for the duration of the assigned time.
  - Students will not be permitted to sleep.
  - Behavioral problems of any kind may result in the student being sent home immediately and referred to the administration.
- In-School Restriction may begin first period and lasts the entire day or be assigned by period.
  - Failure to serve, a full day, or a disruption of ISR may result in Out-of-School Suspension (OSS) and a possible repeat of ISR.

## **OUT OF SCHOOL SUSPENSION**

1. The Superintendent, High School Principal, Assistant High School Principal and/or “other” administrators may suspend a student from school.
2. Suspension from school is not to exceed 10 school days per violation unless a recommendation for expulsion is made.
3. Prior to a suspension, the student will be given a written notice of intention to suspend and the reason.
4. Following the issuance of an intention to suspend, an informal hearing is held to discuss the merits of the reason. At this time the student has an opportunity to explain his/her actions or challenge the reason.
5. If the administrator finds the student is guilty of the charge, the student will be informed of the number of days of out of school suspension.
6. If the administrator is satisfied with the student’s explanations or otherwise finds that the charge is inaccurate, the charge may be dismissed.
7. If suspension occurs, a written notice will be sent to the parent or guardian of the student. This notice must include the reason for the suspension, the right of the pupil or parent to appeal to the Board of Education or its designee, the right to be represented at the appeal and to request the hearing or appeal to be held in executive session.
8. All school work during the time of out of school suspension must be completed and turned in the first day the student returns to school. Failure to do so may result in an academic “F” for the assigned work. Also, the student is prohibited from any and all extracurricular activities and is not

to be found on the school premises during the OSS suspension or expulsion. A parent conference may be requested before the suspended student may return to school.

## **SUSPENSIONS**

Ohio revised code 3313.661 permits suspensions and other disciplinary actions to be carried over into the next school year.

### **Career Center**

A suspension issued at the career center for violation of their code of conduct will also be enforced at the home school.

## **EMERGENCY REMOVALS**

An emergency removal from the premises, whether from curricular or extracurricular activities, may occur if a pupil's presence poses a continuing danger to persons, property, or is deemed an ongoing threat or disruption of the established process. The parent/guardian will be notified to discuss further punishment.

## **EXPULSION**

1. The pupil and parent or representative have opportunity to appeal the action before the superintendent or his designee, to challenge his action, or to otherwise explain the student's actions. The superintendent cannot compel such a hearing in the event the student and parent choose not to have a hearing.
2. If an appeal hearing is requested, the superintendent will send a notice stating the time and place to appear.
3. The superintendent may grant an extension of time. If granted, he must notify all parties of the new time and place.
4. Within 24 hours of the expulsion, the superintendent will notify the parent or guardian of the student. The notice will include the reasons for the expulsion, the right of the student or parent to appeal to the Board of Education, the right to be represented at the appeal and to request the hearing be held in executive session. However, the board may act upon the expulsion only at a public meeting. The request for an appeal must be made within seven (7) days.
5. The student is prohibited from any and all extracurricular activities and is not to be found on the school premise.

## **DRESS CODE**

A student's choice of attire (if possible) should be a reflection of their path they have chosen. Attention to moderation, good taste and personal cleanliness should insure an acceptable appearance. Clothing or jewelry cannot be hazardous to one's health OR OTHERS. While in

school, the principal/assistant principal will determine the appropriateness of student dress. Student dress must not disrupt the school day or education process.

### **Dress Code Categories:**

**1. Safety (physical, or health related): Hats are not permitted due to blocking facial characteristics for identification reasons.**

**PLEASE DO NOT WEAR OR BRING INTO CLASS THE FOLLOWING ITEMS:** backpacks, bare feet, coats, ear warmers, gloves, hats/scarves, sunglasses, radical body piercing,

### **2. Distracting:**

It is the policy of the Board of Education to recognize the rights and privileges of each student in the matters of dress and appearance to the extent that the exercise of those rights and privileges do not interfere with the orderly process of education. Student dress should not cause a safety hazard. Clothing may not include words or visuals that are lewd, obscene, disruptive, abusive or discriminatory or that advertise drugs, alcohol or tobacco. Dress or grooming that is disruptive of the classroom or school atmosphere is not allowed. Shoes must be worn at all times for health and safety reasons.

**While the primary concerns/examples may be cited on the above list, the school reserves the responsibility and authority to make all final decisions related to dress code.**

### **TARDY TO SCHOOL**

Tardy to school: Each student will be allowed three unexcused tardiness to school each nine-week period. On the 4<sup>th</sup> (and each one thereafter) the student will be assigned 20-minute lunch detention. Each nine weeks the tardy system resets to zero.

### **TARDY TO CLASS**

After the opening week, tardy(s) to class may result in a detention, monitored by the assigning teacher or the extended school monitor.

### **MAJOR MISCONDUCT**

Teachers reporting a major misconduct violation may send the student to the office and notify the office of the misconduct. The teacher will fill out a conduct referral and send it to the office. An administrator will then give the student his/her due process. Upon deciding on a disciplinary action, the administrator will inform the teacher.

A violation of any of the following rules will result in disciplinary action which could include emergency removal from school, assignment to either an EXTENDED or MAJOR DETENTION, ISR, OSS and/ or recommendation for expulsion.

1. Disruption on school property and/or of school setting
2. Damage to property

3. Profanity/obscene gestures toward another student
4. Theft
5. Possessing pornographic publication
6. Forging, altering, or misrepresenting a parent, school, or teacher document
7. Unauthorized use of property
8. Cheating and/or plagiarism on tests or classroom work
9. Refusing to serve teacher assigned detention
10. Truancy
11. Out of Area
12. Cutting Class
13. Habitual tardiness to class or school
14. Sexual/Racial/Ethnic Harassment/Bullying toward another student
15. Violation of computer user policy and/or damage to computers and /or software
16. Failure to sign in or out of school
17. Lying
18. Disruption at school events and/or activities
19. Fighting
20. Disrespect to staff member
21. Insubordination
22. Possession or use of fireworks, explosives or dangerous objects/ weapons/ look- alike weapons
23. Hazing any student or individual on school property or at school/setting events
24. Written or verbal threats to individuals (IN OR OUT OF SCHOOL) that can disrupt the school setting or climate.

**The following will likely result directly in an Out-of-School Suspension:**

1. Unauthorized or false fire alarm
2. Violation of Out-of-school suspension
3. Inciting or participating in an unauthorized assembly
4. Student demonstration, walk-out, sit-in
5. Direct insubordination/ threats to employee/ employee's family
6. Causing or initiating panic
7. Assault and/ or battery of any school employee
8. Unauthorized fire set on school grounds
9. Possession of, or use of firearms, knives, weapons
10. Sexual misconduct towards another student
11. No unsafe or inappropriate behavior committed on school property or at sanctioned events.
12. Habitual Offender

**TOBACCO, VAPES, NARCOTICS, ALCOHOLIC BEVERAGES, DRUGS, ANABOLIC STEROIDS, AND LOOK ALIKE DRUGS**

The use of tobacco, vapes, e-cigarettes, alcoholic beverages, illicit drugs, and look-alike drugs is harmful. Students shall not possess, use, transmit, sell, conceal, or consume any alcoholic beverage, intoxicant or any NON prescribed drugs. This provision shall be applicable to any conduct on school grounds, at a school-sponsored activity, function or event; on a school bus or conveyance; or at any other time during the same calendar day when the student is or will be

subject to the authority of the school. Moreover, the student shall not consume any alcoholic beverages or intoxicants or drugs of abuse at any time before the student arrives at school or at a school-sponsored or related event or activity. Examples of drugs of abuse include, but are not limited to, narcotic drugs, hallucinogenic drugs, generic drugs, amphetamines, steroids, barbiturates, marijuana, glue, cocaine, as well as look-alike, synthetics, or other substances that could modify behavior. Use of the drugs in accordance with medical prescription from a licensed physician shall not be considered a violation of this rule. However, all such drugs must be maintained in their original container.

Students shall not possess, use, transmit, sell, or conceal any drug, or any drug instrument or paraphernalia (for example: hypodermic needles, syringe, water pipe, roach clip.)

**ANY offense involving narcotics, alcoholic beverages, drugs or look-alike drugs:**

**10 days OSS and Expulsion hearing w/ a referral to Quest Services in Minerva.  
Or mandatory off-site evaluation**

**Any Vape or other devices that contain illegal substances will be an automatic 10 day OSS with an expulsion hearing.**

**POSSESSION OF A VAPE OR VAPE USAGE**

1<sup>st</sup> offense is one day out of school suspension, and a completion of the vape educate course during lunch detention. The cost of the course will be applied to the student's school fees. The vape will be tested for THC. If found positive, the student will be suspended for 10 days with an expulsion hearing.

2<sup>nd</sup> offense the student may be suspended for 10 days with an expulsion hearing.

**SEXUAL/RACIAL/ETHNIC HARASSMENT**

Harassment is improper, immoral, illegal, and will not be tolerated within the school. The term "harassment" is intended to mean harassment in the broadest sense of the term in current popular and legal usage.

Appropriate administrative action will be taken if/when this type of misbehavior occurs.

**POLICY PROHIBITING HARASSMENT, INTIMIDATION, BULLYING**

The Board of Education will not tolerate any known harassment, intimidation, or bullying of any student on school property or at a school-sponsored activity.

Harassment, intimidation, or bullying is defined as an intentional, written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the

behavior both (1) causes mental or physical harm to the other student and (2) is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or violence within a dating relationship.

Any student who believes s/he has been a victim of harassment, intimidation, or bullying as defined above should report the incident(s) to the building principal or teacher. If a report is made to a teacher, the teacher shall promptly notify the building principal. A reporting form can be found at Form 5517.01 F1. A report may also be made by a teacher, parent, student, or other individual.

### **Hazing**

Performing any act, or coercing another, including the victim, to perform any act of initiation into any class, team or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this rule.

Hazing by any individual, school group, club or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm no matter how willing the participant may be. Hazing activities are prohibited at any time in school facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property.

All incidents of hazing must be reported immediately to any of the following individuals: the building principal or other administrator, teacher, coach, student club advisor/supervisor, and/or Superintendent. Students who engage in hazing may also be liable for civil and criminal penalties.

## **CYBERBULLYING**

The Board of Education will not tolerate any known harassment, intimidation, or bullying or any student on school property or at a school-sponsored activity.

Taken from the Anti-bullying Policies: Promoting a Positive School Climate (PowerPoint) website:

<http://www.ode.state.oh.us/GD/Templates/Pages/ODE/ODEDetail.aspx?page=3&TopicRelationID=986&ContentID=29246&Content=64104>.

Electronically transmitted acts i.e., Internet, cell phone, personal digital assistance (PDA) or wireless hand-held device that a student has exhibited toward another particular student more than once **and** the behavior both:

Causes *mental or physical harm* to the other student/school personnel; *and*

Is *sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment* for the other student/school personnel.

## **LOSS OF DRIVING LICENSE**

A student is subject to loss or suspension of driving privileges for unauthorized withdrawal, excessive absence/out-of-school suspension, or expulsion for alcohol use/drug abuse/tobacco abuse or any of the infractions listed under the third (3) group of major misconduct. See Ohio Revised code 4510.32.

## **BUS CONDUCT**

Students on a bus or other authorized Board of Education transportation vehicles are under the authority of and directly responsible to the bus/vehicle driver. The driver has the authority to enforce the established regulations for bus/vehicle conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.

A student may be suspended from school bus/vehicle riding privileges for all or part of a school year for any violation of established regulations for bus conduct and/or for conduct occurring on the bus/vehicle in violation of the Student Code of Conduct/Student Discipline Code. Students using Digital media will be restricted to age and content appropriate media.

### **RIDING THE BUS IS A PRIVILEGE THAT CAN BE TAKEN AWAY.**

- 1st offense- warning
- 2nd offense- 1 to 3 days denial of transportation
- 3rd offense- 5 to 10 days denial of transportation
- 4th offense- denial of transportation (for grading period)
- 5th offense- denial of transportation for semester
- 6th offense- denial of transportation rest of school year

## **DRIVING AND PARKING: STUDENT RULES AND EXPECTATIONS**

### **ALL CARS MUST BE REGISTERED OR YOUR CAR MAY BE TOWED.**

Students are to park ONLY in the lots designated for student parking. Stadium parking area is not allowed for students. In order to park on school property, students are required to register for a school parking permit. Student drivers will be expected to comply with the following regulations. Failure to do so may result in disciplinary measures, which may include, but not limited to after-school detentions, extended detentions, and/or revoking driving privileges.

1. All motor vehicles must be registered before driving to school. (A one-week grace period will be given at the beginning of the school year.)
2. A parking tag will be issued upon satisfactory completion of the application and payment of the fee (this fee will not be prorated). Students must have insurance, parental/guardian permission, etc. Parking tags may not be shared outside of a household.

3. Parking permits must be placed on the student's rearview mirror and be clearly visible to security.
4. Students are to refrain from parking in all "NO STUDENT PARKING" areas, which are clearly marked, and other areas Designated by yellow paint.
5. If a student provides his or her own transportation, he or she does so at his or her own risk. The school is not responsible for damage to any vehicle.
6. No students will be permitted in any automobile during the regular school hours without permission from the administration.
7. All vehicles must be parked between lines so as not to inconvenience other drivers.
8. All vehicles must obey all traffic rules (20 M.P.H., not cutting in front of busses, no excessive noise, etc.).
9. Vehicles are not permitted to pass any bus while it is parked or moving on school property.
10. The administration recognizes that student driving to and from school is a privilege and not a right. Therefore, the administration has the right to deny the privilege of driving to any student as a disciplinary measure for violations of school rules and regulations. This consequence may be applied along with other disciplinary measures.
11. Students in violation of other motor vehicle law regulations may be suspended, have their driving privileges revoked, referred to the Minerva Police, and/or be towed.
12. Students are to follow all driving laws such as but not limited to wearing a seat belt as well as not texting and driving.
13. In Compliance with State law, student drivers under the age of 17 years old are not permitted to transport more than one person who is not a family member unless the driver is accompanied by his/her parent, guardian or custodian.
14. By parking on school property, students consent to the search of their vehicle by school officials. Random searches may include the assistance of dogs trained to detect the presence of drugs. Refusal to consent to the search of the vehicle is considered insubordination and may result in a ten-day out-of-school suspension, revocation of driving privileges, and possible recommendation for expulsion.

## **LOCKERS**

The lockers are the property of the school and are provided to the students as a convenience. Lockers are subject to search at any time, and anything illicit and/or illegal may be confiscated. Students are responsible for the lockers assigned to them. Lockers should be locked at all times and should not be set or fixed so anyone can open them. Every student is assigned a locker which is not to be shared with another student. Students are responsible for any articles taken from their lockers and for damages to the lockers. DO NOT put any kind of pictures or stickers on the lockers. Students not wishing to maintain a locker under the above conditions, please inform the office in writing and a locker will not be issued. School administrators have the right to search lockers at any time.

## **VISITORS**

All visitors must register at the main office before visiting a student, teacher, or any other school personnel. Those persons who fail to abide by these policies



will be asked to leave the building and/or be charged with trespassing. Students desiring to bring a guest to visit classes must make prior arrangements with the principal or assistant principal and gain prior permission of the classroom teachers. Visitors whose purpose is that of a social call (girlfriend, boyfriend) will not be permitted in the building.

### **STUDENT PARKING LOT**

Student cars are to be parked in the student parking lot or those spaces assigned by the Assistant Principal. Student cars parked in any area other than those assigned areas may be subject to being towed at owner's expense. Students must obtain a parking permit from the school office to park in front of the high school building (cost \$30). All student vehicles parking on school property must be registered in the school office, and have a parking permit on display in the vehicle's front window. Parking permits will be issued to seniors (first) and then to juniors. Parking permits must be displayed at all times while on school property or the vehicle may be towed at the owner's expense. Discipline will be administered to those students parking in a designated permit area without a permit. Excessive speed or reckless operation of automobiles will result in loss of parking privilege. Automobiles parked on school property are subject to rules and regulations determined by the administration.

### **AUTOMOBILE SEARCH POLICY**

**An automobile driven to school and parked on or off campus is subject to search by school authorities who have reasonable suspicion that illegal items or other items which may be dangerous to the student or other students are in the automobile. Failure of the student driver to provide access to the automobile shall be deemed as authority to gain entrance by force, and any resulting damage will be the responsibility of the student.**

#### **Search and Seizure**

Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law and may be taken, held or turned over to the police. The School reserves the right not to return items that have been confiscated.

### **GRADING PROCEDURES**

Grades will be distributed on a nine (9) week basis. Additionally, progress reports will be sent to parents at other times to signal unsatisfactory work. Credit will be awarded at the end of a course for a final grade of D- or better. Values listed are the minimal numerical scores for the corresponding grades.

A+= 100 – GPA value 4 – GPA min scale 4 – GPA Hnrs. 4.5 – GPA CCP & AP 5.0  
 A= 93-99 – GPA value 4 – GPA min scale 3.64 – GPA Hnrs. 4.5 – GPA CCP & AP 5.0  
 A- = 90-92 – GPA value 3.63 – GPA min scale 3.5 – GPA Hnrs 4.13 – GPA CCP & AP 4.63  
 B+ = 87-89 – GPA value 3.35 – GPA min scale 3.2 – GPA Hnrs 3.85 – GPA CCP & AP 4.35  
 B = 83-86 – GPA value 3.0 – GPA min scale 2.9 – GPA Hnrs 3.5 – GPA CCP & AP 4.0  
 B- = 80-82 – GPA value 2.725 – GPA min scale 2.6 – GPA Hnrs 3.225 – GPA CCP & AP 3.725  
 C+ = 77-79 – GPA value 2.425 – GPA min scale 2.3 – GPA Hnrs 2.925 – GPA CCP & AP 3.425  
 C = 73-76 – GPA value 2.0 – GPA min scale 1.9 – GPA Hnrs 2.5 – GPA CCP & AP 3.0  
 C- = 70-72 – GPA value 1.725 – GPA min scale 1.6 – GPA Hnrs 2.225 – GPA CCP & AP 2.725  
 D+ = 67-69 – GPA value 1.425 – GPA min scale 1.3 – GPA Hnrs 1.925 – GPA CCP & AP 2.425  
 D = 63-66 – GPA value 1.0 – GPA min scale 1.0 – GPA Hnrs 1.5 – GPA CCP & AP 2.0  
 D- = 60-62 – GPA value .875 – GPA min scale .7 – GPA Hnrs 1.375 – GPA CCP & AP 1.875  
 F = 0-59 – GPA value 0 – GPA min scale <.7 – GPA Hnrs 0 – GPA CCP & AP 0

To be placed on High Honor roll, a student must earn a 4.0 or higher GPA for the nine-week period. To be placed on Honor roll, a student must earn between a 3.333 and a 3.999 GPA for the nine-week period. Honors Courses are weighted on a 4.5 scale and Advanced Placement courses are weighted on a 5-point scale. AP students must take the AP Exam to be counted on the 5 pt. scale.

### **DROP/ADD/WITHDRAW POLICY**

Once the school year has started, there will be NO dropping of courses without administrative approval. ALL UNDERCLASSEMEN must maintain a total of 5.75 credits on their schedule each semester.

## **Graduation Requirements**

The Ohio Department of Education's long-term graduation requirements took effect for the class of 2023. Students must show that they have completed all three parts of these requirements, including:

1. Earning Course Credits
2. Demonstrating Competency
3. Showing Readiness

### **Earning Course Credits:**

Minerva High School students will need to earn at least 21 course credits as follows:

4 credits of English	1 credit of a Fine Art*
4 credits of Math	½ credit of Health
3 credits of Science	½ credit of PE

3 credits of History     ½ credit of Financial Literacy

**Demonstrating Competency:**

Students demonstrate competency through their Ohio State Test (OST) scores in Algebra I and English Language Arts II. Students are required to earn a score of 684 or higher in order to demonstrate competency. Students who do not pass the test will be offered additional support and must retake the test at least once. If students have not met the competency score on these tests, there are four additional ways to show competency:

Option 1	Option 2	Option 3	Option 4	Option 5
Algebra I and ELA II OST	Career Readiness	College Credit Plus	Military Enlistment	ACT or SAT

Option 1: To demonstrate competency using Ohio State Tests, students must earn a score of 684 or above on both the Algebra I and English Language Arts II end of course exams.

Option 2: To demonstrate competency by Career Readiness, students must demonstrate two career-focused activities, at least one must be a foundational option.

- Foundational Options: 1. Cumulative score of proficient on 3 or more WebXams. 2. Earn 12-points of industry credential. 3. Complete a registered pre-apprenticeship, an apprenticeship, or show evidence of acceptance into an approved apprenticeship. 4. State-issued license for a practice in a vocation.
- Supporting options: 1. Work-Based Learning. 2. Earn the workforce readiness score on the Workkeys. 3. Earn the OhioMeansJobs Readiness Seal

Option 3: To demonstrate competency through the College Credit Plus Program, students must earn credit in a non-remedial math or English course for the subject area not passed.

Option 4: To demonstrate competency through Military Enlistment, students must provide evidence of enlistment in a branch of the armed forces.

Option 5: To demonstrate competency using ACT or SAT, students must obtain a remediation-free score in the math and/or English subject area on the ACT or SAT.

**Demonstrating Readiness:**

Students can meet the readiness requirement by earning two diploma seals. Of the two seals students are required to earn, at least one of the two must be State-Defined.

Ohio's 12 diploma seals are:

- OhioMeansJobs Readiness Seal (State-Defined)
- Industry-Recognized Credential Seal (State-Defined)
- College-Ready Seal (State-Defined)
- Military Enlistment Seal (State-Defined)
- Citizenship Seal (State-Defined)
- Science Seal (State-Defined)
- Honors Diploma Seal (State-Defined)
- Seal of Biliteracy (State-Defined)
- Technology Seal (State-Defined)

- Community Service Seal (Locally-Defined)
- Fine and Performing Arts Seal (Locally-Defined)
- Student Engagement Seal (Locally-Defined)

#### **How to earn credit for a course:**

Students need 7 points to pass a class and earn credit for a course. When calculating points earned, Marking Period points are doubled and Exam points only count once.

**If a student earns two consecutive Fs in the 2nd semester (MP3, MP4, or Exam), the student may not be awarded credit.**

#### **Point values**

A+ = 4	C+ = 2.425	F = 0
A = 4	C = 2	
A- = 3.63	C - = 1.725	
B+ = 3.35	D+ = 1.425	
B = 3	D = 1	
B- = 2.725	D- = 0.875	

#### **Example 1:**

MP1	MP2	EXAM	MP3	MP4	EXAM
C	D+	B	B-	D	C+
(2x2)	(1.425x2)	(3)	(2.725x2)	(1x2)	(2.425)

Total Points: 19.725 = Class passed, credit earned.

#### **Example 2:**

MP1	MP2	EXAM	MP3	MP4	EXAM
D-	D-	F	D-	D-	F
(0.875x2)	(0.875x5)	(0)	(0.875x2)	(0.875x5)	(0)

Total Points: 7 = Class passed, credit earned.



## GRADUATION

A student graduates and receives his/her diploma with the class graduating whenever the requirements for graduation have been completed. Graduation is guaranteed by the state of Ohio if all requirements have been met. **The graduation ceremony (including marching) is a privilege and may be withheld by school administration.**

## FUNDRAISING

All matters of fund raising or collection of money for ANY reason, whether for charity or other causes, must be cleared through the principal and superintendent before any contractual agreement or promise of any kind is made by any group or club. Students must obtain permission from the principal before selling anything for outside groups (i.e. Boy Scouts, Girl Scouts, etc.).

## PERMISSION SLIPS

Permission slips are required to be signed by parents for students leaving the school building or grounds as a part of class or club activities. The teacher or advisor will provide the slips and will collect the signed slips before students are permitted to engage in field trips, student council exchange, and other activities which take the student out of town whether during school hours or as a part of evening programs. Some activities such as Band, Choir, or Athletic Programs require only one permission slip signed for the season.

Emergency Medical Forms are required for all students of Minerva High School.

## **SAFETY DRILLS, FIRE DRILLS AND TORNADO DRILLS PROCEDURES**

State law requires periodic safety, fire, and tornado drills. When any of the drills occur students are to follow the instructions or their teachers, move quietly and quickly to the area directed, walk a proper distance away from the building and (if possible) remain together so the teacher can take attendance. Tornado drill procedures are posted in each room. Follow instructions of teachers and move quietly to assigned areas. Students should take these drills seriously. Expulsion will be requested for any student found guilty of putting hands on or knowingly setting off a false fire alarm.

## **EMERGENCY SCHOOL CLOSINGS**

Please keep each school updated with your current home phone number. Each school closing and other important information is relayed through our “all call” system. Radio stations WHBC, WFAH, K105, WDPN/AM, WKL/FM, WRQK, WAKR, WONF, WKNX, WNIR will carry this information. DO NOT call the school or any of the administrators.

## **LOST/DAMAGED CHROME BOOKS, TEXT BOOKS, or SUPPLIES**

Lost and found items will be turned in at the office. If a student loses a book or supplies, he/she must pay for the items and then be issued a replacement. Textbooks are the property of the Minerva Board of Education. Each student is responsible for his/her textbooks. Board of Education policy states that all students must have covers on their books. STUDENTS ARE URGED NOT TO LEAVE BOOKS OR OTHER ITEMS CARELESSLY AROUND THE BUILDING.

## **WORK PERMITS**

Ohio law requires that a student under the age of 18 must have a work permit before he/she can take a job or leave school early. It is for the student’s own protection and also entitles the student to Workman’s Compensation if he/she should be injured on the job. The work permit application is available in the high school office. DO NOT request an application until you have an offer of a job. A work permit may be issued ONLY for a specific job. When the student changes jobs, a new work permit is required. A birth certificate is required to be shown before a work permit application can be completed and a parent or guardian must be present at the school

office to sign the application. Only seniors will be permitted to leave school early!! Freshmen, sophomores, or juniors will not be permitted to leave early. Any senior who wishes to be released early (other than those students who are in official school related work programs) must fill out the forms and see the attendance officer for approval.

### **MEDICATION**

Any student taking any form of medication during the school day must obtain the proper forms in the office to be signed by a parent/guardian and/or Doctor.

### **FEES**

All students will be required to pay school fees per year at the beginning of each of their school years (freshman, sophomore, junior, senior). Because of the nature and material covered in some classes (example: art, science, home economics, etc.), additional course fees are required for students enrolled in these classes. CREDIT FOR THE COURSE AND/OR GRADE WILL BE WITHHELD FOR NONPAYMENT OF FEES.

#### **MINERVA HIGH SCHOOL STUDENT FEES 2023-24**

TECHNOLOGY FEE \$15.00/year (all students)  
ART \$12.00/year  
PHYSICAL SCIENCE \$10.00 /year  
PRACTICAL BIOLOGY \$10.00/year  
BIOLOGY \$10.00/year  
CHEMISTRY \$10.00/year  
PHYSICS \$10.00/year  
ANATOMY & PHYSIOLOGY \$10.00/year  
FFA \$20.00/year  
FORENSIC SCIENCE \$10.00/year  
MATH \$2.00/year (all courses)  
CLASS DUES \$10.00/4 years (all students/no waivers)  
BIOCHEMISTRY \$5.00/semester  
WOOD PROCESSSES \$50.00/year  
WORLD CULTURE \$5.00/year  
STEM I \$50.00/year  
STEM II \$150.00/year  
SPANISH \$3.00/year (all courses)  
Additional fees for AP courses. All fees are subject to change.

### **College Planning**

Freshmen and Sophomores

If you are planning on going to college, it is never too early to begin preparing for your future. Sophomores take the PRE ACT to help prepare you for the ACT and help you explore your career interests. Your grades now will affect your cumulative GPA and are a part of your permanent transcript seen by college admission committees.

## Juniors

### October-December

Begin to research a variety of colleges. Take the PSAT for an opportunity to qualify for national merit scholarships. Study for the ACT and/or SAT.

### January-March

Narrow down your list of perspective colleges and plan college visits. All juniors will take the ACT (free of charge) during a school day at MHS.

### April –May

Visit perspective college websites to make sure you have met or will be meeting all of the curriculum requirements for admission. Discuss your college options with your guidance counselor.

### June-August

Visit the MHS Guidance Scholarship page to find links to scholarship websites and begin marking your calendar with deadlines. Begin working on college application and scholarship essays.

## Seniors

### September

Register for the ACT and/or SAT if are trying to improve your score.

### October

Start filling out applications to your choice colleges. Ask teachers and counselors for letters of recommendation. Finalize college application essays. Complete the FAFSA starting October 1<sup>st</sup>.

### November

Early decision applications are due to most colleges at the beginning of this month.

### January-February

Begin applying to local scholarships. Compare financial award letters from colleges.

### March

Contact the college's financial aid office with any questions you may have regarding the financial aid program. Check the MHS Guidance page for local scholarships.

### April

Local scholarships are due to the MHS Guidance office.

### May

For most colleges, May 1st is the deadline for acceptance response and tuition deposits.

## College Planning Websites



<https://bigfuture.college.board.org>  
[www.act.org](http://www.act.org)

Job Searches: [www.ajb.dni.us](http://www.ajb.dni.us)

Job Searches: [www.hospitalsoup.com](http://www.hospitalsoup.com)

NCAA Clearinghouse: [www.ncaa.org](http://www.ncaa.org)

## **INTERSCHOLASTIC EXTRACURRICULAR ELIGIBILITY**

1. In the immediately preceding grading period, a student must receive a passing grade in a minimum of (5) one credit courses or the equivalent, which count towards graduation.
2. Those grades referenced in (A,1) must, when combined, be a total grade point average of a 1.5 on a (4) point scale.
3. A student enrolled in the first grading period after advancement from the eighth grade must have passed 75% of those subjects carried the preceding grading period in which the student was enrolled.
4. Those grades must, when combined, be a total grade point average of at least 1.5 on a (4) point scale.

The superintendent may allow a student who is being educated at home to participate in one or more of the District's co-curricular or extra-curricular activities providing s/he meets the eligibility criteria established for an activity.

## **ABSENCE OF ATHLETE FROM SCHOOL**

1. If a student athlete is going to be absent for any period of time during the school day while his/her sport is in season, he/she must have administrative approval at the building level. Failure to secure this approval will disallow the student's participation for that day.
2. In the event of a Saturday contest, the athlete must be in attendance all day Friday, unless he/she has administrative approval.
3. When school is closed due to inclement weather, attendance at athletic practice is the judgment of the head coach.
4. Athletes who are under suspension or expulsion from school may not participate for the duration of the suspension or expulsion. This applies to practices, games, or any other team activity.

## **3313.661 Policy regarding suspension, expulsion, removal, and permanent exclusion**

**(A) The board of education of each city, exempted village, and local school district shall adopt a policy regarding suspension, expulsion, removal, and permanent exclusion that specifies the types of misconduct for which a pupil may be suspended, expelled, or removed. The types of misconduct may include misconduct by a pupil that occurs off of property owned or controlled by the district but that is connected to activities or incidents that have occurred on property owned or controlled by that district and misconduct by a pupil that, regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee.**