

**McDONALD HIGH SCHOOL
600 IOWA AVENUE
McDONALD, OHIO 44437**

Letter from the Principal

Dear Parents/Guardians and Students:

On behalf of the McDonald High School Administration, Faculty, and Staff, welcome back for the 2019-2020 school year. We look forward to another successful year in academics, arts and athletics.

The information assembled in this Student Handbook is to provide you with an understanding of McDonald High School's policies and procedures. I urge you to read it carefully and discuss the pertinent parts together as a family. Students are urged to use this handbook as a tool to organize daily assignments and activities. Pages 3 and 4 require signatures from the student and parent, please complete this task and return them to school as soon as possible. Please feel free to contact my office if you have any questions about or concerns with the information outlined in this handbook.

The Administration, Faculty, and Staff are committed to doing our best to help each student experience academic, social and emotional growth. With your help and cooperation, this should be an excellent school year.

GO BLUE DEVILS!

Sincerely,

Mr. Gary Carkido
Principal

VICTORY MARCH

**Cheer cheer for McDonald High
Wake up the echoes cheering her name
Send a volley cheer on high
Shake down the thunder from the sky.
Whether the odds be great or small
McDonald High will win over all
While her loyal sons are marching
Onward to victory.**

ALMA MATER

**Oh! Come let's sing McDonald's praise;
And songs to alma mater raise.
While we sing our love to you,
We wear your colors, white and blue.
McDonald High School is our cry!
We laud your glories to the sky,
We strive to do our best for you;
McDonald High School, we'll be true.**

Student/Parent Signature Page

After reading and understanding the Student Handbook:

PLEASE CHOOSE ONE

_____ **I give** permission for my child to be interviewed, photographed and/or videotaped by McDonald Local Schools, members of the news media and other school-approved agencies for publication in news stories, educational and promotional materials for McDonald Local Schools. I understand that my child's name, age, and/or other personal information may be used as appropriate. I also understand that these images may be used for educational purposes to inform the community of school activities, school accomplishments, and educational offerings.

_____ **I do not** give permission for my child to be interviewed, photographed and/or videotaped by McDonald Local Schools, news media and/or other school-approved agencies for publication in news stories, educational and promotional materials for McDonald Local Schools.

PLEASE CHOOSE ONE

_____ **I give** permission for my child's image to be displayed on any McDonald Local Schools website for promotional and/or educational purposes. I understand that my child's name, age, and/or other personal information may be used as appropriate.

_____ **I do not** give permission for my child's image to be displayed on any McDonald Local Schools website for promotional and/or educational purposes.

I hereby release the above named organization, their agents, associates, and other assignees from any and all claim for damages, libel, slander, invasion of the right of privacy, or any other claim based on the use of said material.

(over)

DIRIECTORY PERMISSION OR NOT

PLEASE CHOOSE ONE ____ I give permission for my child’s directory information to be released to the United States Military and /or other non-profit entities

____ I do not give permission for my child’s directory information to be released to the United States Military and/or non- profit entities.

COMPUTER AGREEMENT

As the student I have read, understand and agree to abide by the terms of the foregoing Acceptable Use Policy and Agreement. Should I commit any violation or in any way misuse my access to the District’s computer network and the Internet, I understand and agree that my access privilege may be revoked and School disciplinary action may be taken against me.

As the parent or legal guardian of this student, I have read, understand and agree that my child or ward shall comply with the terms of the District’s Acceptable Use Policy and Agreement for the students’ access to the District’s computer network and the Internet. I understand that it is impossible for the school to restrict access to all offensive and controversial materials and therefore signing this Policy and Agreement and agree to indemnify and hold harmless the School, the District and NEOMIN against all claims, damages, losses and costs or whatever kind, that may result from my child’s or ward’s use of his/her access to such networks or his/her violation of the foregoing Policy and Agreement. Further, I accept full responsibility for supervision of my child’s/ward’s use of his/her access account if and when such access is not in the School setting.

By signing this document, we agree that we have read and understand the handbook as well as the computer agreement.

(Student signature) (Date)

(Parent/Guardian signature) (Date)

Guidelines for Planner Use

- Student's name must be placed on inside of Student Planner.
- Student Planners must be carried with the student at all times.
- Calendar pages are to be used primarily for organization and for planning to succeed.
- Use your planner to write down all homework, projects, and events for which you are responsible.
- Prioritize your work. Finish the most important tasks first and check off each task as you complete it.
- If a student loses the Planner, another one must be purchased in the office for \$5.00.

2019-2020 School Calendar

August

19...Teacher In-Service
20... Teacher In-Service
21...First Day of School
30... No School

September

2...Labor Day –No School

October

12...NEOEA Day – No
School
25...End of 1st Nine Weeks

November

5.... Waiver Day
26...Parent-Teacher Conf. 3-
9pm
27... No School
28,29...Thanksgiving Recess

December

2.... Thanksgiving Recess
23- Jan 3 Winter Vacation

January

6...Classes Resume
17...End of 2nd Nine Weeks
(12:45 Early Release)
20...Martin Luther King Day
No School

February

13...Parent –Teacher Conf.
3-9pm
14...No School
17...Presidents Day –No
School

March

24...End of 3rd nine weeks

April

10-14... Easter Vacation
15.... School Resumes

May

1.....Prom
23...Graduation
25...Memorial Day No School
28 ...Student's Last Day
29....Teacher In-Service

Board of Education

President..... Atty. John Saganich
Vice President.....Jody Klase
Members.....Thomas Hannon, Wendy Higgins, Joseph Cappuzzello

Faculty and Staff

Phone # 330-530-8051
Fax # 330-530-7041
High School Office Fax #330-530-7034

Administration

SuperintendentKevin O’Connell
PrincipalGary Carkido
Director of Student Services.....Jessica Krumpak

Faculty

Shannon Averell
Brian Backur
Bill Bundy
Jody Conway
Louis Domitrovich
Jenna Evans
Michael Hecker
Renee Ifft
Dana Lariccia
Hallie McGee
Melissa Mills
Chuck Mooney
Anthony Napolitano
Danielle Ronghi
Danica Ronghi
Pam Ross
Samantha Rozzo
Chris Rupe
Angela Sanson
Thomas Senich
Beverly Simpson
Laurie Smith
Alicia Stonestreet
Dan Williams

Nurse

Carol Augustine

Guidance

Tracy Bosheff

Office

Diane Fossaceca
Diane Hughes
Julie Lobaugh
Pam Streb
Linda Prokop (Study Hall and Attendance)

Custodial

Tom Amicone
John Lewis
Kim Oblinsky

Educational Aides

Jenn Schiavi
Lori Srock

McDonald Board of Education - Student Policy

Students are the first concern of the school district and to fulfill its obligation to the students, the board will strive to spend its time in formulating policy and considering other matters related to students. Each student shall be treated with respect as an individual. One of the major tasks of our educational program shall be to assist each student in becoming self-sufficient in the utilization of the decision-making process. We believe students at McDonald High School model common sense, cooperation, leadership, and high standards of personal behavior. While the handbook clearly outlines our expectations for you based on these beliefs, real success by students can only be achieved through willingness to live up to these expectations. As in real life, the actions you choose to take will result in direct consequences. We stand committed in helping all students live up to their responsibility to our school community. To this end, the board and staff at McDonald shall work together to establish the best learning environment for each student.

BELL SCHEDULE

Enter Building 7:45 a.m.
 1st Period..... 7:50 a.m. – 8:40 a.m.
 2nd Period..... 8:43 a.m. – 9:23 a.m.
 3rd Period..... 9:27 a.m. – 10:07 a.m.
 4th Period..... 10:10 a.m. – 10:50 a.m.
 Lunch
 May return to building at 11:35 a.m.
 5th Period..... 11:40 a.m. – 12:30 p.m.
 6th Period..... 12:33 p.m. – 1:13 p.m.
 7th Period..... 1:17p.m. – 1:57 p.m.
 8th Period..... 2:00 p.m. – 2:40 p.m.

ADJUSTED SCHEDULES

ONE HOUR DELAY	TWO HOUR DELAY
1 st period 8:50 - 9:26	1 st period 9:50 - 10:19
2 nd period 9:29 - 9:54	2 nd period 10:22 - 10:51
3 rd period 9:57 - 10:22	3 rd period 10:55 - 11:25
4 th period 10:25 - 10:50	LUNCH 11:25 - 12:10
LUNCH 10:50 - 11:35	4 th period 12:15 - 12:41
5 th period 11:40 - 12:31	5 th period 12:44 - 1:11
6 th period 12:34 - 1:14	6 th period 1:14 - 1:40
7 th period 1:17 - 1:57	7 th period 1:44 - 2:10
8 th period 2:00 - 2:40	8 th period 2:13 - 2:40

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ACADEMIC INTEGRITY POLICY

The McDonald Administration and faculty have adopted the following Academic Integrity Policy. Please read it carefully.

Each McDonald student is expected to do his/her own work, including homework assignments, essays, lab work, exams, and projects. You can be sure of maintaining this academic integrity if you do the following.

- *Cite sources from which you directly take any ideas, information, images, etc. other than your own.
- *Cite sources from which you paraphrase anyone else's ideas in your own words and style.
- *Refuse to share your work or receive the work of others unless approved by teacher.
- *Work with others only when that collaboration has been approved by the teacher.
- *Participate fully in collaborative efforts and projects.

Failure to follow any of the approved, constitutes cheating or plagiarism and will not be tolerated. The following consequences will be enforced:

- A zero for that work with no make-up credit.
- Parent contact and/or conference.
- 3-day detention.

ALGEBRA I, PHYSICAL SCIENCE & FOREIGN LANGUAGE (8TH GRADE)

A select group of eight graders are given the opportunity to add Algebra I and/or Physical Science and/or Foreign Language to their schedule in place of Pre-Algebra 8 and Science 8 with the intent of taking Calculus and/or an Advanced Science in their senior year. To qualify for Algebra I and/or Physical Science and/or Foreign Language, students are selected on past performance and teacher recommendation.

These eighth grade students will have the opportunity to earn graduation credit for successful completion of Algebra I and/or Physical Science and/or Foreign Language. Algebra I students are required to take the Algebra I End of Course exam. Physical Science students are required to take the AIR assessment for Science 8.

The only potential drawback is that a student will start his/her cumulative grade point average with the grade he/she receives in these classes. If the student begins to struggle with Algebra I and /or Physical Science and/or Foreign Language, early intervention or placement in Pre-Algebra 8 and/or Science 8 and/or withdraw from Foreign Language is recommended.

ANNOUNCEMENTS

Announcements are made twice a day during first and fifth period. Students must be attentive during announcements. Every effort is made to email daily announcement to TCTC students' email accounts.

ARRIVAL AND DISMISSAL

In good weather, students are not to enter the building before 7:45 a.m. and 11:35 a.m. **Students may not enter the building by the rear doors.**

Dismissal is at 2:40 p.m. and all students are to be out of the building by 2:50 p.m. unless under the supervision of a staff member. **If students arrive early to receive help or complete make-up work, they must arrive no later than 7:30 a.m.**

ATTENDANCE RECORDS

Students will be responsible to keep track of their own attendance. A student or parent may request your attendance from the attendance officer one time per semester. This must be done after the school day. **The school must receive a call off from a parent/guardian within 24 hours or the student may receive detention. It is your responsibility to keep your attendance record on page 6.**

ASSEMBLIES AND PEP RALLIES

Assemblies and pep rallies are held for several purposes: to teach, to entertain, to honor, to display school spirit, etc. Depending upon the purpose of the assembly, there is a specific type of behavior expected from the audience. **First and always, the members of the audience should respect the rights of the performer, speaker, or whomever might be presenting the program.** There is an obligation of courtesy that each student at McDonald High School owes other persons in this school. It is our expectation that you respect that obligation and our belief that you are due that level of courtesy in return. You are expected to:

1. Follow assembly instructions as given over the announcements.
2. HONOR and RESPECT the dignity of the program.
3. Avoid talking, yelling, clapping, or indicating your approval or disapproval when such is not appropriate. As an example, some programs require silence; pep rallies require audience participation. Even at pep rallies, there is a time to cheer and a time to listen.

Students not complying with our expectations will be denied attendance at assemblies and will be assigned to study hall for the duration of future assemblies.

Prior to an assembly, students are to report to their homeroom. Textbooks, coats, etc. are to be left in their lockers.

Seating will be as follows:

Auditorium Seating Chart (A)

Main Floor

Right Side

8th Grade R-W
10th Grade K-P
12th Grade C-H

Left Side

7th Grade R-W
9th Grade K-P
11th Grade C-H

Stage

Auditorium Seating Chart (B)

Balcony

Right Side
7-1 B-E

Center
8-3 B-D

Left Side
8-1 B-E

7-2	G-K	7-3	G-J	8-2	G-K
		<u>Main Floor</u>			
10 th Grade	L-T			9 th Grade	L-T
12 th Grade	C-K			11 th Grade	C-K
Stage					

ATHLETICS AND EXTRACURRICULAR ACTIVITIES

Eligibility for all extracurricular activities will be determined by the laws of the State of Ohio, the regulations of Ohio High School Athletic Association and the extracurricular regulations adopted by the McDonald Board of Education. In addition to a code of conduct, which deals with the possession or use of tobacco, alcohol and drugs, the Board regulation also established an academic standard beyond the state regulation of passing five credits during the previous grading period. Remember participation in these activities is **a privilege, not a right.**

Students in athletics and extra-curricular activities must:

- Earn the equivalent of a 1.2 grade point average (G.P.A.) on a 4.00 scale for the preceding grading period.
- Earn the equivalent of 5 credits for the preceding grading period.
- Fulfill all eligibility requirements as set forth by the OHSAA.
- Students in grades 7 or 8 must pass a minimum of five of all subjects in which enrolled the immediately preceding grading period.

MCDONALD LOCAL SCHOOL DISTRICT INTERSCHOLASTIC AND EXTRA-CURRICULAR PARTICIPATION AGREEMENT

As a member of an interscholastic team or an extra-curricular activity, there are specific traditions and responsibilities which must be maintained. They are worthy of, and require the **BEST** efforts of all concerned, including your family, other students, and your community. You will be observed and others will want to emulate you in many ways. Setting a good example for them speaks well of you, your team, and the school you represent.

You have made a choice to uphold certain standards above reproach. The importance of proper conduct cannot be overemphasized. Therefore, the compliance for conduct is not only for the McDonald High School Code of Conduct, but the Code of conduct established in this Interscholastic and Extra-Curricular Agreement for school sponsored activities.

While a member of a team sport or extra-curricular activity:

- I will not sell, distribute, use or possess any mood-altering chemicals (drugs or alcohol).
- I will not sell, distribute, use or possess tobacco products of any kind (smoking, chewing or vaping).
- I will not be involved in any criminally-related activity (any arrest by law enforcement, excluding traffic violations).
- I will not participate in any hazing or related activity.

All offenses will determine the action to be taken. The 1st, 2nd, and 3rd offences are based on the student athlete's athletic participation grades 9-12.

1st Offense

The student athlete or extra-curricular participant will be suspended for 15 days of the season or 15 days of the extra-curricular activity in which the infraction occurred. Should the suspension occur late enough into that athletic season or extra-curricular activity, the remaining days will continue until all days have been served.

The student who is suspended will also not be permitted to attend any school functions sponsored by McDonald Local Schools for the period of the suspension. In addition, the student athlete or extra-curricular participant may be required to receive counseling and show proof of having attended or be presently attending counseling before being permitted to resume the activity.

2nd Offense

Dismissed from the team or activity immediately and prohibited from participating in any athletic contest or extra-curricular activity for one calendar year. The student who has been removed will also not be permitted to attend any school functions sponsored by McDonald Local Schools for the period of the suspension.

3rd Offense

Dismissed from the team or activity immediately and prohibited from participating in any athletic contest or extra-curricular activity for the remainder of high school.

The student who has been removed will also not be permitted to attend any school functions sponsored by McDonald Local Schools throughout his or her high school career. However, after dismissal for one calendar year the student may appeal to the McDonald Board of Education to be reinstated to his team or activity under probation for the remainder of high school.

All offenses will be determined when:

- A McDonald School Employee, Coach, or School Advisor witnesses the offense.
- The offense is confirmed by a law enforcement agency.
- The athletic or extra-curricular participant admits to offense.

I accept this agreement as morally binding and will honor all items in this agreement.

EXAMPLE

Student Signature

EXAMPLE

Date

PARENT SECTION

As a parent, I have read and understand the above agreement and agree that my child will uphold the rules and regulations set forth by the McDonald Local Schools for Interscholastic and Extra-Curricular Participation. If my child breaks any of the above rules, I understand that he/she is subject to discipline by the Athletic Department, Coaches, Advisors, and/or the Administration as described herein.

EXAMPLE

Parent Signature

EXAMPLE

Date

**STUDENT ATHLETIC AND EXTRA-CURRICULAR ACTIVITY PARTICIPANT WILL BE DENIED PARTICIPATION UNTIL THIS FORM HAS BEEN SIGNED BY BOTH PARENT AND STUDENT AND RETURNED TO THE COACH OR ADVISOR.

STUDENT ACTIVITIES

Participation in interscholastic and extra-curricular activities enables students to develop leadership qualities, make new friends, pursue special interests, and just have fun.

Students are encouraged to get involved in an activity. However, since the primary purpose of high school is to promote scholastic achievement, students are reminded to select activities wisely and to budget their time effectively.

DAILY REQUIREMENTS FOR EXTRACURRICULAR ACTIVITIES

Students taking part in an interscholastic or extracurricular activity, as a participant or spectator, shall be in attendance all day on the day the event is held. If a student has not been in attendance all day on the day of an extracurricular activity, they shall not participate in nor be in attendance as a spectator at the event. Exceptions to this procedure must be approved by the Principal.

List of Activities

Cheerleading	National Honor Society
Class Officer	Marching Band
Spanish Club	Yearbook
Art Club	Math Club
Prep Bowl	Drama Club
Student Aides	English Festival
Student Council	
Ping Pong Intramurals	

Interscholastic

Baseball (Boys)
Basketball (Boys & Girls)
Bowling (Boys & Girls)
Cross Country (Boys & Girls)
Golf (Co-ed)
Football (Boys)
Softball (Girls)
Tennis (Girls)
Track & Field (Boys & Girls)
Volleyball (Girls)

ATTENDANCE POLICY

It is the parent/guardian's responsibility to see that their son and/or daughter be enrolled until age 18 and that the student complies with the attendance policy of the school.

It is the student's responsibility to be in attendance from **7:50 a.m.** until the end of the school day unless officially excused by the principal or designee.

If a student misses a class or school more than 54 hours (9 days) in a semester, or more than 108 hours (18 days) for the year, the student will receive 55% for each grading period for that class during that semester. Absences that do not count toward the 54 and 108 hours are addressed on page 18. Upon returning to school students must turn in medical excuses to the attendance officer within **72 hours** to have

the day(s) excused. For purposes of this policy, a student that misses ½ of a class period will be considered absent.

Any school-sponsored activity such as a field trip or class meeting will not be counted toward this policy.

Excused Absences: (not counted toward the 54 hours and 108 hours)

1. Personal illness – **medical verification is required.**
2. Illness in the immediate family – **medical verification is required.**
3. Quarantine – **medical verification is required.**
4. Death of a relative – three (3) days maximum.
5. Religious Holiday
6. Court summons or incarceration.
7. Family emergency – must be an acceptable reason in the judgment of the Principal or designee.
8. School-related activities which have been approved by the Principal.
9. College visits, not to exceed 3 college visits, will not count toward the 9 days.

Family vacations taken during school days will count toward the 54 and 108 hours.

RIGHT: All residents of the McDonald Local School District of junior high or senior high school age will be provided the opportunity for a free public education upon the successful completion of six elementary grades.

House Bill 410, a student is considered "Habitually Truant" once he/she has missed 30 consecutive unexcused hours, 42 unexcused hours in one month, or 72 unexcused hours in one school year. We are required by law to notify home and set up a meeting with school's Attendance Intervention Team which includes the parent(s)/guardian, child, a school official and the attendance officer.

According to House Bill 410, a student may not miss more than 65 hours in one school year or more than 38 hours in a month **with or without** a legitimate excuse or they are considered "Excessively Absent." We are required by law to notify home and set up a meeting with school's Attendance Intervention Team.

BACKPACKS

Book bags, backpacks, briefcases, and purses can be used to carry books/clothing to and from school. **They are not to be used during the school day from class to class. They are to remain in the locker.** Gym bags and duffle bags can be carried to and from P.E. class only.

BULLYING, HARASSMENT, INTIMIDATION AND CYBER-BULLYING

The prohibition against hazing, dating violence, harassment, intimidation or bullying is publicized in the student handbook and in the McDonald Board of Education policy manual.

Hazing, bullying behavior and/or dating violence by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, up to and including suspension and/or expulsion from school. Hazing, bullying and/or dating violence means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts,

either overt or covert, by a student or group of students toward other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District email accounts and/or computers; on school-provided transportation or at any official school bus stop. While the majority of these issues may occur "on school property", or "at school events", it should be noted that discipline involving bullying may also include where the bullying originates as well as where it is communicated. If the act of bullying occurs off school property/during non-school hours, it may still result in school discipline if there is a disruption in the learning environment in the school setting.

Hazing, bullying and/or dating violence can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

1. physical violence and/or attacks;
2. threats, taunts and intimidation through words and/or gestures;
3. extortion, damage or stealing of money and/or possessions;
4. exclusion from the peer group or spreading rumors;
5. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as "cyberbullying"), such as the following:
 - A. posting slurs on websites, social networking sites, blogs or personal online journals;
 - B. sending abusive or threatening emails, website postings or instant messages;
 - C. using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and
 - D. using websites, social networking sites, blogs or personal online journals, emails or instant messages to circulate gossip and rumors to other students.
6. excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

In evaluating whether conduct constitutes hazing or bullying, special attention is paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.

Complaints

1. Formal Complaints

Students and/or their parents or guardians may file reports regarding suspected hazing, harassment, intimidation, and bullying and/or dating violence. The reports should be written. Such written reports must 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. They are promptly forwarded to the building principal/designee for review and action.

2. Informal Complaints

Students, parents or guardians and school personnel may make informal 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 informal complaints must be reasonably specific as to the actions giving rise to the suspicion of hazing, harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s) and the names of any potential student or staff witness. The school staff member or administrator who receives the informal complaint promptly documents the complaint in writing, including the above information. This written report by the school staff member and/or administrator is promptly forwarded to the building principal/designee for review and action.

3. Anonymous Complaints

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaint is reviewed and reasonable action is taken to address the situation, to the extent such action (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 hazing, bullying and/or dating violence.

4. False Complaints

Students are prohibited from deliberately making false complaints of harassment, intimidation or bullying. Students found responsible for deliberately making false reports of harassment, intimidation or bullying may be subject to a full range of disciplinary consequences.

Disciplinary Interventions

When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, cannot provide the basis for disciplinary action.

In and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.

Expulsion may be imposed only after a hearing before the Board, a committee of the Board or an impartial hearing officer designated by the Board in accordance with Board policy. This consequence is reserved for serious incidents of harassment, intimidation or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

Allegations of criminal misconduct are reported to law enforcement, and suspected child abuse is reported to Child Protective Services, per required time lines.

CARE OF SCHOOL PROPERTY

Take pride in your school. Please try to keep the outside and inside of the school clean and orderly. If a student writes on a desk, locker or school property, the student will be responsible for cost of repair or replacement and may be subject to school discipline.

CLINIC

The purpose of the clinic is to provide first aid for minor injuries and sudden illnesses. The clinic is supplied with cots, bandages, some medical supplies.

You must have a pass from a teacher/administrator or secretary to go to the clinic. Students who leave for appointments or because of illness must receive approval prior to leaving the building from the Administrative Office or the Attendance Office.

ADMINISTERING MEDICINES TO STUDENTS

Students needing medication are encouraged to receive the medication at home, if possible. Only employees of the Board who are licensed health professionals, or who are appointed by the Board and have completed a drug administration training program meeting State law requirements, conducted by a licensed health professional and considered appropriate by the Board, can administer prescription drugs to students. Exceptions to this rule are noted in the Board of Education policy and must be administered by the school nurse.

COLLEGE CREDIT PLUS

State law provides for student participation in the College Credit Plus(CCP) program for the purposes of promoting rigorous academic pursuits and exposing students to options beyond the high school classroom. Therefore, eligible 7th through 12th grade students may enroll at any public college/university and any participating nonpublic college/university on a full- or part-time basis and complete eligible nonsectarian, non-remedial courses for transcribed high school and/or college credit.

CCP information, registration, financial information and forms can be accessed through the school counselor's website.

CONDUCT AT ATHLETIC EVENTS FOR STUDENTS

Athletic contests in which teams representing McDonald High School or Junior High are involved are a part of the overall program of the school, regardless of their location. Courtesy and sportsmanship are expected at all times. Misbehavior at any athletic contest, home or away, is punishable under the Student Code of Conduct at McDonald High School.

Code of Conduct for Students

- Every attempt shall be made to be as fair as possible as well as firm as possible.
- Proper behavior is something we all must learn. It is perhaps the most important.
- The administration and teachers do not punish students when they show improper conduct. They only take corrective action hoping that it will not happen again.
- All possible misconduct could not possibly be listed. In other cases of misconduct, the corrective action taken will relate as closely as possible to the offense.
- Parents are to be notified whenever possible of serious or repeated infractions.
- Flagrant disregard for any or all school rules may result in out-of-school suspension of not less than 1 or more than 10 and may be followed with a recommendation for expulsion.
- Students may be disciplined for misconduct engaged in away from school property if the misconduct is related to activities occurring on school property. Students are subject to discipline for misconduct directed at school employees or their property, **regardless of where the misconduct occurs.**

The exercise of self-control, self-discipline, and self-direction are essential to positive school behavior and future success. To this end, each pupil must be responsible for his/her own behavior and must respect the rights of others.

The student conduct code provides a guide which will enable the students to learn good citizenship, respect for others, and to be a part of an academic atmosphere that is conducive to education. To help ensure this environment, the following offenses may lead to the probable corrective action which may include, but not limited to teacher detention, administration detention, loss of privileges, class suspension, emergency removal, in-school suspension, out-of-school suspension (*The District permits students to complete any classroom assignments missed due to suspension. The student will receive at least partial credit for completed assignments*), or expulsion:

- Running in halls
- Littering in halls
- Assembly disturbance
- Assault or battery of a student or school employee
- Bus misconduct

- Bullying
- Cafeteria disturbance
- Cheating/plagiarism
- Chronic violation of school rules
- Disobedience
- Disrespect
- Distribution of unauthorized material
- Disruption of school – by setting off fire alarm, possession or use of incendiaries, stink bombs, threat to induce panic, etc.
- Endangering the safety of others
- Extortion
- Failure to serve detention
- Failure to show reasonable care in use of textbooks and school equipment
- Fighting
- Flagrant disregard of school rules
- Foul or inappropriate language or obscene gesture directed toward a school employee
- Forgery
- Gambling, card playing, games, etc.
- Harassment, intimidation, hazing
- Leaving school or class without permission
- Loitering
- Misbehavior in school
- Possession of drugs, drug paraphernalia, or alcohol
- Possession or use of tobacco products
- Possession of any smoking paraphernalia, including but not limited to, matches, lighters, cigarette paper, e-cigarette, vaping, etc.
- Possession or use of weapons
- Profanity or vulgar or inappropriate language (written, spoken, text, type, etc.)
- Provoking a fight or disturbance by actions or verbal comment
- Public display of affection; hugging, holding hands, etc.
- Sexual harassment
- Skipping class
- Student disruption
- Refusing to accept teacher discipline
- Theft/vandalism/destruction of school property
- Throwing snowballs and other objects
- Use of racial, ethnic, religious, degrading or sexual slurs
- Violation of attendance or tardy policy
- Violation of computer and technology guidelines
- Violation of dress code

Any action or behavior judged by school officials to be inappropriate in a school setting and not specifically mentioned in other sections shall be in violation of the student conduct code. These student rules and consequences are general in nature. The administration reserves the right to use its discretion in enforcing the rules and consequences. Due to a broad range of behaviors, mitigating circumstances, and a sincere desire

to modify misbehavior rather than simply assign pre-determined consequences, the administration will use discretion as it sees fit. Interscholastic and extra-curricular activities have rules and regulations in addition to those listed above. **Violation of school rules or those rules particular to an activity may result in loss of participation.**

The following criteria will be considered when determining the appropriate corrective action for infractions of the student conduct code. Disciplinary action will be taken on an individual basis by the administration.

- Circumstances surrounding the incident or violation
- Minor or major infractions of school rules
- Frequency of infractions
- Cooperation and attitude of student
- Social Consequences – student may be denied participation in school activities as part of disciplinary consequences

Probable Corrective Actions

- Loss of privileges
- Teacher detention
- Administrative detention
- Class suspension
- School Service
- Emergency removal
- In-school suspension (ISS)
- Out of School Suspension (OSS) (*The District permits students to complete any classroom assignments missed due to suspension. The student will receive at least partial credit for completed assignments. Assignments must be turned in the first day back from suspension.*)
- Expulsion

Automatic Corrective Actions

- **Selling of drugs and alcohol**
1st offense - Expulsion/Authorities contacted
- **Possession or use of drugs and/or alcohol**
1st offense- 10 days O.S.S. – pending a complete professional assessment with a certified addiction counselor or accredited or state licensed agency, conference with parent, principal (or designee), or a core team member.
Up to five days of the 10 days of suspension can be waived upon completion of the professional assessment and the approval of the principal and complying with the recommendation of the professional assessment.
Failure to comply with step 1 within three days may result in recommendation for expulsion.
2nd offense - 10 days with the recommendation for expulsion.
- **Use or possession of tobacco or smoking paraphernalia, ex. matches, lighters, cigarettes, e-cigarettes, vaping, etc.**
1st offense – 3 days O.S.S.
2nd offense – 5 days O.S.S. and suspended to Superintendent

- **Fighting**
 1st offense - 1-5 days O.S.S.
 2nd offense - 5-10 days O.S.S.
 3rd offense - 10 days O.S.S. and suspended to Superintendent
- **Unauthorized leaving of school/class/study hall/ or lunch**
 1st offense - 3 days detention
 2nd offense - 1 day O.S.S.
 3rd offense - 2 days O.S.S.
 4th offense - 5 days O.S.S.
- **Use or possession of weapons**
 1st offense - Expulsion for 1 year (State Law)
- **Assault or battery of school employee/student**
 1st offense - 10 days O.S.S. and suspended to Superintendent
Foul or inappropriate language or obscene gesture directed toward a school employee (verbal or written)
 1st offense - 2-5 days O.S.S.
 2nd offense - 6 days and suspended to Superintendent
- **Insubordination directed toward at faculty member, staff member or administrator, whether verbal or written.**
 1st offense - O.S.S.; number of days to be determined by administration
- **Student Disruptions**
 1st offense - Discipline to be determined by the principal.
- **Disruption of school, bomb threats, use or possession of incendiaries, setting off fire alarms, stink bombs, etc.**
 1st offense - 10 days O.S.S.; Recommendation for expulsion and contact law enforcement.
- **Flagrant disregard of school rules**
 1st offense - 1-5 days O.S.S.
 2nd offense - 6-10 days OSS and suspended to Superintendent.
- **Truant** - is absent from school for all or any part of the day without a legitimate excuse.
- **Violations of plagiarism and/or academic cheating;**
Grade of zero on assignment or test, 3 detentions, parent notification by teacher **GUIDELINES DESCRIBED IN THIS HANDBOOK ARE TO BE CONSIDERED AN ADDENDUM TO BOARD APPROVED POLICY.**

CONDUCT/DISCIPLINE FOR STUDENT

The privileges and right of all students shall be guaranteed without regard to race, religion, sex creed, or national origin.

Students have the right to due process procedures in matters of suspension and expulsion.

No student shall interrupt the process of education within the school.

Every member of the school community, including students, and staff have the responsibility to promote regular attendance at school, orderly conduct and behavior, freedom from fear of insult and injury, and maximum opportunities for learning on the part of the student.

CREDIT FLEXIBILITY

The McDonald Local School District provides a credit flexibility option for all students grades 9-12. Credit Flexibility applies to credit earned through preapproved coursework, assessments and/or performances that demonstrate proficiency. Credit awarded through this policy will be posted on the student's transcript and counted as graduation credit in either the related subject area or as an elective.

The school district guidelines for the Credit Flexibility policy and program are communicated on the district website. All deadlines, forms, and requirements can also be found on the district website. Any questions about credit flexibility can be answered through the McDonald High School guidance department.

DANCE RULES/PROM RULES

1. All school rules are in effect whether the dance is on school property or not.
2. Once a student or guest leave the dance, they are not permitted to return.
3. Any student or guest who has in their possession alcohol, tobacco, or drugs or is found to have used any such substance before attending the dance will not be permitted to attend and police will be called. Disciplinary action will also be taken at school.
4. Dangerous or offensive dancing is prohibited. This includes, but is not limited to, grinding, dirty dancing, jumping on another person's back, etc.
5. School dress code applies for all dances unless otherwise specified.
6. For open dances, a student guest form must be on file for all guests of MHS students. The age limit for a guest to attend a dance is 20 years old.
7. Students or guests who do not comply with these rules or the directives of the school administrators and/or chaperones, will be asked to leave the dance and may be subject to further disciplinary action.

DANGEROUS WEAPONS

State legislation addresses the problem of dangerous weapons in school; students are prohibited from bringing a firearm on school property, in a school vehicle or to any school sponsored activity. If a student violates this regulation, the Superintendent shall expel the student from school for a period of one calendar year.

Further, students are prohibited from bringing knives and other dangerous weapons on school property, in a school vehicle or to any school sponsored event.

If a student does, the Superintendent may expel the student from school for one calendar year.

DETENTION PROCEDURE/RULES

Detention will be assigned to be served in the morning. The time of detention is at the discretion of school officials. The primary purpose of detentions is to encourage a change of behavior. If the behavior becomes habitual, parents will be contacted by the principal. If a student's pattern of behavior has not changed after a series of detentions, the student will receive a suspension.

MORNING DETENTION is held from 7:00 a.m. to 7:45 a.m. in Room 242. The doors for detention will open at 6:55 a.m. Please enter through the main door on Iowa. Students are to bring a writing utensil with them. Late arrivals will not be admitted.

To make detention more effective, the following items need to be noted by students and teachers:

1. In order to count a detention as served, the student must be in the room by 7:00 a.m., no exceptions.
2. In order to avoid additional detentions, the student can enter no later than 7:05 a.m. He/she must stay or an additional detention will be assigned.
3. Students are to go to lockers prior to coming to the detention room. Once in the room, only restroom passes will be issued.
4. Students will be required to complete an assignment given by the detention supervisor if they do not bring their own work.
5. Sleeping in detention is not permitted and will automatically result in an additional detention being issued by the supervisor.
6. Students will not be excused to teachers' rooms for any reason. Make-up tests should be sent to the detention supervisor who will administer them and return the completed copies to the appropriate teachers.

All detention slips issued should be in the appropriate box in the principal's office by 3:00 p.m.

*Students who fail to report to detention will receive another day of detention. If the student still fails to report for detention, the student will receive 2 more detentions, if still misses, student may be suspended or required to do school service.

***The student upon completion of suspension will still need to serve his/her detention.**

Any student wishing to dispute a detention may fill out a **Detention Dispute Form** in the office. Forms **must** be turned in the **same day** the detention is given. A student that files a detention dispute will not serve the detention until he/she has met with the principal.

DIPLOMA WITH HONORS

Ohio students have the opportunity to choose to pursue one of six honors diplomas:

1. Academic Honors Diploma
2. International Baccalaureate Honors Diploma
3. Career Tech Honors Diploma
4. STEM Honors Diploma
5. Arts Honors Diploma*
6. Social Science and Civic Engagement Honors Diploma

To be awarded an **Academic Honors Diploma**, the student shall;

1. Meet McDonald High School's curricular requirements.
2. Pass All State Mandated Assessments.
3. Meet seven of the eight criteria listed:
 - a. Earn four credits of English
 - b. Earn four credits of Mathematics which shall include Stem Algebra 1, Stem Geometry, Stem Algebra II or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content. (Excludes Applied Math)
 - c. Earn four credits of Science, including 2 units of advanced science. Advanced science refers to courses that are inquiry based with laboratory experiences. They must align with the grades 11/12 standards (or above) or with an Advanced Placement science course or entry-level college course (clearly preparing students for a college freshman-level science class.)
 - d. Earn four credits of Social Studies.
 - e. Earn either three credits of one world language or two credits of two world languages.
 - f. Maintain an overall high school grade point average of at least 3.5 on a four-point scale.
 - g. Earn one credit of fine arts.
 - h. Obtain a composite score of 27 on the ACT or 1280 on the SAT.

***For the criteria required for students to earn one of the six honors diplomas visit the Ohio Department of Education website. ***

DISMISSAL

A student will be released for all or part of the day upon oral or written request of the parent/guardian. Classes missed will count toward the nine (9) day maximum for a semester. If a student signs out for an assembly or other functions not part of the usual school day the time missed will be applied to the class period during which the function is taking place.

DRESS AND GROOMING

The following guidelines for student dress and grooming are provided by the McDonald Board of Education in order to encourage an atmosphere which

respects the opportunities for learning to which every student is entitled, and for which each in his/her own way is responsible:

1. Students are expected to be clean and well-groomed in their appearance.
2. Students are expected to avoid extremes in appearance which may be disruptive or distracting. (ex. Hair color, Mohawk, shaved designs).
3. Appearance which, in the judgment of the school officials, jeopardized the health and/or safety of individual, other students, or which is injurious to school property cannot be tolerated.
4. In areas of organized activities where students publicly represent the school or one of its organizations, students will be required to dress in full accordance with the reasonable expectations of the staff member in charge of the activity. Students unwilling to comply with these requirements will disqualify themselves from participation.
5. **The Principal will have the final jurisdiction in interpreting and enforcing this policy** and may make reasonable adjustments to accommodate extremes of weather

The following general guidelines are appropriate and applicable to all students:

1. Clothing and jewelry should be worn in the manner for which it was designed. ***The waistline of pants, shorts and skirts shall not be lower than the top of the hips. Undergarments shall not be exposed.***
2. Clothing bearing slogans, decals, pins, etc., or illustrations that pertain or relate to alcohol, tobacco, drugs, sex or other offensive matter may not be worn.
3. Any clothing that is dangerous and/or considered a safety hazard to the student or destructive to school property (i.e., shoes that leave marks on the floor, hiking boots, or shoes with soft composition heels, clothes that drag on the floor) will not be permitted to be worn.
4. Head Cover not to be worn inside the school building.
5. Foot apparel must be worn.
6. Students will be permitted to wear shorts year long as long as the length of the shorts touch the top of the knee cap.
7. The following are not permitted: cutoffs, biker shorts, spandex shorts, shorts and pants with holes, frayed or patches, halter tops, bare midriffs, tank tops or sleeveless tops.
8. No coats are to be worn in class.
9. No visible body piercing (such as nose, tongue, lip, eyebrows, piercing retainers, gauges, etc.) No Band-Aids or other material to use as coverings are permitted.
10. Dress at all school sponsored events and activities shall be at the discretion of the activity sponsor and/or Principal. However, generally school dress is required when attending all school related activities other than athletic events.
11. No visible tattoos. If you have a tattoo it must be covered.
12. No hand cover or gloves are to be worn in school.
13. Sleepwear and slippers are not permitted

SPECIFICALLY FOR BOYS

1. Hair should be clean and conducive to good appearance. **The length of the hair shall not be over the collar of a standard t-shirt in the back and the bottom of the earlobe shall be visible.** No Mohawks, shaved initials, numbers or designs. No hair accessories are permitted, and ponytails, dreadlocks, or pigtails may not be worn.
2. **The wearing of earrings during school hours is prohibited. No Band-Aids or other earring covers are permitted.**
3. Sideburns should be neatly trimmed and shall not be past the ear.
4. **Boys shall be clean-shaven at all times. If not, they will be sent home to shave.**
5. No painted/colored fingernails or toenails, mascara, or eyeliner, etc.

SPECIFICALLY FOR GIRLS

1. **Modesty** and the avoidance of **distracting influences** are to be the key to dress.
2. Prohibited are the nude look, see-through or peek-a-boo modes, revealing fashions (i.e., slit skirts, bare midriffs, cut-outs) **plunging necklines**, cut or torn articles of clothing, spaghetti strap blouses, and undergarments worn as outerwear and sleeveless tops, including, but not limited to sleeves that a split at the shoulder.
3. Skirts and shorts must touch the top of the knee cap. Shorter skirts and shorts can be worn only with non-transparent leggings or tights.

The principal will have a female designee to enforce female dress code issues. Any student observed violating the above regulations will be required to conform to the dress code. Students whose wearing apparel or personal grooming distracts from the educational atmosphere will be subject to appropriate disciplinary action which may include detention or suspension until such time the dress code violation ceases to be a disturbing factor. **If the student is sent home to change, time missed will be unexcused.**

This dress code has been adopted not to create hardships on parents or students, nor to discriminate, but to try to keep in effect the appearance and pride that have been established in the McDonald Schools.

DRIVING PARKING/POLICY

Students are permitted to park on designated school property which is the old elementary lot. All others will be towed, unless given authorization from Administration or designee.

ELECTRONIC DEVICES

Cellular Phones of any type and any attachments i.e., headsets and earphones are prohibited during the school day.

SPECIFICALLY FOR CELL PHONES

- All students' cell phones must be turned off once they have entered the building and stored in their lockers. Students' cell phones may not be turned on until they have left the building.

- **Students may only bring their cell phone to a class in which it was specifically requested by a teacher for educational use and must be returned promptly to their locker.**
- **Students who have permission to use cell phones by their teacher must be connected to the student WiFi to ensure educational use and keep students working in a safe environment.**
- **Cell phones may be use in the commons during lunch.**
- Unauthorized activation and/or use of cell phones may result in confiscation and/or search of the cell phone as such action is a direct violation of school policy.
- Whether or not or when the cell phone is returned to the student or parent/guardian is dependent upon circumstances present at the time of violation.
- When a cell phone is confiscated, the student will receive **two detentions for the 1st offense. Subsequent offenses will result in a 1-5-day suspension.**
- **Remember:** cell phones, like all other personal items brought by a student into a school zone, may be subject to search. The outcome of that search may result in school disciplinary action and/or a criminal investigation by the police.

ELECTRONIC READING DEVICES

McDonald High School is committed to providing tools and resources that will enhance classroom practice and school-wide implementation of 21st century learning through technological innovation. A student may request to bring their own electronic device (i.e. laptop computers, tablet PC's, iPads, e-readers or other similar devices) to be used for class related instruction (this does **not** include cell phones, iPods or any other hand held device not approved by the Principal). These devices shall be used exclusively for classroom activities, to produce differentiation of instruction and learning and to provide students with an **active**, digital environment in which to connect with their work. Students **MUST** complete a **Student Electronic Reading Device Pledge** form to be signed by the student, parent, Principal, and teacher permitting use of ERD. The pledge can be obtained in the main office.

EMERGENCY MEDICAL AND STUDENT FORMS

It is vitally important that this form be completed and returned at the beginning of the school year. In an emergency situation, students cannot be transported or treated at a hospital without this form. The information on this form is important so that we can contact the appropriate person to release the student to go home.

EMERGENCY PROCEDURES

Tornado Drill - In case of a tornado warning, you will be notified by the emergency siren and/or the public address system. Each teacher has been instructed on the proper procedure and designated area within the building to proceed.

You should kneel or lie face down against an interior wall, draw your knees under you, cover the back of your head with your arms and remain quiet for further directions.

Lock Down Drill

In case of an intruder you will be notified through the public address system. Each teacher has been instructed on proper procedures to follow. Make sure to stay out of view from all windows and doors, turn out lights and remain quiet. Do not answer the door if someone should knock.

Further directions will be given over the public address system.

Evacuation Procedure

Students will be evacuated in response to a fire alarm, or other emergency relating to leaving the building, and then reoccupy the building when officials indicate it is safe to return.

Students may be evacuated and sent to an alternate site.

EMERGENCY SCHOOL CLOSING

In the event of school closing due to snow or other emergencies, please listen to the television and/or the radio for accurate information. In addition, the school district has an all call system in place. If you do not receive a call please contact the school.

FALSE FIRE ALARMS/BOMB THREATS

Initiating or partaking in false alarms is a criminal act and a dangerous act. The proper authorities will be notified as well as disciplinary action by the school.

STUDENT FEES – 2019-2020

All fees are to be paid in the main office. Fees should be paid as soon as possible during the first month of school. A list of fees follows below:

ROOSEVELT ELEMENTARY STUDENT FEES

Kindergarten	\$20.00
First Grade	\$35.00
Second Grade	\$35.00
Third Grade	\$25.00
Fourth Grade	\$25.00
Fifth Grade	\$25.00
Sixth Grade	\$25.00

McDONALD HIGH SCHOOL STUDENT FEES

Jr. High General Studies	\$10.00
Jr. High Science	\$10.00
Band	\$10.00
Intro Drawing	\$20.00
Intro Painting	\$25.00
Intro Ceramics	\$30.00
Adv. Ceramics	\$30.00
Crafts	\$20.00
Accounting	\$15.00
Nutrition and Wellness	\$10.00
Child Development	\$12.00
Creative Cuisine I	\$12.00
Creative Cuisine II	\$12.00
Life Skills	\$10.00
Biology	\$ 6.00
Chemistry	\$20.00
Adv. Chemistry	\$15.00
Physiology	\$ 6.00

A maximum student/course fee of \$100.00 per family has been established by the McDonald Local Board of Education. Additional charges for magazines, newspapers, etc., used in various subjects will be assessed to student at cost.

FERPA AND DIRECTORY INFORMATION

Family Educational Rights and Privacy Act (FERPA). One change to FERPA was modification of the requirement to release directory information to military recruiters. Section 3319.321 (B) (1) (b) of the Revised Code has required nearly the same policy involving release of information to military recruiters." As a result of those two statutory requirements, most interested parties have taken the position that a parent could "opt out" of the release of information to recruiters specifically.

First, students and parents that choose any "opt out" of release of directory information must choose that the prohibition be for the release of directory information to **all** outside entities if there is an "opt out" for recruiters. That is, if recruiters are excluded, it must be as a part of excluding everyone. Recruiters must be treated the same as **everyone** else for release purposes. Specifically, the law requires local educational agencies (LEAs) receiving federal funding under ESE to give military recruiters the same access to secondary school students as they provide to postsecondary institutions or to prospective employers.

FIRE DRILLS

State Law requires schools to hold periodic fire drills, so that in an emergency the building can be evacuated quickly and in an orderly manner. It is important that students move quietly and quickly out of the building.

- Each class is to exit via its assigned route. Students in hallways and other area should immediately exit.

- Lights are to be turned off, doors and windows closed.
- The teacher should be the last person to leave the room and accompany the class to the outside area and take attendance and report anyone missing from their class.

If you have a student in your class with a permanently or temporary disability, be considerate and assist the student in exiting the building. **(Everyone is expected to leave the building.)**

FINAL (and Semester) EXAMS

CCP Classes

- Final exams are required for all.

Year Long Classes

- Semester Exams are required for all.
- Final Exams: You are exempt from the exam if all is met:
 - You have all A's or at least one A and all B's
 - You have not received any detentions for tardy to school (see pg. 41)
 - You have not received 2 or more detentions for any code of conduct violation.
 - You have no suspensions

Semester Classes:

- You are exempt from the final exam if all is met:
 - You have all A's or at least one A and all B's
 - You have not received any detentions for tardy to school during that semester.
 - You have not received 1 or more detentions for any code of conduct violation during that semester.
 - You have no suspensions

SEMESTER AND FINAL EXAM DAY

All students are expected to be in school on exam days (unless you are exempt). Only medical excuses will be accepted, and those will be verified by school personnel.

FOOD AND DRINK

There will be no food or drink, including bottled water, permitted in the classrooms or hallways.

GRADE CLASSIFICATION

Promotion to a specific grade level will be based on units of credit except 7th and 8th grade who must pass at least 3 of the 5 core subjects.

9 th grade	completion of 8 th grade
10 th grade	completion of 5.25 units
11 th grade	completion of 10.50 units
12 th grade	completion of 15.75 units

GRADING PROCEDURE

The following procedure will be used in determining a student's letter grade for a nine-week grading period.

A	93-100
B	84-92
C	74-83
D	65-73
F	64 and Below

A grade will be calculated by totaling the value of six marks for the year and three marks for the semesters using the following procedure:

Example:

1	2	Exam	3	4	Exam
22.5%	22.5%	5%	22.5%	22.5%	5%
1	2	Exam			
45%	45%	10%			

The letter grade will continue to be displayed on the report card, however teachers will be using percentages to determine their student's grades for semester and yearly average.

If a student earns less than a 55% for a 9-week average, a 55% will be used to calculate their semester and final average. On semester and final exams, students will receive the % earned on the exam and that % will be used to calculate their semester and final average. (Students will not receive a 55% as occurs with the 9-week grade). If a semester or final exam is not taken, the student will receive a **0%** and the **0%** will be calculated in their semester and yearly average.

GRADUATION EXERCISES

Any student having successfully completed all requirements for graduation is eligible to participate in the graduation exercises conducted by the McDonald High School. Students participating in the ceremony must meet all graduation requirements.

1. Students must have successfully completed all requirements contained in the Ohio Revised code and set by the Ohio Department of Education and the McDonald Board of Education.
2. Students graduating early shall request participation in the graduation ceremony. Early graduates can only participate in the graduation exercises in the year of graduation.
3. All financial obligations to the District must be paid.
4. All disciplinary obligations must be satisfactorily completed.

5. Participation in graduation rehearsal is required for participation in the graduation ceremonies.
6. Students participating in the ceremony must wear the prescribed cap and gown.
7. Prior to graduation, misconduct that results in suspension or expulsion may result in denial of participation in graduation ceremonies.

Students whose decorum is disruptive or brings undue attention to themselves will not be awarded their diploma at the commencement exercises. They will be required to fulfill the disciplinary requirements given by the Superintendent/designee. Once the disciplinary requirements have been satisfied, the students shall receive their diplomas.

GRADUATION REQUIREMENTS

The minimum requirements for graduation at McDonald High School are 21 units of credit. They are as follows:

- 4 Units of English
- 4 Units of Math
- 3 Units of Social Studies
- 3 Units of Science
- 1 Unit of Health and Physical Education
- 1 Unit of Fine Arts
- 5 Units of Electives

A senior who is one credit short of completing our graduation requirements can participate in the graduation ceremony. The student will receive his/her diploma after completing the credit deficiency in summer school.

A senior who is two or more credits short of completing our graduation requirements cannot participate in the graduation ceremony. Students can only earn two credits per summer in summer school.

Please visit the school guidance webpage for a more detailed explanation of graduation requirements.

HALL PASSES

No student will be permitted in the hall without a hall pass. It will be the responsibility of the student to ask the teacher for the hall pass. The issuance of a hall pass will be at the discretion of the teacher. Each student must have a separate pass. Hall passes are to be used as intended and students in areas not approved by the teacher may receive a detention(s).

HONOR ROLL

An honor roll will be published at the end of each nine-week grading period. This is not based on an average or point system. It will be an A and B honor roll. One grade lower than B will eliminate a student from the honor roll.

INCLEMENT WEATHER

If school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify local radio, TV stations and issue an all call.

INSURANCE FOR STUDENTS

School insurance is available to all students. This is an excess coverage insurance program and is optional.

INTEGRITY

Students' attitudes shall reflect honesty, trustworthiness, and respect for others as well as for self. **Whenever a student is found guilty of cheating, plagiarism, falsification, or stealing, the teacher shall take disciplinary action and notify the parents.** The principal will also be notified and will determine if further disciplinary action is needed.

Cheating: Cheating includes the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work.

Plagiarism: Plagiarism includes the copying of the language, structure, idea and/or thought of another and representing it as one's own original work.

Falsification: Falsification includes the verbal or written statement of any untruth. This includes making false reports against students and school personnel.

Stealing: Stealing includes acquiring another's possessions without right or permission.

INTERIM PROGRESS REPORTS

Interim Progress Reports will go out during the fifth week of each grading period.

INTERIMS

September 20

November 26

February 21

April 24

INTERNET ACCEPTABLE USE POLICY AND AGREEMENT

Every McDonald student is required to review, sign, and return the internet acceptable use policy and agreement. Students will receive this policy and agreement in their first day of school packet of materials. No student, regardless of age, will be provided access to the network or Internet until he/she has returned a copy of the Policy and Agreement which has been signed by both the student and the student's parent or guardian.

LEAVING BUILDING/SCHOOL GROUNDS

Leaving the building or school grounds at any time during the school day without authorization is not permitted. Refer to Conduct Code for Students for consequences.

LOCKERS

On the first day of school, students are assigned a locker. Lockers are provided as a convenience for students to store books, coats, and school supplies. Lockers should be kept clean and in order at all times.

- Nothing is to be placed on the outside of locker
- No permanent markings are to be made on the inside of lockers.
- The student is responsible for removing any decorations or object at the close of the school day.
- Any offensive material is not permitted.

Do not give your combination to other students. Changing lockers without permission is not permitted. Your lockers must remain closed and locked throughout the day. Rigging your locker to stay open is prohibited and you may receive detention for doing so. Lockers are subject to inspection by a school official or designee at any time.

LOST AND FOUND

Articles found in and around the school should be turned in to the office, where the owners may claim their property by identifying it. Items will be held for one week, then it will be disposed.

LUNCH PERIOD

Student behavior in the commons should be based on courtesy and cleanliness. Students must be in the lunchroom, in a teacher's room or out of the building by 11:00 a.m. When students have finished eating, all trash and garbage is to be dumped into the trash bin. Students are to remain in the commons. No students are permitted to go to their lockers at lunch time.

Whether a student leaves for lunch or stays in school, the student code of conduct applies to all.

Only two girls and two boys are permitted to use the restroom at one time and must use the ones on the first floor. Those who eat in the commons may not leave the building during the lunch period. Students leaving the building at lunchtime must leave immediately after the fourth (4th) period and may not return until 11:35 a.m. **At no time during the day may food or drink be taken from the commons, except for lunchtime meetings.**

MAKE-UP ASSIGNMENTS

When a student returns to class after an **excused absence**, the student will be given a reasonable time to make up work/test. Except for long absences-those exceeding 5 days-the general rule will be one **(1)** make-up day for each day of excused absence.

MARKING PERIODS/REPORTING GRADES

1 st nine weeks ends	October 25
2 nd nine weeks ends	January 17
3 rd nine weeks ends	March 24
4 th nine weeks ends	May 28

MEDIA CENTER/COMPUTER LABS POLICIES AND PROCEDURES

Students are encouraged to use the library/labs. Students are not permitted in the library/labs without teacher supervision.

- Students must be working the entire time.
- Furniture and equipment is not to be moved unless under teacher supervision.
 - maximum of one person per computer/chair
 - If equipment is not working properly, please notify a teacher
 - In order to use the computers, you must do three things:
 - 1) sign an Acceptable Use Policy
 - 2) secure a pass from a teacher for whom you are doing work for that requires a computer
 - 3) know your password
- No food, drink, or gum chewing in any computer lab.
- Teacher has the right to accept/deny use of a computer (a computer pass).
- Students who are not working constructively, will be sent to the office.

NATIONAL HONOR SOCIETY

Induction into the National Honor Society is the highest academic honor a student can achieve. Since this is such an impressive accomplishment, we attempt to reflect this fact in our fall induction ceremony.

Students who wish to be considered for induction into NHS must meet the following criteria:

- 3.4 accumulative grade point average (through the 4th semester of high school, 9-11)
- 6 Activity Points per year as documented on the Activity Log
- 20 hours of community service per year as documented on the Community Service Log
- 3.3 average character rating by the teachers on a 4-point scale
- Completion of an Interest Questionnaire in the fall prior to selection and induction. This form must be signed by the student and parent or guardian indicating an understanding of the selection process. Questionnaires, character ratings, and all documentation forms are then turned over to the five-member faculty council. The council selects new members based on this information. The decision of the council is final.

PEPPER GAS

Pepper gas, mace, stink bombs, and other similar substances are regarded as disruptive devices, and will be subject to school discipline.

SCHEDULE CHANGES

All schedule **changes** are to be made during the **first week (5 school days)** of school. Schedule changes will be made by the guidance counselor. During the **first week** of school, a student may **withdraw** from a course, however, before a student is permitted to **drop** a class the parent, student, teacher and

guidance counselor will need to meet to determine if this is best for the student. If it is determined in the best interest of the student, the student may select a new course offered the same period or during one of their study halls. A student may add courses the first week to fill scheduled study halls.

All high school students are strongly encouraged to maintain at least six credits per academic year. **No more than two study halls per semester is allowed (exceptions may be made for students enrolled in CCP classes).**

A student may drop a class no later than two days after the 1st nine weeks. A student may drop a semester class no later than two days after the first interim for that class. Students who withdraw after these times will receive a WF (withdrew failing) for that class. Students enrolled in a CCP class will follow the respective university policy for withdrawals.

SIGNING IN AND OUT

A student arriving at school any time after the normal starting time, morning or afternoon, is tardy and must report to the main office to sign in. Any time it is necessary for a student to leave school before the normal dismissal time, morning or afternoon, the student must sign out in the main office. No student may leave the school without the prior approval of the office. This approval may be obtained through a note from the student's parents, a phone call from the parents, or by the Principal or secretary calling the parents or parents' designee for their consent.

STUDENT BEHAVIOR

The exercise of self-control, self-discipline, and self-direction are essential to positive school behavior and success in the future. The school has an obligation to observe and respect the rights of individual students and the student body as a whole, and attempt to maintain a safe environment for all. As with any organization, cooperation and the observation of the rights of others are essential if the goals of the organization are to be accomplished. To this end, **each student is responsible for his/her own behavior and must respect the right of others.**

STUDENT COUNCIL

Your Student Council provides for student activities, serves as a training experience for both leaders and followers, promotes the common good, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearing house for student activities, seeks to interest students in school affairs and helps solve problems that may arise. Members of the Council are your representatives and have direct access to the school administration.

Student Council Officers for 2019-2020

President.....Bella Wolford
Vice PresidentParker Higgins
Secretary.....Sophie Klase
Treasurer.....Anna Guerra

STUDENTS RECEIVING ASSISTANCE IN THE MORNING

Students arriving for help must report directly to that teacher and not roam the halls. Check with the teacher the day before to see what time he/she will be at school.

STUDENTS 18 YEARS OLD OR OVER AND/OR MARRIED

Adult and/or married students participating in the school program are subject to the same rules, regulations and policies of McDonald High School.

STUDY HALL

Study hall students are expected to accomplish the following:

- Be in the study hall prior to the tardy bell.
- Bring materials to study hall to read and/or complete class assignments.
- No talking unless permission is granted from the study hall monitor.
- Remain in your seat unless given permission to leave by the study hall monitor.
- Sleeping is **not** permitted.
- Food and drink are prohibited.
- Cell Phones are permitted at the discretion of the student hall monitor.
- Raise your hand to ask a question. (**No yelling out**)
- You cannot leave study hall to get a pass from a teacher to leave study hall.

SUBSTITUTE TEACHER

Substitute teachers are to be accorded respect. Any student failing to maintain proper behavior and/or respect will be dealt with according to the Student Conduct Code. The responsibility is on the student for his/her behavior. A substitute teacher is someone whose impressions of our school and students will be carried into the community.

SUBSTANCE ABUSE POLICY

Viewed from a school perspective, the Board is committed to achieving an environment free of chemical abuse or dependency within our student body, our faculty, and our employees. Efforts to eliminate the use of non-therapeutic drugs, alcohol and other harmful substances in the schools are based upon the beliefs that: (1) Schools have a responsibility to teach about the harmful effects of drugs and alcohol, and (2) the use of drugs and alcohol leads to impairment of learning and behavior.

Disciplinary Procedure and Action for Chemical Abuse in McDonald Schools.

A student shall not possess, use, transmit, or show evidence of the unauthorized use of any narcotic drug, counterfeit controlled substance, hallucinogenic drugs, amphetamine, barbiturate, marijuana, steroids, alcoholic beverage, "look-alike" drug or intoxicant of any kind:

1. On the school grounds.
2. Off the school grounds at a school activity, function, or event.

3. Other than use of a drug authorized for that student by a medical prescription for a registered physician which has been registered and deposited with a school official or at any other time the student is within school district jurisdiction.

FIRST OFFENSE

1. Immediate ten-day, out-of-school suspension, pending a complete professional assessment with a certified addiction counselor or accredited or state-licensed agency; conference with parent, Principal (or his/her designee), and a Core Team member. (All assessment shall be at the parent's or guardian's expense.)
2. Up to five days of the 10-day suspension may be waived upon completion of the professional assessment and the approval of the Principal and complying with the recommendations of the professional assessment.
3. Failure to comply with Step 1 within three school days may result in recommendation for expulsion.

SECOND OFFENSE

1. Immediate ten-day suspension with recommendation for expulsion; expulsion recommendation may be waived upon reassessment and recommendation of the original assessing agency.

THIRD OFFENSE

1. **EXPULSION.** The student will lose all academic credit for the period of time during which he/she is expelled. Readmission into school will be determined by compliance with the recommendations of the agency and continued follow-up programs as prescribed.

Distribution or sale of alcoholic beverages and/or drugs or narcotics and/or "look-alike" or counterfeit drugs within jurisdiction:

FIRST OFFENSE

1. Immediate ten-day out-of-school suspension pending recommendation for expulsion and contact law enforcement officials.

TARDY POLICY

A. TARDY TO SCHOOL: (Administered by Semester)

1. On the third (3rd) occasion that a student is tardy, the student will be assigned one (1) detention.
2. On the fourth (4th) occasion – two (2) detentions.
3. On the fifth (5th) occasion – four (4) detentions.
4. On the sixth (6th) and subsequent occasions – one (1) or more days suspension or school service. (To be determined by administrator.)

B. TARDY TO CLASS OR STUDY HALL: (Administered by Semester)

1. First (1st) tardy – Teacher notifies student.
2. Second (2nd) tardy – Teacher warns student next tardy will result in detention.
3. Third (3rd) tardy – one (1) Detention.

4. Fourth (4th) tardy – (2) Detentions and parent conference.
5. Fifth (5th) tardy – and subsequent tardiness will result in either suspension or school service. (to be determined by administrator.)

TECHNOLOGY USE

Computers, networks, telecommunications services and other forms of technology are designed to enhance student learning by supporting instructional activities within the school and by providing students with access to the resources available in an electronic community. With access to computers comes the availability of material that may not be considered to be of educational value in the context of the school setting.

The use of electronic communications is a privilege, not a right, and inappropriate use may result in the cancellation of those privileges and/or other disciplinary action.

All confiscated materials will be held in the office until picked up.

1st offense - 2 days detention

2nd offense - suspension and parent or guardian will need to pick up the confiscated material.

TELEPHONE

Students are permitted to use the office phone to call a parent or guardian with staff permission. Cell phone are to be used according to the cell phone rules on pages 32 and 33.

TERMS AND DEFINITIONS

Anti-Hazing Policy - No administrator, faculty member, or any other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.

Hazing is defined as doing any act of coercing another, including the victim, to do any act of initiation by any student or other organization that cause substantial risk of causing mental or physical harm

Assault - A student shall not cause physical injury or behave in such a way or threaten to cause fear of physical injury to any student, teacher, staff member, or visitor to the school system.

Bullying - A student shall not repeatedly intimidate another student by the real or threatened infliction of verbal, physical, written, electronically transmitted, emotional abuse, or through attacks on the property of another. It may include, but not be limited to actions such as verbal taunts, name-calling, put-downs and extortion of money or possessions.

Dangerous Weapons & Instruments - A student shall not use, possess, handle, transmit, or conceal dangerous weapons, firearms, knives, mace, tear gas, firecrackers, explosives, or other devices on school property or at school sponsored events.

Disobedience - A student should follow the reasonable requests or directives of a teacher or authorized school personnel. Repeated or major violations or rules or directives also constitute insubordination.

Disrespect/Insubordination - No student shall show disrespect to faculty, staff, or visitors through "spoken, written, type or text" words or actions. Repeated or major violations or rules or directives shall also constitute insubordination.

Disruption of school - Students who by words, acts or deeds, directly incite others or themselves to commit violence or disrupt the atmosphere of order and discipline, shall be subjected to strong disciplinary action. (An example, but not limited to, bomb threats, setting off fire alarms, use of incendiaries (fire crackers, smoke bombs, and/or impeding of free flow of traffic to or within the school.)

Drug and Alcohol Abuse - Possession, use, purchase, sale, intent to buy or sell, transmission, having the odor of alcohol beverages and/or drugs, controlled substance, or any other drug or counterfeit (look alike) drug, and /or simulating any of the above, during a school day or at a school sponsored activity regardless of day, time or location is prohibited.

Students shall not possess, use, sell, offer to sell, deliver, or conceal any instruments or paraphernalia for use with drugs of abuse. Use of drugs authorized by a medical prescription from a licensed physician shall not be considered to be in violation of this rule.

Fighting - Students shall not provoke or engage in physical contact for the express purpose of inflicting harm on another person. Words can constitute provocation. The aggressor may be dealt with in a more severe manner than the second party involved.

Gangs - Gang/hate group activity, clothing, and paraphernalia are prohibited. Gangs and hate groups which initiate, advocate, or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment will not be tolerated. Incidents involving initiations, hazing, intimidations, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

Any student wearing, carrying, or displaying gang/hate group paraphernalia or exhibiting behavior or gestures which symbolize gang/hate group membership or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action.

Harassment - No student shall engage in verbal or physical activities which are intended to harass or annoy school employees and/or other students.

Misbehavior in school - A student shall not behave in such a manner as to require the teacher to spend valuable class time admonishing said student for the behavior. Examples of misbehavior would include talking, throwing paper, whistling, making distracting noises, engaging in horseplay, etc.

Plagiarism/Academic Cheating - A student shall not use the ideas, words, phrases, or writings of others and pass them off as his/her own. A writer's ideas, words, and the way of expressing them are his/her property, and anyone using them without properly citing and crediting the original source is guilty of plagiarism.

Cheating is the attempt to obtain knowledge, information, or material from another person or source of information or to submit such work as the work product of the student.

Examples of academic cheating may include the following: giving or receiving aid during a testing period, lending one's own work or acquiring the work of another for the purpose of submitting all or part thereof as the work product of the student.

Public Display of Affection - Public display of affection is considered inappropriate conduct. A student shall not exhibit inappropriate display of affection in school buildings, on school property, or at school sponsored events.

Search and Seizure - Students are provided lockers, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion of a violation of the law or school rules. Locks are to prevent theft, not to prevent a search by school authorities.

Search of a student and his/her possessions, including but not limited to vehicles, purses, and/or book bags may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without the student's consent.

Items found during a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated.

Sexual Harassment - It is legally defined as unwanted sexual advances which may be verbal, visual, or physical contact. Anyone who feels he/she is being harassed should report it to school officials. All matters involving sexual harassment complaints shall remain confidential. Parents of students involved will be notified.

- Student/student complaints report to principal
- Student/staff complaints report to administrative assistant.

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all

students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges.

Tobacco Products/Smoking - The use or possession of tobacco in any form by students on or near school property, including school buses and school sponsored events, regardless of location, is prohibited

It is illegal in the state of Ohio for individuals under the age of 18 to possess tobacco products.

The possession of tobacco or smoke residue and odor will be considered sufficient evidence of its use. Possession of any tobacco or smoking paraphernalia including, but not limited to; matches, lighters, and papers will be in violation of the smoking policy. Smokeless tobacco will be treated in the same manner as a smoking violation. Any student acting as a look-out shall be considered to have violated the smoking policy.

TEXTBOOKS

All basic texts are loaned to students for their use during the school year. Workbooks and other supplies are paid for by the student. Textbooks are to be kept clean and handled carefully. Students should write their name in ink on the book label in case the book is misplaced. Students are required to pay for lost or damaged books.

TORNADO DRILL

Students are to move quickly and quietly to their designated area in the building. When arriving at this point, students are to kneel facing a wall, lower their heads to their knees, and cover their head with their hands. They are to wait quietly until a school designee indicates the all clear.

TRUMBULL COUNTY TECHNICAL CENTER (TCTC)

McDonald students attending Trumbull County Technical Center must adhere to the rules and regulations of both McDonald High School and TCTC.

VALEDICTORIAN

- A) In an effort to recognize academic excellence at McDonald High School, a class valedictorian will be chosen. The following criteria will be used to determine valedictorian:
 - 1) Valedictorian will be a graduating senior having the highest grade point average.
 - 2) No tutored course accepted.
 - 3) In case of ties, equal G.P.A.'s, co-valedictorians will be named.
- B) To qualify for valedictorian a student must:
 - A. Be enrolled as a student at McDonald High School by the first day of their senior year.
 - B. Participate and earn credit in the following courses:

1. Four units of English including Advanced English 11 and Advanced English 12 (CCP Writing I & II).
2. Five units of Math including Calculus from the college preparatory offerings.
3. Four units of Science; two being selected from Advanced Chemistry (CCP Chemistry I & II), Physics, Physiology, in the college preparatory offerings.
4. Four units of Social Studies.
5. Three units of Foreign Language or two units in two Foreign Languages.
6. College Credit Plus classes that are approved can be substituted for any class listed above.
7. Obtain a minimum composite score of 26 on the ACT or 1190 on the SAT. (Should all candidates fail to meet the minimum ACT/SAT score the highest score attained by the candidate(s) will be the new minimum composite score for that graduating class.)
8. All other required courses set forth by the McDonald Board of Education.

Class rank is determined by final yearly average listed on the report card. Senior year ranking is tentatively determined at the 7th semester and Final determination is done at the end of the 8th semester.

VANDALISM AND PROPERTY DAMAGE

Our school buildings and equipment cost the taxpayers to construct, purchase and maintain. Students who destroy or vandalize school property will be required to pay for losses or damages.

If students willfully destroy school property, suspension and subsequent expulsion may be necessary. If you should happen to damage something by accident, you should report it to a teacher or the office immediately.

VISITORS

Parents/Guardians and visitors, are welcome to visit our school. However, in order to properly guarantee the safety of our students and staff the individuals must report to the office upon entering the building to sign-in and obtain a hall pass.

In order to prevent any inconvenience, a person needing to confer with a staff member should call for an appointment prior to coming to school.

Students may not bring visitors to school to spend the day.

WITHDRAWAL OR TRANSFER FROM McDONALD HIGH SCHOOL

1. Obtain a withdrawal form from the guidance office.
2. The parent/guardian must accompany the student to school on the day of withdrawal.

3. Have each of your teachers sign the form stating you have turned in all books and materials issued to you and your grade at the time of withdrawal.
4. Check in the office to make sure all fees are paid.
5. Take the completed withdrawal form to the guidance office for final clearance.