# MOUNT GILEAD HIGH SCHOOL
# PARENT/STUDENT HANDBOOK
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**Programs of Study, Flexible Credit Procedures**

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**Hazing and Bullying Policy 5517.01**

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<tr>
<td>Hazing and Bullying Policy 5517.01</td>
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This handbook has been prepared so the students and their parents may be better informed concerning the school, its programs and procedures.

Unfortunately, such a handbook rarely covers all questions or concerns: therefore, parents are encouraged to call the principal whenever a question arises. All concerns will be handled promptly and fairly.

This handbook has gone to print prior to final 2021-2022 reopening plans have been finalized. There may be updates and modifications to our daily procedures, so please continually watch our website, facebook page, and your email for information. Let’s all keep our fingers crossed that we will be back to ‘normal’ very soon!

It is the sincere hope that this handbook will provide a very necessary bridge between home and school and thus create a smoother operation and understanding for all.

Debra Clauss – Principal
Jack Bault – Assistant Principal/Athletic Director

Dr. Zachary Howard – Superintendent

Board of Education
Matt Griffith
Brandie Salisbury
Mike Sayers
Virgil Staley
Dennis West

Adopted by the Board of Education on May 18, 2021.

(All Board of Education Policies are found on the district website.)

SCHOOL MISSION

The mission of the Mount Gilead Schools is to develop a learning environment that fosters individual growth, positive self-worth, and a desire for life-long learning.
SCHOOL MOTTO

Journey to Excellence

SCHOOL VISION

We envision an environment where students, parents, educators, and members of the Mt. Gilead community engage in a variety of learning programs and activities. We envision these programs and activities will be built on a foundation of expert educators tailoring activities to meet individual learner needs, relationships of mutual respect, facilities designed to meet learning needs and interaction with the greater Mt. Gilead community.

WELCOME TO THE 2021-2022 SCHOOL YEAR!

Dear Students and Parents:

Welcome back to Mount Gilead High School for the 2021-2022 school year. We appreciate your assistance and support throughout a difficult spring and hope that we will be able to deliver face-to-face education this year. We are very proud of the education that we offer and are lucky to have such wonderful facilities, thanks to the continued support of our community. We are truly continuing our journey to excellence!

It is my sincere wish that this handbook will be of considerable use to you and to your parents as a resource during the new school year at Mount Gilead High School. Please read it carefully and utilize it fully.

In addition to the issues addressed in this book, there are state and federal mandates, and Board of Education policies, which govern our rules and procedures. I encourage parents to call me if questions arise.

Students, please share this handbook with your parents. If you will notice, this is a student and parent document.

Student recognition is important to us. Please be aware that from time to time your student’s name and/or picture may appear in newsletters, newspaper articles, website, or other media coverage. In addition, we are required by law under the “No Child Left Behind Act” to forward student directory information to the armed services. If for some reason you have a concern about this, please feel free to contact me.

Good luck with the new school year. I am looking forward to a positive year for all at M.G.H.S. Feel free to contact me at any time to share with me your views, aspirations, goals, and future plans.

Yours in Education,
Debra Clauss
Principal
## CLASS SCHEDULES

### Regular Bell Schedule

**WARNING BELL: 7:40 AM.**

<table>
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<th>Time Range</th>
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<th>2 Hour Delay Time Range</th>
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<td>“A”</td>
<td>1) 7:45 a.m. - 8:30 a.m.</td>
<td>1) 8:45 – 9:13</td>
<td>1) 9:45 – 10:13</td>
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<tr>
<td></td>
<td>2) 8:30 a.m. - 9:10 a.m.</td>
<td>2) 9:13 – 9:41</td>
<td>2) 10:13 – 10:40</td>
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<tr>
<td>“B”</td>
<td>3) 9:15 a.m. - 9:55 a.m.</td>
<td>3) 9:45 – 10:12</td>
<td>1) 11:55 – 12:20</td>
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<tr>
<td></td>
<td>4) 10:00 a.m. - 10:40 a.m.</td>
<td>4) 10:12 – 10:40</td>
<td>2) 12:25 – 12:50</td>
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<tr>
<td>“L”</td>
<td>5) 10:40 a.m. - 11:10 a.m.</td>
<td>NORMAL BELL SCHEDULE</td>
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<tr>
<td></td>
<td>(Lunch)</td>
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<td></td>
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<tr>
<td></td>
<td>L1 Class – 10:40 a.m. - 11:20 a.m.</td>
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<td></td>
<td>6) 11:20 a.m. - 11:50 a.m.</td>
<td>NORMAL BELL SCHEDULE</td>
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<tr>
<td></td>
<td>(Lunch)</td>
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<td></td>
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<td>“C”</td>
<td>7) 11:55 a.m. - 12:35 p.m.</td>
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<td></td>
<td>8) 12:35 p.m. - 1:15 p.m.</td>
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<td>“D”</td>
<td>9) 1:20 p.m. - 2:00 p.m.</td>
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<td></td>
<td>10) 2:05 p.m. - 2:45 p.m.</td>
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<td>2) 2:20 – 2:45</td>
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Students should not be in the building prior to 7:15 a.m. nor after 3:15 p.m. unless for a school authorized reason which includes adult supervision.
### MOUNT GILEAD HIGH SCHOOL

**Staff Roster**

338 Park Ave., Mount Gilead  
947-6065  
http://www.mgschools.org

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<td>Debra Clauss</td>
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<tr>
<td>Asst. Principal/A.D.</td>
<td>Jack Bault</td>
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<tr>
<td>Guidance</td>
<td>Brant Hosack</td>
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<td>Secretary</td>
<td>Kimberly Auld</td>
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<td>Guidance Secretary</td>
<td>Cheryl Linder</td>
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<tr>
<td>Art</td>
<td>Jesse Thompson</td>
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<tr>
<td>Performing Arts</td>
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<tr>
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<td>Ross Runyan – Instrumental Music</td>
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<td>TechPrep/Digital Media</td>
<td>Tom Lewis</td>
</tr>
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<td>Joe Ulrey</td>
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<tr>
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<td>Jennifer Hensley</td>
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<td>Elizabeth Kohler</td>
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<td>Kole Fisher</td>
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<td>Maureen Flora</td>
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<td>Jessica Gerber</td>
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<td>Nathan Smith</td>
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<td>Science</td>
<td>Jake Hayes</td>
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<td>Sally Pfeiffer</td>
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<td>Lauren Rausch</td>
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<td>Jason Ross</td>
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<td>Hillary Billups</td>
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<td>Melissa Cassidy</td>
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<td>Angie Merkle</td>
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<td></td>
<td>Jamie Schaad</td>
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<tr>
<td>JOG</td>
<td>Gerry Hartman</td>
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# Mount Gilead High School Calendar 2021–2022

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<td>7 &amp; 12</td>
<td>H.S. P/T Conf. – 1 Hr. Early Release</td>
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<td>No School – Thanksgiving Break</td>
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| All activities are subject to local and state health-related protocols. |

Make sure that you are registered on the One Call Alert System for all school delays, closings, and important information. In addition, students/parents can check our school website at: [http://www.mtgilead.k12.oh.us](http://www.mtgilead.k12.oh.us) or, you may listen to the following stations regarding weather related closings and delays:

WMRN FM 106.9  WMRN AM 1490  WDIF FM 94.3  WTVN AM 610  WCMH Channel 4
Morrow County Attendance Guidelines

MEDICAL STATUS

Students who are absent for twelve days during the school year, six days per semester on a block schedule, excused or unexcused, will be placed on medical status. At this point, only a doctor’s excuse, hospital record, court excuse, death in the immediate family, or principal’s approval will be accepted as an excused reason for the absence. In addition, documentation must be presented to the school within twenty-four hours of the student’s return to school. Parents of students with chronic medical conditions should contact the principal and/or the attendance office.

After twelve absences, or six absences on a block schedule, and being placed on medical status, those absences not covered by a doctor’s excuse, hospital record, court record, death in the immediate family or principal’s approval will be processed as unexcused absences.

UNEXCUSED ABSENCE

Unexcused absences are considered truancies. This type of absence eliminates the opportunity to make up work missed for credit. All work missed, including tests, will be recorded as zeros. Any student who is absent from school will be considered truant. For an absence to be classified as excused, that absence must fall within one of the following categories:

1. Personal Illness.
2. Death in the family.
3. Quarantined for contagious disease.
4. Observance of a religious holiday requires administrative approval.
5. An emergency or a set of circumstances, which under the judgment of the school administration constitutes a good, sufficient course for absence from school.
6. Emergency work at home (limited to six days).

MOUNT GILEAD EXEMPTED VILLAGE SCHOOLS
ATTENDANCE POLICY

A. Ohio Law requires all persons between 6 and 18 years of age to attend school until graduation from an accredited high school. It is essential that students assume the obligation to attend their classes regularly and on time. Frequent absences result in decreased academic interest and achievement. Regular and punctual attendance is an important habit contributing to success in high school, college, and career.

B. Absence from school is legally permissible as written in the State Attendance Law for:
1. **Personal Illness**
2. **Illness in the family**
3. **Death of a relative**
4. **Home duties due to the absence of parents**
5. **Observance of religious holidays**
6. **Quarantine of home**
7. **Any emergency or set of circumstances which, in the judgment of the school, constitutes good cause.**

C. To further assist you in understanding the operation of our attendance system, we offer the following information:

1. **Definitions**
   a) **Excused**
      1) Definition: Any reason that is written in the State Attendance Law.
      2) A student shall have the number of school days absent as a make-up time for any tests or assignments given or due during the period of absence.
   
   b) **Avoidable - Excused**
      1) Definition: The student is absent with the knowledge and consent of the parent/guardian but is not excused as defined by law.
      2) The student is responsible on the day of return for all assignments and tests which are due or given on that date. There is no postponement time. Any exception is at the teacher’s discretion.
      3) Out of school suspension when in school suspension is not an option.
   
   c) **Unexcused/Truant**
      1) Definition: The student is absent without the knowledge and consent of the school and parent/guardian.
      2) The student has no make-up privileges with tests or assignments during the absence and will be given no credit.
      3) Out of school suspension and/or expulsion.
   
   d) **Tardy To School**
      1) Definition: When a student arrives at school not later than the first hour of school.
      2) There are two categories of tardies:
         a. Excused
         b. Unexcused
      3) Excused tardies are lateness to school that would be legally permissible absences as stated in the State Attendance laws in paragraph 3 under the Attendance heading. Excused tardies must be verified by parent note, phone call, or personal visit to the office.
4) Examples of unexcused tardies would include, but not be limited to, oversleeping, car problems, and bad weather if you drive.

5) **Excused tardies or a combination of excused/unexcused tardies that exceed five per semester will be considered as 1 day unexcused.**

e) **Leaving School Early**
   1) Definition: When a student leaves school an hour (or less) early.
   2) Same as number d5.

f) **Absences Credit**
   1) Absences are credited as stated:
      a. ½ day - absent over 1 hour but less than 3 ½ hours
      b. 1 day - absent over 3 ½ hours.

g) **Credit**
   **Excessive Absences will result in the loss of credit.**
   1) For high school – students lose credit after eight absences (excused or unexcused). Doctor excuses, legal proceedings, or family funerals are exempt and are considered professional absences. Extenuating circumstances can be excused by the appropriate administrator(s).
   2) For elementary and middle school – 15 absences in a semester will be cause for failure for the semester. Doctor excuses, legal proceedings, or family funerals are exempt and are considered professional absences. Extenuating circumstances can be excused by the appropriate administrator(s).
   3) **Notification of high school attendance concerns will be Sent to parents/guardians after students have accumulated 4 and 6 absences.** Parents are encouraged to contact the school to schedule a conference upon reaching 6 days of absence. Court mediations may be scheduled by attendance personnel in order to help students correct attendance problems. **Notification of loss of credit will be sent after the 8th absence.**

Differences in attendance policies from elementary/middle school to high school are due to the nature of high school block scheduling that allows more credits but makes attendance each semester more important toward credit for a yearly grade.

4) This attendance policy is designed to fit into the State of Ohio guidelines that require all public schools to attain an attendance rate of 93% to be considered effective.

5) **Habitual Absences** (defined as 10 consecutive days without a valid excuse or a total of 16 days in a school year) will result
in notifying the Local Bureau of Motor Vehicles to recommend cancellation of driving privileges until the age of 18.

HIGH SCHOOL ATTENDANCE REGULATIONS

1) Parents of students who are absent from school are now required; by state law (MISSING CHILD ACT) to **call the attendance office within the first hour of school** each day. There is an answering machine to receive your calls during hours which the office is closed.

2) **Students must bring in absence notes containing student name, date of absence and reason for absence, signed by parent/guardian, within three (3) school days of absence or it will be unexcused.** If no note is brought in, or if a student is considered truant, a Wednesday School will be assigned as follows:
   a) One Wednesday School for one partial day of unexcused, undocumented absence;
   b) Two partial unexcused, undocumented absences will result in two Wednesday Schools;
   c) Two Wednesday Schools for each full day of unexcused, undocumented absence; and
   d) Students who accumulate additional unexcused, undocumented absences will be dealt with on an individual basis and could receive additional disciplinary action.

3) Students will be assigned a **detention on the 3rd and 6th days excused or unexcused tardy** to school per semester, and will be assigned **two (2) Wednesday Schools on the eighth (8th) tardy.** The **tenth (10th) tardy will constitute three (3) additional Wednesday Schools** and further tardiness will be dealt with on an individual basis. Professional tardies will not count toward these totals.

4) Students who go **hunting** should fill out a prearranged absence sheet at least two (2) school days in advance. Students will receive only one (1) day of excused absence for hunting with a note from parents and a valid hunting license. This day will count as an accumulated day of absence. More than one day per school year will be unexcused.

5) A “**Prearranged Absence Form**” should be completed by both the student and his/her parents when an absence is inevitable. This form should be turned in to the principal’s office two (2) school days prior to the absence, to assist in the continuation of educational services. It is the student’s responsibility to ask the teacher about assignments BEFORE the day of absence. Students must report to the office upon their return to acquire a readmit slip.
In order for a student to leave school early, he/she must bring in a note from parent stating the reason for the **early dismissal**. This note should be presented to the attendance office preceding the A block class so that teachers will be alerted to the absence via the daily absence bulletin. Upon return to the building, he/she must sign in and produce proper documentation confirming reason for leaving, i.e., court verification, parent note, etc. Only time for actual appointments plus travel time will be excused.

Students must be in school by 8:45 a.m. and remain in school the entire day, in order to participate that night in a game, practice, activity or attend an event. Extenuating circumstances will be considered and judged by the Principal or Assistant Principal.

Students lose credit in all courses when they accumulate more than 8 absences to school. Students exceeding the 8 day limit in individual classes will lose credit in those courses. Professional absences are exempt and will not count toward this 8 day total.

An **attendance committee** consisting of the principal, attendance officer, guidance counselor and two individual classroom teachers of the student in question could meet to rule on specific cases not addressed in the above policy.

**Court mediation and/or filing of truancy charges** with the Juvenile Court may result from excessive absence, tardiness and/or truancy.

All satellite programs of Mt. Gilead High School, i.e. Tech Prep, ISR, etc. will abide by the same attendance regulations as students on campus.

Students who are accepted into the district via the Open Enrollment Option, must adhere to delays and closings of the Mount Gilead Exempted Village School District, not their home district.

**HB 410   HABITUAL TRUANCY AS DEFINED BY LAW**

It is important for every student in Ohio to attend school every day. Missing too much school has long-term, negative effects on students, such as lower achievement and graduation rates. There are many reasons students miss school, but districts often can directly impact their students’ attendance. By using data to identify and support students who may need extra support and services, districts can target supports to get students to school every day.

According to HB 410, the definition of “habitual truant” has changed from calculating days absent to calculating each hour of absence. The new definition is:

**Absent 30 or more consecutive hours without a legitimate excuse; or**

**Absent 42 or more hours in one school month without a legitimate excuse; or**

**Absent 72 or more hours in one school year without a legitimate excuse.**

Regular school attendance is an important ingredient in students’ academic success. Excessive absences interfere with students’ progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. To support academic success for all students, MGHS will partner with students, their families, and the court system to identify and reduce barriers to regular school attendance.
CONDUCT CODE

The faculty and administration of Mount Gilead High School hope that every student has many enjoyable and worthwhile experiences while attending this school. For a student to gain the most out of his/her school endeavors, the environment of our school must be orderly, structured, but yet relaxing. When conditions exist that prevent a smooth operation, the administration is expected to take steps to alleviate the problem.

The Mount Gilead student conduct system has evolved with input from many factions of the educational committee. This code of conduct shall apply to all curricular and extra-curricular activities and to students in attendance at any school sponsored event on or off school grounds or while being transported by the school. These rules may also apply for student misconduct on the way to school or from school to home.

The following acts of misconduct could result in Alternative In School Restriction, Emergency Removal, Out of School Suspension, or Expulsion from school, the assignment of detentions or Wednesday School. In some cases a lunch detention may be implemented and deemed more effective. These disciplinary actions have priority over student employment and all other school-related functions. Failure to meet assigned discipline will result in further disciplinary action.

1. Aggressive Behavior, Harassment, Bullying based upon any of the legally protected characteristics, such as race, national origin, sexual orientation, religion, or disability will not be tolerated and, just as other forms of harassment, are defined, and subject to the disciplinary process as outlined in Board of Education Policy 5517.01.

2. Bus Transportation and Conduct – When bus transportation is used, students are expected to be on time for bus pick-ups. Regulations pertaining to school bus conduct as outlined in the Board of Education Policy, are intended to ensure the safety and welfare of the students. Bus rules are posted and drivers expect reasonable conduct. Failure to comply with these rules will result in disciplinary action including possible suspension or denial of bus privileges.

3. Cell Phones, Lasers, iPads, iPods, Personal computers, Headphones, earpods, and other Communication/Entertainment/Technology Devices – The use/possession of any personal communication/entertainment/photography/technology devices is not permitted during school hours (7:45am – 2:45pm) and should be kept in lockers in the off position during the school day. These items will be confiscated if discovered in use without permission. For a first infraction, a detention will be assigned and the item, and all of its parts, will be returned to the student at the end of the school day. For a second infraction, students will receive a Wednesday School and the item will be returned to a parent only (item must be picked up within 30 days). Further infractions will result in additional Wednesday Schools and ISR. Data contained in cell phones can be inspected if a student is violating cell phone rules. Students found using a camera/camera phone inappropriately or taking, participating in, sending, distributing inappropriate pictures or pictures without permission of the subject, not only will have the device confiscated and returned only to parent, but may also face additional disciplinary action for the inappropriate actions/pictures, which could include suspension and/or expulsion with possible referral to law enforcement personnel. Dedicated E Readers may be
permitted for educational purposes with prior permission from teacher, as well as school assigned technology equipment. As the use of technology increases in individual classrooms, and the high school has moved to a one-to-one initiative, teachers will have the option to allow or to deny students to use personal devices.

4. **Disruption or Interference with Curricular or Extracurricular Activities**
   A student shall not cause or attempt to cause disruption or interfere with the school program through force, coercion, threats, or harassment. Up to a 10-day ISR/suspension and possible recommendation for expulsion.

5. **Dress Code Violation** - Any student violation of the dress code results in a warning for the first offense, and detentions or suspensions for each succeeding violation. In addition, students will wear school-issued articles of clothing in replacement of any unacceptable dress. The personal appearance policy that governs all students at Mount Gilead High School is as follows:

   In implementing this procedure concerning student dress, the administration and Board of Education expect students and parents to be responsible for a level of student dress and grooming. A student’s dress should not be disruptive to the educational process, should not constitute a threat to the health, safety, welfare or property of self or others, shall be in accordance with public decency, and civil statutes and shall compliment an educational institution and the community of which it is a part.

   The following minimum restrictions apply to all students: **Shoes and shirts must be worn at all times.** No hats, hoods, hooded jackets, bandanas, sunglasses, chains, spiked dog collars or other spiked jewelry, or see-through or sheer clothing, including mesh yoga pants, miniskirts, short shorts, biker shorts, tank-style shirts. **Holes, rips, tears, or cuts in clothing are prohibited.** Students may not wear clothing that advertises or displays alcohol, tobacco, drugs or gang colors and insignias in any form, or that suggests any sexual connotation. **Bare midriffs and bare shoulders are not permitted for students. All tops must have sleeves. Cap sleeves must have a seam and cover the entire shoulder and armpit area.** In addition, any garment will be considered inappropriate if it shows under-garments, chest, cleavage, buttocks or belly when the student stands, sits, bends or raises the arms. **Sagging shorts or pants which reveal a secondary layer of clothing are prohibited.** Cleanliness, neatness and good grooming will be stressed at all times. Any student representing the Mount Schools in extracurricular activities may be required to adhere to more rigid and specific appearance standards; thus it would remain the students’ choice as to whether they wish to participate under these circumstances. The advisor or coach in conjunction with the building principal may establish these appearance standards.

   Continued or flagrant abuses of this dress code may lead to suspension.

   **The administration reserves the right to rule on any dress code situation that is not specifically covered in this handbook.**

6. **Drugs and Alcoholic Beverages** - Up to 10-day ISR/suspension and possible expulsion. A student shall not knowingly possess, sell, purchase, contribute to the purchase of, use, transmit, consume, or be under the influence of any drug, look-alike drug, medication, or alcoholic beverage or drug paraphernalia of any kind with the
exception of a student who is taking medicine under a doctor’s direction or parent request*
   a. On the school grounds during, before, or after school hours;
   b. Off the school grounds at a school activity, function, or event;
   c. While being transported by school sponsored carriers; or
   d. In an attempt to introduce unknowingly, any substance to student or school personnel.
   Students who consume, are under the influence, or are in possession of a “mood modifier” or a counterfeit drug will be immediately suspended from school pending further investigation. In addition, the student will be referred to civil authorities. This may also lead to a recommendation for expulsion or permanent expulsion.
* Must follow Board medication distribution policy and procedures.

**Smoking or use of Tobacco** - Students are not permitted to use or possess tobacco, in any form, lighters, matches, etc., in the high school buildings, on school property, within view of school buildings, or at any curricular or extracurricular activity.

- **First Offense:** 3-day ISR/suspension or possible referral to law enforcement officials;
- **Second Offense:** 5-day ISR/suspension with possible referral to law enforcement officials;
- **Third Offense:** 10-day ISR/suspension with recommendation for expulsion with referral to law enforcement officials.

**E-Cigarettes, Vape or Juul/Look A Likes**
Students are not permitted to use or possess E-cigarettes, Vape devices of any type in the high school buildings, on school property, within view of school buildings or at any curricular or extracurricular activity.

- **First Offense:** 3-day ISR/suspension or possible referral to law enforcement officials;
- **Second Offense:** 5-day ISR/suspension with possible referral to law enforcement officials;
- **Third Offense:** 10-day ISR/suspension with recommendation for expulsion with referral to law enforcement officials.

7. **End of Year Discipline:** Misconduct by a pupil that occurs off property owned or controlled by the district but is connected to activities or incidents that have occurred on property owned or controlled by the 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, is within the authority of school administrators. Seniors may be prohibited from participating in graduation and any ceremony or other events held at the end of the school year.

8. **Fighting** - **First Offense** - Possible 3-day ISR/suspension or 3 Wednesday Schools.
Second Offense - Possible 5-day ISR/suspension. The school may also find it necessary to arrange a parent-student conference or court mediation in order to bring final resolution to the incident.

9. Forgery/Cheating/Plagiarism - No student shall misuse or attempt to use the signature, initials, or work of another, or cheat in any way. Plagiarism or unauthorized copying of class work is considered cheating. These may result in failure of an assignment at the teacher’s discretion which may ultimately result in failure of a course. With respect to plagiarism, the school reserves the right to use electronic services (i.e. internet services) to evaluate a student’s work.

10. Gangs - Gangs which initiate, advocate, or promote activities which threaten the safety or well being of persons or which disrupt the school environment will not be tolerated. As per Board of Education Policy, administrators are given broad latitude to define gang symbols, gestures, and paraphernalia. Students participating in gang activities are subject to expulsion by the Superintendent on a case by case basis.

11. Insubordination - Refusal to comply with any reasonable request by school personnel. Up to a 10-day ISR/suspension or Wednesday School.

12. Intimidation or Threats - Any physical, verbal assault or harassment of a school employee or another student either on or off school grounds will not be tolerated. This behavior could lead to possible ISR, suspension, expulsion, and/or prosecution.

13. Leaving School Grounds - Once students have arrived at school they are not permitted to leave school property, unless arrangements have been made by parent with school administration. Students should not be running errands for teachers or for a particular class. Materials or supplies should be secured before or after school. Loitering on or around school grounds is prohibited.

14. Lying - This can be a suspendible offense. A parent conference may be necessary.

15. Other Conduct - A student shall not engage in any type of conduct which is not becoming to school or self, is harmful to the person or property of school personnel or other students, which is socially deviant or improper conduct while under the jurisdiction of the school.

16. Permanent Exclusion - The Board of Education may seek the permanent exclusion of a student 16 yrs. of age or older who is either convicted in criminal court, adjudicated delinquent by a juvenile court or found to be in complicity of illegal acts as outlined in the Board of Education Policy.

17. Physical and Verbal Assault - Any physical assault on a school employee, on school premises, while in custody or control of school, or in the course of a school-related activity will result in immediate suspension, recommendation for expulsion, possible prosecution, and possible permanent exclusion. Verbal assault of school employees and/or students will not be tolerated and will be subject to disciplinary action.

18. Profanity - Cursing, obscene physical gestures, or obscene language are not permitted.

19. Public Display of Affection - The school encourages social relationships, but the school is not the appropriate place for intimate hugging, kissing, or inappropriate touching of a partner.
20. **Repeated Violations** - A student shall not repeatedly fail to comply with directions of any school personnel or repeatedly violate any of the items of misconduct.

21. **Sexual Harassment** – Any unwelcome sexual advances, requests for sexual favors, and other verbal, written, or physical conduct of a sexual nature which creates an intimidating, hostile or offensive environment constitutes sexual harassment. Sexual harassment can occur in a variety of circumstances, including but not limited to the following:
   1. The victim as well as the harasser may be a female or a male. The victim does not have to be of the opposite sex.
   2. The victim does not have to be the person to whom the harassing action was directed, but could be anyone affected by the offensive conduct.
   3. The harasser’s conduct must be unwelcome.

Any member of the school community who believes that he/she has been subjected to sexual harassment will report the incident(s) to the building grievance officer. The grievance officer (guidance counselor) will attempt to resolve the problem in an informal manner through the process as outlined in the Board of Education Policy 5517.01.

22. **Stealing** - This violation could possibly lead to ISR/suspension. An attempt for restitution will be made, and outside law authorities could be involved.

23. **Student respect for all School Personnel** - Mount Gilead students are reminded of their obligation to respect ALL school personnel (and property) at ALL times. Any conduct away from school which has a detrimental effect on school discipline and welfare may come within the scope of the school’s authority.

24. **Tattoos** – Any visible body markings or tattoos must be in good taste and follow all provisions of our school dress code. Any questionable markings will be ruled upon by the administration.

25. **Truancy or unexcused absences for a day or part of a day**
   Truancy could be defined as being absent from school for a reason other than those accepted by the State Board of Education and the Mount Gilead Board of Education Policy. Any act of truancy will result in parent notification and the student making up an equal amount of time missed in an after-school detention(s), Wednesday School, ISR, after school/work detail equivalent to time missed (working with custodians in the school). These options will be decided at the discretion of the administration. Multiple offenses could result in suspensions, expulsions, or court referral.

26. **Vandalism or Destruction of school property** - possible 3-10-day ISR/suspension.
   The suspension shall be followed by a parent-student conference prior to readmission of the student. The student and/or parent will also be billed for any damages with possible legal ramifications.

27. **Weapons** - No firearms, explosives, knives, chains, illegal weapons, or anything used to portray a weapon against another student or school personnel to cause bodily harm or intimidation are permitted on school property. This includes “look-alike” weapons. Violators will receive a 10-day suspension with recommendation for expulsion.

** The administration reserves the right to rule on any conduct situation that is not specifically covered in this handbook and/or extenuating circumstances. There may be various disciplinary steps used in dealing with situations not specifically covered in this handbook.
DISCIPLINARY TOOLS

DETENTION - All detentions will begin promptly at 2:50 p.m. and will end at 3:30 p.m. This is a designated study time and students must bring study materials with them. Parents must sign a copy of detention notices. Failure to meet these procedures will result in further disciplinary action.

WEDNESDAY SCHOOL – Wednesday School will meet from 2:50 -5:50 pm. Students will be notified weekly of location. Students are required to bring assignments from their classes to work on during their Wednesday School assignment. If students finish with their assignments, the monitor will give students designated writing assignments. Failure to attend a Wednesday School session, to arrive on time, to not complete assigned work, or to be removed from Wednesday School for disciplinary reasons will result in the assignment of more sessions of Wednesday School or In-School Restriction/ Out-of-School Suspension. The originally assigned Wednesday School will still be required to be served.

ALTERNATIVE IN-SCHOOL RESTRICTION (ISR) – This is a disciplinary tool used by our district at the Principal’s/Dean of Student’s discretion. This allows the student the opportunity to keep up with his/her schoolwork. On dates of in-school restriction, students are not to be in the high school areas, other than the office, nor attend any extra-curricular activities.

OUT OF SCHOOL SUSPENSION - The school administration may suspend a student from school for reasons outlined in the student code of conduct. During suspension students are not allowed to be on school grounds or attend any extra-curricular activities. If students complete work during the OSS, credit will be given immediately upon their return. Days in OSS will count as days absent for attendance purposes. Suspension procedures are further outlined in Administrative Guidelines of MGEVSD.

EMERGENCY REMOVAL - In cases where students can not continue in the regular school setting, the administration may use this disciplinary action with parent/guardian notification. All time missed due to being emergency removed will be considered unexcused.

EXPULSION - In certain cases the superintendent may remove a student for more than 10 days and up to 80 days. During expulsion periods students are not to be on school grounds or attend any school events. All work missed will result in 0’s. Expulsion procedures are further outlined in the Board of Education Policy on our webpage.

OTHER – Any time that school is cancelled, alternative in-school restrictions, out of school suspensions and/or expulsions are extended for another day.
STUDENT GUIDELINES

ADMINISTERING MEDICINES TO STUDENTS / CLINIC

Due to the fact that the Board of Education has taken a strong stand against drug abuse in school, and realizing that there may be cases when students must take prescribed or over-the-counter medication during the school day, the following set of guidelines have been adopted to deal with this situation:

1. Internal medication (including over-the-counter medicine such as aspirin) must be given only by written order of a physician or parent/guardian.
2. All medication should be brought to school office by parent/guardian in a properly labeled container - student’s name, doctor’s name, drug name, dosage, date, and any directions for administering the medication. Students are not to keep medication with them at any time.
3. In all cases, a copy of the Administration of Medication Form, available from the high school office, must be filed with the principal whenever medication must be taken at school. A note from a parent including the appropriate information may be used in lieu of the form.
4. Medication should be delivered and picked-up by parent/guardian. Students should not be responsible for transporting medication.
5. The High School Clinic is located in the guidance office area, and will be used at the discretion of the office until parent contact of an ill or injured student is made.

BOOKBAGS

Bookbags, backpacks, gym bags, purses, etc., are for carrying books and supplies to and from school. They are not to be used to carry books to class and are to be left in the student lockers during the school day.

CAFETERIA

Lunch at Mount Gilead High School is “closed”. Students are not permitted to leave the school grounds during the day without permission from the principal or office staff. Any discipline problems in the cafeteria will generally lead to detentions or Wednesday School assignments. In addition, food items are not to be delivered from outside eating establishments during lunch without prior approval from the office. All students must remain in the cafeteria unless permission is granted by a supervisor.

CHANGE OF ADDRESS

If a student should move, change telephone numbers or have a change of last name during the school year, he/she must notify the office immediately.
CHILDREN

Students who are mothers or fathers should understand that the school is not the proper place to bring their child to “show them off.” This should be done off of school property after regular school hours.

COOKIE SALES / VENDING MACHINES

Cookie sales and vending machines areas are privileges for the student body of MGHS. But, as with any privilege, they can be lost if not handled properly. Cookies will be sold and pop machines will be available for use only before and after school. Juice machines will function during non-lunch hours.

The consumption of food items must follow the rules and regulations of each classroom teacher. If the office is informed of any problems related to school food sales, it may lead to loss of these privileges. Tardiness to class, littering, or other problems arising from these areas may result in their loss.

DELIVERIES

The goal of the staff is to maintain an educational atmosphere free from daily interruptions. Deliveries to students can cause interruptions to the educational process. With this in mind, the high school will neither receive nor deliver articles to students such as flowers, candy, balloons, gifts, etc. Any sports or club related items should be given to the coach or advisor of the activity to be distributed after school hours.

DRIVER’S LICENSE REVOKED

State law now reads that a student’s driver’s license will be revoked for excessive truancy, dropping out of school, or being suspended for drugs or alcohol. (HB 204). In addition, when a student of compulsory school age withdraws from school, the Superintendent must notify the registrar of motor vehicles and the juvenile judge in compliance with O.R.C. 3319.321 at which time time driver’s license/permit will be revoked.

EMERGENCY DRILLS

Located in each room is a chart explaining the exit routes for fire and tornado drills. Periodically, throughout the year, fire, tornado, emergency exit and lock-down drills will be held. Students should carefully follow the directions of the teacher during these drills/emergencies. In addition, state mandated emergency evacuation drills will be conducted throughout the school year.

EMERGENCY MEDICAL FORMS / ALL SCHOOL FORMS

The emergency medical form must be filled out and returned to ‘A’ Block teachers during the first week of school. The State of Ohio has informed all schools that emergency medical forms must be on file for all high school students. In addition, most of the opening of school forms will be completed electronically via ecollect through your PowerSchool Parent Account. Emergency information is kept in the high school office, as well as on-line for use in case of emergency.
HALLS AND RESTROOMS
Ample time is given between classes for locker and restroom visitation. If class time is to be used for going to the restroom, a student should obtain permission from his/her instructor and have a hall pass in his/her possession. Hall passes are to be used to go to intended destination only.

HAZING AND BULLYING
According to Ohio law hazing is prohibited. Hazing is any act that causes or creates a substantial risk of causing mental or physical harm to any person.

Bullying is defined as, “an intentional written, verbal or physical act that a student has exhibited toward another student more than once, and the behavior causes both mental or physical harm which is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.”

No administrator, staff member, or student shall encourage, permit, condone, plan, tolerate, or engage in any hazing or bullying activities. Any person who does not abide by this policy may be liable for disciplinary action or civil and criminal penalties in accordance with Ohio law. Any act of hazing/bullying or planned hazing/bullying shall be reported immediately to the building principal or to the superintendent. See official Board of Education Policy on pgs. 43-44 dealing with hazing and bullying.

LIBRARY MEDIA CENTER
The M.S./H.S. Library Media Center is transforming into our new SUCCESS CENTER. High school students will use this area for on-line CCP courses as well as peer tutoring. The Success Center will still be used as an instructional and resource extension of each classroom. Books, digital books, e-readers, magazines, audio-visuals, reference materials, computers, internet and online databases are some of the materials available in the library media center.

Students who need to use the Success Center for research or to acquire educational resources will need sign in from study halls. This facility will have limited space for students from study hall and should only be used when there is a specific need which cannot be accomplished in S.H.

Books may be borrowed for two weeks and may be renewed as often as needed, unless reserved by another user. To instill responsible habits and ensure availability of materials, once an item is more than two weeks overdue, students are assigned a detention. (If students return materials at that time, they are not required to serve the detention.)

LOST AND FOUND
A “Lost and Found” is accessible in the office. Articles that are found should be returned to one of the secretaries in the office. Any articles remaining in the Lost and Found at the end of each semester will be disposed of by the office.
OUTERWEAR
Clothing which is considered outerwear, i.e., coats, jackets, mittens, hats, etc., are meant to protect students from weather conditions. During the school day these items should remain in lockers except as needed when traveling to the VoAg area.

PUBLICATIONS
Non-school sponsored publications are not permitted as per Board Policy. Any school-sponsored materials must have prior administrative approval before distribution. These publications may not contain any racial, slanderous, profane, or unacceptable material, which could incite others to damage property, physically harm others or disrupt school activities or the educational process.

PUBLIC ADDRESS ANNOUNCEMENTS AND BULLETIN BOARDS
A faculty advisor must approve all PA announcements. Student use of the school’s various bulletin boards must have prior approval of the principal.

SALES AND SOLICITATIONS
A. No notices, advertisements, or posters of any type on behalf of persons or organizations not officially connected with the school, shall be distributed or displayed, except by permission of the principal or his/her designee.
B. No person shall sell or offer for sale within the school building or on school property any articles or services or solicit contributions except those approved by the Superintendent or the Board of Education. A school activity may be authorized by the building principal or activity director.

SCHOOL DANCES
1. All dances are closed dances. This means that only students enrolled at Mount Gilead High School and their dates can attend. If a student who is not a member of the Mt. Gilead student body is to attend a dance, the visitor must be registered at the office by the end of the school day on Thursday. No guests will be registered at the dance. Students may not register more than one date and must arrive and remain with registered date during the dance.
2. Any guest must be at least a freshman level student and no older than 20 years old. They must be in good standing at their home school. If the guest is a graduate, he/she must have left his/her institution in good standing – not having left for disciplinary reasons, i.e., suspension, expulsion, etc.
3. During the dance, students are not allowed in any parts of the high school except the dance area and restrooms.
4. Adequate lighting in the dance area must be provided. Tampering with lights will be reason for removal from the dance. The sponsor of the dance will be responsible for the level of lighting.
5. Anyone leaving the dance will not be readmitted unless special permission is granted by the principal or her designee before the student leaves. No students or guests are to remain on school grounds after leaving the building.
6. School Board policy pertaining to narcotics, alcoholic beverages, drugs, tobacco and smoking will be enforced.
7. All rules in the student code of conduct (student handbook) will be followed. This includes, but is not limited to rules of public display of affection and dress code. “Bare midriffs and bare shoulders are not permitted for male and female students. No tank style tops are permitted — all tops must have sleeves and any clothing which shows undergarments, chest, cleavage, buttocks or belly will be considered inappropriate.” Dress code rules must be maintained throughout the dance. (Prom and formal dances will be covered under special dress code rules for those occasions.)
8. Dancing must be appropriate and in good taste. No suggestive, lewd, or “bump and grind” type dancing will be permitted.
9. In case of school cancellation, any scheduled dance will be canceled as well.
10. No dance will be held without coverage of 2 male and 2 female faculty chaperones. Additional parent chaperones are suggested. It will be the responsibility of the dance supervisor to give chaperone names to administration by the Wednesday preceding the dance so that he can distribute dance guidelines to chaperones are suggested. If chaperones have not been secured by Wednesday, or if adequate chaperones do not attend the dance, it will be canceled. Only preapproved chaperones will be permitted to stay.
11. It is not required to employ police coverage for dances, however, supervisors should contact local law enforcement to alert them to dance date and time for spot checks by on-duty officers. In addition, if officers are not contracted, it is the responsibility of the advisor to provide adult supervision to parking areas.
12. The Principal and/or dance supervisor reserve the right to deny entry to any student, guest, or chaperone, and to request any individual to leave during the dance.

**SCHOOL LOCKERS**

Many times during the school year we are faced with situations of damage of, or theft from, lockers that could have been avoided if the locker remained locked and the combination not given out. It is a direct violation of school rules to “rig” or fix a locker so that it will not lock! Any incident that occurs to a student’s personal and school items, as the result of a “rigged” locker will not be dealt with favorably by the office. Most, if not all, such incidents can be avoided if you keep your locker locked and the combination secret. Each student is assigned his/her own locker. **No switching or sharing is allowed.** This may result in detentions or Wednesday School. We have your locker number on file, and you must be using that locker in case we need to locate your books or personal items for you. Make sure that you follow this policy. Lockers are the property of the school and may be inspected by the principal or designated personnel if deemed necessary.

Students are discouraged from bringing valuable belongings to school, as the school cannot be responsible for loss or damage of personal property.
SKATEBOARDS

Skateboards, roller blades, roller skates, wheeled shoes, etc. are prohibited on school grounds during the school day or during any school activity. This includes the elementary and middle school properties as well as the high school.

STUDENT DRIVING REGULATIONS

The following are rules and regulations for student drivers at Mount Gilead High School.

Students:
- must abide by the speed limit of 10 m.p.h.;
- must correctly park their vehicles in school designated parking areas;
- are prohibited from parking in any off-street parking areas;
- may not go to their cars during the school day without permission from office;
- may not remove their vehicles from the parking lot during the school day;
- must register their vehicle with the office and purchase a tag annually. Tags must be displayed from the rearview mirror;
- will pay a minimal fee to cover the registration tag;
- must park in student-designated areas only;
- must park within the boundaries of each row;
- must have a valid driver’s license;
- must have parent’s signature on registration form;
- all vehicles parked in the school parking lots must be covered by liability insurance.

The Mount Gilead Exempted Village Schools will not be held responsible for any damages, loss or vandalism while vehicles are located on school grounds. Students are encouraged to lock their cars. If tag is stolen, it is the student’s responsibility to buy a new one. Any violation of these rules could result in:
1. Detentions, Wednesday Schools, Suspensions or Expulsions;
2. Driving privileges revoked (up to 2 weeks or as much as the remainder of the school year);
3. Car towed at owner’s expense.

STUDY HALL

Study halls are organized to provide a quiet place to work on school assignments under the supervision of staff assigned to this responsibility. **Students must come prepared to study during this time.** Books and other necessary supplies **must** accompany the student to study halls. Students who disrupt the quiet atmosphere of a study hall may be subject to disciplinary action. Personal electronic devices, lasers, personal technology devices, headphones, playing games or cards, eating and/or drinking and sleeping are not permitted in study halls. School assigned technology may be used for curricular reasons during study halls.
TECHNOLOGY EQUIPMENT
Students must assume responsibility for the proper use and maintenance of these tools. If a student loses or damages technology equipment, the student will be required to pay for the repair or replacement of the equipment.

TECHNOLOGY USAGE FORMS
A Technology Proper Usage Form must be completed by each student and turned in to the “A” block teacher before access to computer usage will be granted. Improper usage will result in denial of school technology privileges in addition to possible further disciplinary action.

TEXTBOOKS
For most classes during the school day, textbooks will be loaned to students. Each book is registered with a number and the student assumes responsibility for the textbooks loaned to him/her. If a student loses or damages a textbook, the student will be required to pay for the repair or replacement of the book. Some texts are now available in an on-line version for student use.

VISITORS
The school administration requests that all visitors register through the school office. The term ‘visitor’ applies to any person walking into the building to see a student or faculty member as well as a person brought to school by one of our students.

The principal must be contacted in advance if any student wishes to have a visitor spend the day at the high school. Visitation is normally limited to those students investigating our school as an option. A visitor may be admitted for a maximum of one school day. However, no visitor will be permitted to stay an entire day unless he/she is an out-of-state visitor. The principal reserves the right to refuse any visitor or to allow a visitor under extenuating circumstances.
ACADEMIC INFORMATION

ACADEMICS

Any course in which a student receives both a grade and credit toward graduation will be averaged in the student’s G.P.A. Any credits earned under a pass/fail basis will count toward graduation credits; however, will not count toward a student’s G.P.A.

ASSIGNMENTS TO GRADE LEVEL

Students are assigned to grade levels based upon their first year attendance at the high school.

Grade Level Classification:
- Grade 9 = 1st year attendance
- Grade 10 = 2nd year attendance
- Grade 11 = 3rd year attendance
- Grade 12 = 4th year attendance

Students must clearly understand that graduation is not determined by class assignment, but is based upon completion of requirements/credits.

AWARDS PROGRAM

Inquiries concerning the numerous subject area awards can be obtained from the classroom teachers. In addition to subject area awards, certificates are issued for the following areas:

1. Scholar Athlete Awards
2. Scholarships-College
3. Academic Awards – Students who receive a 3.5 grade point average for any three quarters of an academic year will receive an academic letter. Awards decided by final quarter will be recognized during the following summer through the mail and media.
4. Individual Staff Awards

Honors Diplomas – A student from Mount Gilead High School who completes the college preparatory curriculum in the high school shall meet at least seven of the following eight criteria:

1. Earn four units of English;
2. Earn four units of mathematics, which shall include at least the competencies obtained in Algebra I, Algebra II, and Geometry, and another higher level course;
3. Earn four units of science including chemistry and an addition upper level lab science;
4. Earn four units of social studies;
5. Earn either three units of one foreign language or two units of each of two foreign languages;
6. Earn one unit of fine arts;
7. Maintain an overall high school grade point average of at least 3.5 on aour-point scale up to the last grading period of the senior year; or
8. Obtain a composite score of twenty-seven on the American College
    Testing program’s (ACT) tests or a score of 1210 on the Scholastic Assessment
    Tests (SAT), excluding scores from the writing sections.

Diploma with Honors requirements pre-suppose completion of all high school
diploma requirements in Ohio Revised Code.

**COLLEGE CREDIT PLUS PROGRAM**

Mount Gilead students will have the opportunity to earn both high school and
college credit in a variety of methods. Students may take courses at a college or
university, may choose an on-line option, or may enroll in courses taught by MGHs staff
who are approved adjunct professors, in our new CCP Academy. Courses taken for high
school credit will be used in calculating grade point averages and class rank. See Mr.
Hosack for more information or visit the guidance website for a complete listing of CCP
requirements.

**CCP COURSES AND WEIGHTED GRADING**

Beginning with the class of 2020, CCP courses only in subject areas that are currently
weighted at MGHS will receive weighted grades. The following classes are currently
weighted when offered: *All AP courses; Trigonometry; Calculus; Spanish III; Physics.*
According to the Ohio Department of Education, “If the school does not have a weighted
honors, AP, or IB course in the subject area, then the school CANNOT weight CCP
courses in that subject area.”

**COLLEGE VISITATIONS**

The guidance office schedules various college visitations during the school year.
Juniors and seniors are encouraged to attend different sessions in order to get an overview
of the types of colleges available. In addition to school visits, students should make plans
to visit the college prior to making a college choice. Students may be excused from
school by obtaining a prearranged absence form and are limited to two excused visits
during their senior year and one excused visit during their junior year.

All college visitations must be completed each year before May 1st. No more than
two students may be excused to go to the same college or institution on the same day.
College visitations will be discouraged the day before or after a school vacation. Students
are also required to bring a note back from the college admissions office. With special
request from the college or university, seniors may be excused for one college visitation
for special orientation sessions scheduled after the May 1st deadline. This requires
permission from the Principal and Guidance Counselor.
EARLY GRADUATION

In the majority of cases, it is in the best interest of students to complete twelve full grades of formal schooling. Requests for early graduation will be reviewed on a case-by-case basis by administration. Procedures and requirements for early graduation are outlined in Board of Education Policy. See your Guidance Counselor for details.

EXAMS

1. The exam periods are scheduled to last 1 ½ hours and students are expected to remain in the examination room during this time. Students will be permitted to leave the room only for emergencies and WITH A HALL PASS.
2. A schedule has been posted and it is the responsibility of each student to know the exact time of each exam and to be in attendance at all classes, examination periods, and study halls.
3. If an exam is missed, personal contact with a parent or guardian and a professional excuse will be required. Car trouble, traffic problems, oversleeping, etc., are not valid excuses for missing an exam.
4. Students who are tardy will NOT be admitted to take the exam. These students should be sent to the office. They will stay in the office during the exam period and make up their test during the make-up times for exams. Students who do not show up for exams, with no valid excuse, will be considered truant and will not have completed course requirements. They will not receive credit in the course.
5. The library and auditoria will be quiet study areas provided for students.
6. The regular bells will be turned off and students will be released by a manually rung bell. Warning bells will ring five minutes before each exam period. Please make sure that you are in the examination and ready to take the exam upon the final bell.
7. In order to pass for the semester, the student must receive passing marks in 2 of the 3 possible grades. (Two nine-week grades and one semester exam.) Students who skip an exam without permission will receive an ‘F’ as a course grade and no credit awarded.
8. IN CASE OF SCHOOL CANCELLATION FOR INCLEMENT WEATHER, THE EXAM SCHEDULE WILL RESUME WHERE IT WAS INTERRUPTED ON THE FIRST DAY BACK TO SCHOOL.
9. Semester exam grades count 20% of the semester grade.
10. Students may be excused, with written permission from parent or guardian, from any period they are not taking an exam. Notes must be submitted to the office prior to absence and students must leave school grounds. This process will also be employed for ACT testing day.
11. Buses will only run at their regularly scheduled times. It is the responsibility of students to provide their own transportation at other times of the day.
12. The cafeteria will not be serving lunches during exam days.

GRADE CARDS, INTERIM REPORTS, ON-LINE GRADES

Grade cards and interim reports are periodic reports of your academic progress in school. Grade cards are issued each nine-weeks period. Interim reports on each student
will be made available to the parents at the end of the fifth and fourteenth week of the each semester. Grade cards will also indicate the attendance and tardiness of each grading period. In addition, parents and students may view their academic progress in classes at any time during the grading period via our on-line PowerSchool program. Any request for quarter or final grade or credit review or change must occur within 2 weeks of grade card distribution date and must be initiated with the teacher giving the grade.

**GRADING POLICY**

<table>
<thead>
<tr>
<th>GRADE</th>
<th>POINT VALUE</th>
<th>WEIGHTED POINT VALUE</th>
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</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.33</td>
<td>5.33</td>
</tr>
<tr>
<td>A</td>
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<tr>
<td>A-</td>
<td>3.67</td>
<td>4.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td>4.33</td>
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<tr>
<td>B</td>
<td>3.00</td>
<td>4.00</td>
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<tr>
<td>B-</td>
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<tr>
<td>C+</td>
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<tr>
<td>C-</td>
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<tr>
<td>D+</td>
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<td>1.00</td>
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<tr>
<td>D-</td>
<td>0.67</td>
<td>1.67</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Any course in which a student receives both a grade and credit toward graduation will be averaged in the student’s GPA. Any credits earned under a pass/fail basis will count toward graduation credits but not toward a student’s GPA.

Individual course grades are based on a 100 point scale with plusses and minuses being used. The Point Value Scale is used when calculating GPA (grade point average) and determining class rank.

To figure final grades, exam percentage grades are added to each nine weeks percentage doubled. Thus, exam grades count one fifth of the total course grade.

**GRADUATION / SENIOR ACTIVITIES**

The participation in the graduation ceremony and senior end of year activities is a privilege. All students wishing to participate, must have met all curricular/testing requirements by the State of Ohio and the Mount Gilead Board of Education. In addition, the payment of all obligations, financial and disciplinary, to the district, must be made, attendance at graduation practice is mandatory, and students must refrain from misconduct prior to graduation are prerequisites to the student’s participation in the all senior end of year activities and the graduation ceremony.
GRADUATION REQUIREMENTS

In order to graduate from Mt. Gilead High School, students must complete a program of study equivalent to 24 credits toward graduation. In addition to accumulating the 16.5 course requirements listed below, students must complete 7.5 additional credits of electives.

Course Requirements:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
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</tr>
<tr>
<td>Math</td>
<td>4*</td>
</tr>
<tr>
<td>Science</td>
<td>3</td>
</tr>
<tr>
<td>Soc. Studies</td>
<td>3</td>
</tr>
<tr>
<td>Health</td>
<td>.5</td>
</tr>
<tr>
<td>Phys. Ed.</td>
<td>.5</td>
</tr>
<tr>
<td>Transitions</td>
<td>.5***</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>1**</td>
</tr>
</tbody>
</table>

Total Course Requirements = 16.5 Credits
Elective Courses Required = +7.5 Credits
Total Graduation Credits Required = 24 Credits*

*Must include 1 unit of Algebra II
**Must have 1 credit of Fine Arts except students in a career technical course of study
***Financial Literacy graduation requirement included within curriculum

The class of 2021 and 2022 will be required to earn a cumulative passing score of 18 on AIR end of course exams. Tested areas are: Biological Science; American History; Government; Algebra; Geometry; English 9 and English 10.

For the class of 2023 and beyond, students must be competent on both the Algebra I and English 10 AIR end of course exams. Other tested areas, Biology, Geometry, American History, and Government, will still be required and will help students earn required seals. Students will need to earn 2 seals (at least one seal must be a State Seal) of the following seals:

State Seals: OhioMeansJobs Readiness; Industry-Recognized Credential; College-Ready; Military Enlistment; Citizenship; Science; Honors Diploma; Seal of Biliteracy; and Technology.

Local Seals: Community Service; Fine and Performing Arts; and Student Engagement.

GUIDANCE AND COUNSELING

Guidance services are available for all students attending Mount Gilead High School. Students are encouraged to make frequent contact with the school counselor regarding academic concerns, personal counseling, large group programs, testing, orientation to school, career guidance, and information about post-high school plans.

Students may see the guidance counselor anytime (preferably during a study hall). Students are welcome to make arrangements for appointments through the secretary if the counselor is out of the office.
HONOR ROLL
The honor roll is tabulated at the conclusion of each nine-week grading period. Grades earned in academic courses are used in determining the honor roll. Three types of honors are awarded to students using the following classifications:

1. Superintendent’s Academic Honor Roll - 4.33-4.00
2. Award of Academic Distinction - 3.5-3.99 (no D, F, I, only 1 C)
3. Academic Merit Roll - 3.0-3.49 (no D, F, I, only 1 C)

INCOMPLETES
When an incomplete is received in a subject, at the end of a 9-weeks grading period, the student is given a maximum of 10 school days to complete the work or the incomplete grade will convert to an F.

MILITARY
Necessary military visitations will be counted as college visits with permission from parent and verification from recruiter. This will be limited to two during the senior year and one during the junior year.

As required by law, the school is obligated to release directory information on all students to military personnel unless otherwise requested by parent or legal guardian.

NATIONAL HONOR SOCIETY SELECTION PROCEDURES
Qualified students are selected for National Honor Society membership by a majority vote of the faculty committee on the basis of scholarship, character, leadership, and service. To be eligible for induction, a student must accomplish the following steps in the selection procedures.

1. Have earned a minimum 3.5 non-weighted grade point average.
2. All faculty members are invited to evaluate you on character, leadership and scholarship. They must have had contact with you in class or in an extracurricular activity to evaluate you. You must attain a rating of 80% or more of the maximum points allowed from the categories evaluated.
3. Qualifying students are required to select three (3) references who can best evaluate you on character, leadership, and community responsibilities in community service (teachers, relatives, school counselors, and school administrators may not complete a reference form). All forms will be kept strictly confidential. You must attain a rating equal to 80% or more of the maximum points allowed on the community reference forms.
4. Must have actively participated in five or more school and community related activities. Any combination of 5 activities will be accepted but you must have at least one in either category. Ideally, there should be
an even balance between the two. Any service for which you get paid is not considered community service. School advisors and community supervisors must initial any activities on the school/community service form.

5. Must complete an essay explaining your community service experiences. Grammar, punctuation, spelling and content will be evaluated with a rubric.

6. To maintain membership in NHS, the student must maintain a 3.5 non-weighted GPA and must participate in approved chapter service projects as well as perform individual service projects (totaling 20 hours of community service).

7. Members not fulfilling service obligation will be given written warning, may not be allowed to participate in further NHS activities, may not wear the NHS colors for end of year activities, and/or may be dismissed from NHS.

8. A violation of the NHS Code of Conduct will result in a warning or removal from the NHS depending upon the circumstances involved. A second violation of rules will result in a hearing in front of the NHS Advisory Council and possible removal from the Honor Society. This decision will also rest in finality with the NHS Advisory Committee.

9. Any member with a non-weighted GPA of less than a 3.5 at the end of a semester will be placed on probation. If the member’s non-weighted GPA remains below a 3.5 during the next grading period, that member will be granted a hearing in front of the NHS Advisory Council with possible dismissal from the National Honor Society. This decision will also rest in finality with the NHS Advisory Committee.

10. All Junior members will be reevaluated at the beginning of their Senior year by the MGHS faculty members. The results of these evaluations will determine continued membership.

**PBIS: Positive Behavioral Interventions and Supports**

PBIS is an evidence-based framework designed to help the community, parents, staff, teachers, and students achieve the most positive outcome in and out of school. The state of Ohio adopted PBIS as part of House Bill 318 (Supporting Alternatives for Fair Education SAFE). All Ohio schools continue to work to implement the interventions and supports described by the PBIS framework. At Mount Gilead High School, our matrix of positive behaviors help both staff and students understand what expectations we hold. Through daily interactions, monthly rewards, and whole school rewards, the staff and faculty support students’ positive behaviors.

The PBIS Matrix for Mount Gilead High School, “The Three R’s of Indian Pride” can be found below.
### SCHEDULE CHANGES

Every effort is made on the part of the principal, counselor, teachers, parents and students to determine the most appropriate course of study. Once schedules are completed in June for the following school year, changes may only occur with appeal to the Principal. Withdrawal from courses during the school year may be justifiable under certain circumstances. The following policy guidelines should be followed whenever decisions are made regarding withdrawal from courses on the student's schedule.

1. After completing the scheduling process withdrawals may only take place with the agreement of the teacher, parent and guidance counselor, and only for curricular reasons.
2. Students may not drop a course after the 5th day into a semester.
3. Dropping a class after the 5th day into a semester will result in the student receiving an "F" as a final grade.
4. Under special circumstances (i.e. medical excuse from physical education), the principal, counselor, teacher and parent, in collaborative agreement, may withdraw a student from a class.

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<table>
<thead>
<tr>
<th>CLASSROOM</th>
<th>RESPONSIBLE</th>
<th>RESPECTFUL</th>
<th>REMARKABLE</th>
</tr>
</thead>
</table>


| RESTROOM | Use good hygiene. | Maintain a clean and healthy shared environment. | Inform staff of inappropriate use and behavior, and of custodial issues. |

| OFFICE | Have a purpose for being there. Communicate clearly and courteously. | Wait patiently until acknowledged. Be considerate of the office staff. | Ask politely for what you need. Thank staff for assisting you. |


STUDENT FEES AND OBLIGATIONS

School fees are set by the Board of Education. Fees are to be paid when students pick up their schedule for the new school year. Before a student can graduate, or records can be transferred or released from Mount Gilead High School, all textbooks, equipment, fees, and obligations must be turned in to the appropriate school personnel.

STUDENT WORK

Students are to be in school the entire school day from 7:45 am. until 2:45 pm. unless they are part of a special school program such as: Tech Prep Program; College Credit Plus Enrollment; Mentorship and Community Service Classes; C.B.I.; or Ag. Business Technologies. These are the only programs approved by the school that allow students to leave during the day. Proper sign-out procedures must be followed.

TESTS, REPORTS, EXAMS, AND HOMEWORK MAKE-UP

Students must complete all assigned tests, reports, exams, and homework in order to receive a grade for coursework attempted. Failure to complete assigned material may result in receiving an “F” in the class and credit may not be awarded for the 9-weeks and/or semester. Students, under special situations, such as an extended illness, should make up work assigned during their absence within the approved time line set up by the instructor and/or principal. If the assigned work is completed during this approved time line (which is one day for each absent day), the student will be eligible to receive a grade and credit for the course. It is the students’ responsibility to contact the teacher to make up the missed work. Students should turn in classroom assignments to the teacher personally. Teachers are not responsible for assignments left on their desks, in their mailboxes, or in their rooms. Students may acquire assignments during extended illnesses by contacting the office.

TRANSCRIPTS / STUDENT RECORDS

A transcript is a summary of all grades and credits earned while attending high school. Colleges, technical schools and employers usually require that an official transcript be mailed to them before a student can be accepted. The Federal Privacy Laws require that the parent, legal guardian, or student, if 18, sign a permission form before this document can be mailed. Upon request, unofficial transcripts and a student’s cumulative file are available to parent, legal guardian, or student, if 18. Requests must be made in writing.

VALEDICTORIAN/SALUTATORIAN

The class rank is calculated at the conclusion of each semester. Rank is based on a student’s accumulated grade point average of final semester grades. Class rank is weighted and all students are ranked.

The valedictorian will be the student with the highest grade point average. The salutatorian(s) will be any student with a 4.00 grade point average or better. Beginning with the class of 2021, in order to be considered as a Valedictorian or a Salutatorian,
students must meet the requirements for an Honors Diploma or a Career Tech Honors Diploma from the State of Ohio. The Valedictorian/ Salutatorian will be selected after midterm of the 4th nine-weeks for recognition for Senior Awards Night and Graduation. Any changes in Val/Sal ranking upon receipt of final grades, will be reflected on final transcript.

WITHDRAWAL FROM SCHOOL

Any student who will be leaving Mount Gilead High School to attend another school must stop in the office and complete the withdrawal procedures. It is necessary that all obligations be cleared and that he/she provides the school with written permission to forward his/her school records to another school or employer. When a student intends to withdraw from school, he/she should bring his/her parents to school on or before the last day of attendance.

18 YEAR OLD STUDENTS

Upon reaching the 18th birthday, students will remain subject to the same rules as younger students. All forms and notes will require parent or legal guardian signature.

Always remember the 3 R’s of Indian Pride:

Be RESPONSIBLE!

Be RESPECTFUL!

Be REMARKABLE!

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PROGRAMS OF STUDY

THE MOUNT GILEAD PROGRAMS OF STUDY ARE BASED ON THE FOLLOWING COMPONENTS:

1. Two years of basic studies in grades 9 & 10 (core curriculum);
2. Development of an Individual Career Plan;
3. Declaring a program of study for grades 11 and 12 based on career interest and abilities;
4. Concentrated two year study in the chosen program during the 11th and 12th grades.

This requires students to work in the core curriculum in grades 9 and 10 learning the basics in math, science, English and social studies. Near the middle of the tenth grade, students must be prepared to decide what major program of study will be followed their last two years. There are two choices: Post High School Training or Career Tech. Once this choice is made, students then complete their last two years of high school, concentrating on courses related to their program of study. These courses prepare students to successfully enter college, technical schools or the work force. Within those two major choices there are several options, which are listed below.

i. Post Secondary Training
   1. College Preparatory
   2. Technical Preparation
      a. Digital Media Technologies
      b. Agricultural Technologies

ii. Career Tech
   1. Tri-Rivers Career Center
   2. C.B.I. work related skills

MOUNT GILEAD HIGH SCHOOL

FLEXIBLE CREDIT PROCEDURES

1. Students must maintain full-time student status at MGHS, in order to participate in any form of flexible credit. This includes, but is not limited to mentorship, credit recovery, summer school (when available), CCP, and any other approved flexible credit options.
2. The Board will accept all transcript credits from other school districts, all postsecondary option credits, college dual enrollment credits, college credit plus credits, and the following approved recovery credit options:
   *On-line provider: Apex Learning
   *Summer School: Mount Gilead Summer School – when available
   *Life Experience Credits: Community Service / Mentorship Credit

Any additional providers may be approved at the discretion of the Guidance Dept., Principal, or Superintendent, pending evaluation of courses. All programs must be accredited by the Ohio Department of Education and accepted by NCAA standards.

*All courses will be at the expense of the student and recovery credit grades will be P/F.
3. All eligibility standards for MGEVSD and OHSAA must be adhered to.
4. All appeals will be the responsibility of the Superintendent. All appeals must be made in writing.
STUDENT ACTIVITIES & ORGANIZATIONS

INTERSCHOLASTIC ATHLETICS

Mount Gilead High School participates in the Knox Morrow Athletic Conference. This Conference consists of the following schools; Cardington, Centerburg, Danville, East Knox, Fredericktown, Highland, Mount Gilead, and Northmor. Beginning in 2022-2023 sports seasons, Highland will no longer be a member of the KMAC and Loudonville will be an affiliate member in football and wrestling, only.

Mount Gilead has possessed a very rich tradition in athletic competition throughout the years. Varsity athletic teams may be fielded in the following areas:

<table>
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<th>Fall Sports</th>
<th>Winter Sports</th>
<th>Spring Sports</th>
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<tbody>
<tr>
<td>Boys</td>
<td>Girls</td>
<td>Boys</td>
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<tr>
<td>Cross Country</td>
<td>Cross Country</td>
<td>Basketball</td>
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<td>Golf</td>
<td>Volleyball</td>
<td>Swimming</td>
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<td>Football</td>
<td>Cheerleading</td>
<td>Wrestling</td>
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<tr>
<td>Golf</td>
<td>Bowling</td>
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(These sports will only be considered OHSAA and Mt. Gilead team sports if numbers are sufficient to support a team.)

GUIDELINES FOR ATHLETIC TRAINING RULES

All athletes of Mount Gilead High School must read and sign the statements presented to them in the Athletic Code of Conduct for their respective sports in addition to following all rules and regulations set forth by individual coaches.

CLUBS AND ORGANIZATIONS

An important part of achieving a successful school experience is becoming an active member in some of the extracurricular activities that are available. Colleges and employers are interested in selecting students that have demonstrated the willingness to improve themselves and the organizations they represent. Therefore, it is important for students to be willing to contribute some of their abilities and ideas by becoming active club members. Some of the clubs and organizations that may be offered to students are:

- Art Club
- Drama
- BPA (vocational)
- CBI - Skills for Success (CBI-vocational)
- FFA (vocational)
- In The Know
- JOG (vocational)
- Mizpah Staff
- Key Club
- Philosophy Club
- Spanish Club
- Student Council
EXTRACURRICULAR/CO-CURRICULAR/INTERSCHOLASTIC ELIGIBILITY

The ultimate goal of every student at Mount Gilead High School is to graduate from high school and move on to other goals. One of the highest priorities in every student’s mind is to maintain his/her academic eligibility.

Students must be in school by 8:45 a.m. and remain in school the entire day, in order to participate that night in a game, practice, activity or attend an event. Extenuating circumstances will be considered and judged by the Principal or Assistant Principal.

1. Regular standards of athletic eligibility will be governed by the rules of the Ohio High School Athletic Association. Any questions concerning this should be directed to the Principal, the Assistant Principal/Athletic Director.

2. A student, to be eligible for any activities, must have maintained at least a 2.0 grade point average for the preceding grading period.

3. In addition, for a student to be eligible for athletics, the student must be currently enrolled and must have been enrolled in school the immediately preceding grading period. During the preceding grading period, the student must have received passing grades in classes that equal 2.5 credits. Furthermore, if a student enrolled in high school attains the age of 19 before August 1, the student shall be ineligible for athletics the following year.

4. New ninth grade students must have passed a minimum of five of all subjects carried the preceding grading period in which student was enrolled, in addition to the 2.0 grade point average requirement in order to be eligible for athletics during 1st marking period of that ninth grade year.

5. Summer school grades earned may not be used to substitute for failing grades from the last grading period of the regular school year. Tutoring or examinations to complete the preceding grading period requirements are permissible provided that privilege is accorded to every student and the inability to complete required work on time is due to illness or accident verified by a physician.

6. Academic probation may be granted upon request by the student’s parents to the athletic director and upon acceptance of an acceptable plan for academic improvement. A conference with the parents, student and athletic director is required. Probation will be granted a maximum of one (1) time in the middle school and two (2) times in the high school, but no more than once in a given academic year. This probation will be effective for one (1) nine-week grading period and must be requested within the first 2-weeks of any nine-week grading period. Probation can be granted to students who have maintained a grade point average that is less than 2.0. Probation CANNOT be granted for students who have passed less than 2.5 credits.
FUND RAISING POLICIES
AND PROCEDURES

1. All fund raisers conducted by school clubs, classes, athletic teams, activities, etc. must be approved by the Activity Director and/or Principal.

2. Activity advisors must complete proper paperwork prior to the inception of the fund raising project, i.e. purpose and policy statement, project potential form, calendar request form, etc.

3. Class fees of $10.00 per year will be collected from each student to help eliminate fund raising activities for Freshmen, Sophomores, Juniors, and Seniors. Juniors will still have their sales projects to create financial potential for Prom activities. Advisors may schedule service-type activities, i.e. car wash, bake sales, dinners, etc.

4. Clubs and activities may only have ONE sales-type project during any given year (September to August). Only one sales project will be approved at any given time.

Make today a
great day...

The choice is yours!
BOARD OF EDUCATION POLICIES

5516 - STUDENT HAZING

Hazing activities of any type are inconsistent with and disruptive to the educational process, and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to activities or incidents that have occurred on school property. No administrator, faculty member, or other Board of Education employee shall encourage, permit, authorize, condone, or tolerate any hazing activities. No student shall plan, encourage, or engage in any hazing.

Hazing is defined as 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 policy.

Administrators, faculty members, and other employees of the Board shall be alerted to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

The Superintendent shall distribute this policy to all students and Board employees, and shall incorporate it into building, staff, and student handbooks. It shall also be the subject of discussion at employee staff meetings or in-service programs.

Administrators, staff members, and volunteers shall not intentionally remain ignorant of hazing or potential hazing activities.

5517.01 - BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

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 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, on a school bus, 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.

Harassment, intimidation, or bullying means:

A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other
student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or

B. violence within a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless handheld device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

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. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.
Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building principal for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject.
to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

**Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board’s legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

**Reporting Requirement**

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

**Immunity**

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

**Notification**

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

**Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board’s policy and administrative guidelines about aggressive behavior and bullying in general will be age and content appropriate.
Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the building principal to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.