JOHNSTOWN-MONROE HIGH SCHOOL

STUDENT/PARENT HANDBOOK

2026-2027

This agenda belongs to:

Name: _____

Address: _____

City: _____ Zip: _____

Phone: _____

WELCOME

Welcome to Johnstown High School. This Student Handbook explains key policies and procedures for students, parents, and staff. Please read it carefully and keep it for reference. If you have questions not covered here, contact the building administration or the school office.

This handbook supersedes all previous handbooks and any other written materials on the same topics. If a board policy or administrative guideline cited here is later changed, the wording of the most recent policy or guideline will take precedence. Current board policies and administrative guidelines are posted on the district website.

Our procedures and rules are designed to support each student's safety, security, and welfare and to clarify expectations across our school community. The staff of Johnstown High School is committed to providing a rewarding, positive educational experience.

This handbook was last updated on June 8th, 2026.

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Mrs. Shannon Cox	Student Support Specialist

ALMA MATER

Oh, JHS, Dear JHS,
Our sons will ne'er forget
The golden haze of student days
Is round about us yet;
When days of yore will come no more
All through our many years,
The thought of you, so kind, so true,
Will fill our eyes with tears

And when our high school days are o'er
And life's dark voyage begun,
When waves of sorrow and distress
Our weary souls o'er run,
How bright shall beam thy beacon light;
To guide us through the night;
And so we catch it gleaming rays
We'll know our path is right

When we have left these dear old halls
And bid our friends adieu;
Another throng will sing our song,
That rings through skies so blue;
The memory of our high school life
Shall dwell with use for aye,
We'll all be true to Johnstown High
And to the Red and Gray.

JOHNSTOWN-MONROE HIGH SCHOOL MISSION STATEMENT

The mission of Johnstown-Monroe High School, as an integral part of the community, is to inspire students to value learning, think critically, and develop integrity as they assume responsible roles in our ever-changing society.

EQUAL EDUCATIONAL OPPORTUNITY

This District provides an equal educational opportunity for all students pursuant to Board Policy 2260. Any person who believes s/he has been discriminated against, while at school or a school activity, should immediately contact the school district's compliance officers.

STUDENT RIGHTS AND RESPONSIBILITIES

As a student at Johnstown-Monroe High School, you are expected to be aware of and to accept your individual responsibilities in the following areas:

STUDENT RESPONSIBILITIES

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

The staff expects students to arrive on time and be prepared to participate in the educational program. In order to keep parents informed of their child's educational progress, parents will be provided with information on a regular basis and as concerns arise either through the online system or via consultation.

At times, it will be the responsibility of the student to deliver the information. The school may use email, the US Postal Service mail, telephone or hand delivery to make every attempt to contact parents. Parents are encouraged to communicate with their child's teachers and support staff.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures.

A student who becomes ill during the school day should request permission from the teacher to go to the office. The school nurse, the high school principal or designee will determine whether or not the student should remain in school or go home. **No student** will be released from school without proper parental permission.

SECTION I: GENERAL INFORMATION

TRANSFER
Students who plan to transfer to another school must have their parents notify the principal. Mandated school records will be transferred within fourteen (14) days of receipt of the request.

IMMUNIZATIONS
Students must be current with all immunizations required by law. Ohio law requires all students to be in compliance with the immunization requirements by the 14th day after entering school. The student who does not meet the requirement after the 14th day will be excluded until requirements are met. Any questions regarding immunizations and exemptions should be directed to the school nurse or the Licking County Health Department.

HEALTH SCREENING
The district is concerned about the welfare and progress of children in the school. In an effort to consider your child's educational needs, the school conducts a variety of health screenings under the supervision of the school nurse and/or speech/language pathologist. You will be notified if a screening indicates problems or if there is a need for further medical advice. ***If you do not wish your child to participate in any of these screening programs, please contact the school principal immediately.*** Screenings include:

- speech/language screening
- vision & hearing screening

EMERGENCY MEDICAL AUTHORIZATION
State law requires all students to have an Emergency Medical Authorization Form completed and signed by his/her parent or guardian. Emergency Medical Authorizations shall be completed electronically prior to the start of each school year.

MEDICATIONS
Before a student can be given any prescribed medication, we must have on file a request form signed by both parent/guardian and a doctor. Before any non-prescribed medication or treatment may be administered, we must have on file written consent of the parent along with a waiver of any liability of the District for the administration of the medication. Only over-the-counter medication in its original container labeled with the date and prescriptions with the student's name and exact dosage will be administered.

STUDENT RECORDS
Student records are confidential and protected under the Family Educational Rights and Privacy Act (FERPA). Access to student records will be in accordance with FERPA requirements. The District may disclose, without consent, "directory information." The school classifies the following information as "directory information" and as such it will be disclosed without prior consent: student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, date of graduation, and awards received. Parents must contact the school office within the first two weeks of the beginning of the school year or within the first two weeks of enrolling in Johnstown-Monroe Local Schools to request that the school not release any of the above information about the student without the parent's prior written consent.

SEARCH AND SEIZURE
School authorities are charged with the responsibility of safeguarding the students in their care. In the discharge of that responsibility, school authorities may search the person or property (including vehicles, purses, knapsacks, gym bags, etc.) of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice.
Student lockers are the property of the Johnstown-Monroe Local Schools, and random searches of lockers and their contents may be conducted. Unannounced and random canine searches may also be conducted.

STUDENT FEES

Johnstown-Monroe High School charges specific fees for certain activities and courses. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property.

Student fees are required to be paid annually. Unpaid fees will be accumulated from year to year and will be carried forward from building to building. All fees must be paid prior to participation in graduation exercises, or withdrawal from the district. When a parent is withdrawing a student, or for high school graduation purposes, (including participation during commencement exercises) they must pay with cash or money order before records are released or graduation. At all other times, fees may be paid by check or cash. On-Line payments can be made through EzPay for School. To access *EzPay* for Schools and register, please go to the link provided on the district web site. http://www.johnstown.k12.oh.us

- ➢ Fees are due by October 31st. Students with unpaid fees after this date may not be permitted to attend certain functions of the district, including, but not limited to, Homecoming, Prom, clubs and field trips. Students are deemed ineligible for functions as of November 1st. Fees can continue to be paid after this date, and the student will be deemed eligible again as of the date all fees are paid IN FULL.

Seniors with unpaid fees at the time of graduation may not be permitted to walk in the graduation ceremony.

- ➢ Pay-to-participate fees for extra-curricular activities WILL NOT be accepted by the district until after all academic fees and dues are collected.
    - o Fall Sports: All academic fees and dues from PRIOR school year must be collected prior to paying participation fees for current year. If all CURRENT school year academic fees and dues are not paid by October 31st, the student will be deemed ineligible as of November 1st until fees are paid.
    - o Winter/Spring Sports: All academic fees and dues through CURRENT school year must be paid before participation fees will be accepted and students are eligible to participate.

Therefore, students will not be permitted to participate in these events unless all prior year's fees and the applicable pay-to-participate fees are collected.

- ➢ Students who pay a pay-to-participate fee for an extra-curricular activity and subsequently voluntarily quit the activity or are removed from the activity for academic or disciplinary reasons WILL NOT be eligible to receive reimbursement of any portion of this fee.
- ➢ Payment plans will be accepted in rare circumstances and are subject to the approval and terms set at the discretion of the Superintendent and/or Treasurer.

STUDENT FEE SCHEDULE

The Johnstown-Monroe Local School Board of Education suspended some student fees for the 2026-2027 school year. The applicable fee(s) for the 2026-27 school year are listed below

Visual and Performing Arts Area
Marching Band $80.00

Class Dues
Freshmen $20.00
Sophomores $20.00
Juniors $20.00
Seniors $35.00

Classroom Technology Fee (Chromebook)
Freshmen $40.00
Sophomores $40.00
Juniors $40.00
Seniors $40.00

STUDENT FINES

Fines may be levied for loss of and/or damage to school property. Failure to pay fines or charges will result in the withholding of grades, transcripts, diplomas and loss of right to participate in commencement exercises.

LOCKERS
Lockers will be assigned to students at the beginning of the school year. Students shall not change their locker assignment without approval.

Students are responsible for the care of their lockers and will be charged for damages. Students will find that their lockers will operate optimally, and their belongings will be kept safe if they follow the following precautions:

1. Do not share your combination with anyone.
2. Do not modify your combination locker in any way to allow for easier access.
3. Always be sure that nothing obstructs the door or the latches in such a way that you must force the door closed. 4. Avoid leaning or hanging on the door once it is open.
5. Close the door gently and turn the lock dial several turns upon closing the locker. Do not slam the door.
6. Promptly report any problem you have with your locker to the office. Please do this in writing, including your name, date, locker number, and the nature of the problem.
7. Do not display any explicit, or suggestive graphics, drawings, photographs, etc.
8. Students are not permitted to decorate their lockers with any items that could mark the finish of the locker on the inside or the outside. Magnets or 3M Command Strips should be used to hang decorations or mirrors on lockers.

STUDENT RESTROOMS
The building administration will develop and communicate restroom usage rules and guidelines for the safety and well-being of all students and may make adjustments as necessary. There should never be more than one student in a stall at any time for any reason and restrooms should not be used as gathering spaces. Students not using the restrooms in accordance with the rules and guidelines may be subject to school discipline.

CELL PHONES, BACKPACKS, PURSES, BAGS, OUTERWEAR, ETC.
Students will be required to place all cell phones, backpacks, purses, bags, outerwear, and other non-instructional personal belongings in the locker that has been assigned to them before the first period of the day, or upon entering the building if the student arrives after the school day begins. These items shall remain in each student's locker until the end of the school day, or until that student signs out of the building. Students will be permitted to visit their lockers before and after the school day, between class periods, or with permission from a staff member. Questions regarding what is required to remain in lockers during the school day shall be directed to a building administrator.

STUDENT VALUABLES
Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are targets for theft. The school is not responsible for such items' safekeeping and the school is not liable for any loss or damage to personal valuables.

EMERGENCY CLOSINGS AND DELAYS
If school must be closed or the opening delayed because of inclement weather or other conditions, district officials will notify area radio and television stations. Parents will also be notified by the Auto Call Telephone Notification System.

Parents and students are responsible for knowing about emergency closings and delays.

Early Dismissal (PM)
In the event that a school must dismiss early, notice will be made via the methods listed above and high school students may be dismissed as soon as the decision has been made.

VISITORS
To avoid interruption of the educational process, students may not bring visitors to school during the regular school day. Visitors, particularly parents, are welcome at the school. State law requires that **any person visiting the school must report directly to the office to sign in and obtain a visitor's pass**. Parents who wish to observe learning activities taking place in their child's classroom are to confer, in advance, with the principal and the teacher.

NETWORK AND INTERNET GUIDELINES
Internet access is available to High School students. Each student and his/her parents must sign an agreement to use this resource. The purpose of the agreement is to provide the student access to the Local Area Network/Internet for educational and administrative purposes. Each student must have an account if they wish, for any reason, to use the computer or Internet. Because there is no charge for the account, printing is restricted to educational purposes *only*. Misuse of technology *may* result in disciplinary action as deemed appropriate by the administration.

HALLWAY PROCEDURE
Any student who is outside the classroom after the tardy bell has rung must have a note or hall pass from a staff member. It is the student's responsibility to obtain a pass prior to leaving the classroom. Students may not leave the room without a pass.

LOST AND FOUND
The lost and found area is located in the high school office. If you have lost an article, please come to the office and describe that item for identification. Please bring items found to the office so that others may have an opportunity to reclaim them.

STUDENT SALES
No student is permitted to sell any item or service in school without the written approval of the principal. Violation of this rule may lead to disciplinary action.

USE OF TELEPHONES
School telephones are not to be used for personal calls. Except in an emergency, and at the discretion of school staff, students will not be called to the office to receive a telephone call.

ELECTRONIC COMMUNICATION DEVICES (Cell Phones, Smart Watches, Ect.)
Students are not permitted to carry ECD's on their person throughout the school day. The ECD must be stored in the student's locker and is not to be used during class time without the expressed consent of the classroom teacher and approval by the principal.

ADVERTISING OUTSIDE ACTIVITIES
No announcements or posting of outside activities will be permitted without the approval of the principal. A minimum of twenty-four hours' notice is required to ensure that the principal has the opportunity to review the announcement or posting. No commercial advertising will be permitted without the written permission of the Superintendent.

DRIVING POLICY
Driving on to school property is a privilege that can be revoked at any time. Students and their parents assume full responsibility for transportation to and from school. Students and parents must complete an application to drive on school property prior to a student driving on school property. Students will drive in a responsible manner in the parking lot and will enter and exit the lot as directed. ***The speed limit is 15 MPH. Violators will be subject to discipline by the administration***. Discipline will be based on the severity of the offense and may include suspension from school and/or revocation of driving/parking privileges on school grounds.

STUDENT PARKING ASSIGNMENTS
At the conclusion of the 4th 9-week grading period of each year, all rising juniors and seniors will be ranked using the Johnnie Pride formula that considers each student's cumulative GPA, and attendance and discipline from the previous 4 grading periods. Students will then be allowed to select their preferred parking space for the following school year based on their Johnnie Pride score (highest scores select first). Once all spaces have been selected, the remaining students will be assigned to the overflow parking area(s).

ASSEMBLIES
Assemblies will be presented for the purpose of recognizing special achievements, presenting speakers, and encouraging school spirit. Students are required to attend assemblies. At all times, student conduct should be appropriate.

SECTION II: ACADEMICS

MINIMUM NUMBER OF CLASSES

All JHS Students must be enrolled in a minimum of 5 full-credit classes in order to maintain full-time status. This may include any combination of face-to-face, online or College Credit Plus classes.

GRADES

Johnstown-Monroe High School employs a standards-referenced grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to provide evidence of the extent to which the student has succeeded in mastering the required standards. In general, students are assigned grades based upon the results of summative assessments which may consist of tests, projects, portfolios, and other approved assessment tools.

The Board believes that the District's grading system should be a reliable system and one that ensures each student's grades signify accurately the student's degree of accomplishment of those expected learning outcomes which are to be stated for each program at every grade level, kindergarten through twelve. (Board Policy 5421)

To determine grades for courses, teachers are expected to:

A. Develop clear, consistent criteria and standards particularly when grades are based on subjective assessment;

B. Help each student understand in each course or program what behavior and/or achievement is needed to earn each grade as well as what will produce a failing grade;

C. Provide frequent opportunities for each student to obtain information as to the student's progress toward the learning goals of the student's courses or programs;

D. Provide for a pass/fail grade in programs for which it is appropriate;

E. Provide students the opportunity to assess both their own achievements and their areas of difficulty.

The grading system should not inhibit the professional staff member from learning the strengths and weaknesses of each student on an individual basis.

The grading system should be subject to continual review by staff, students, and parents. Revisions shall be made only when such changes will assure a clearer, more valid, or more reliable system of grading.

Specific grading procedures and expectations for students shall be outlined in each building's respective student handbook.

The current grading scale is as follows:

Letter	Percent	Quality Points
A+	98-100	4.33
A	93-97	4.00
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.00
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.00
C-	70-72	1.67
D+	67-69	1.33
D	63-66	1.00
D-	60-62	0.67
F	0-59	0.00

The current grading scale for weighted classes is as follows:

Letter Percent Quality Points	Weighted Grades Classes
A+ 98-100 5.78	Honors American History
A 93-97 5.33	Honors English 12
A- 90-92 4.89	Honors English 9
B+ 87-89 4.44	Honors Calculus
B 83-86 4.00	Honors English 10
B- 80-82 3.55	Honors Physics
C+ 77-79 3.11	Honors Pre-calculus
C 73-76 2.67	Honors English 11
C- 70-72 2.22	Online AP Classes
D+ 67-69 1.78	Applicable CCP Classes
D 63-66 1.33	Honors World History
D- 60-62 0.89	
F 0-59 0.00	

CLASS RANK

The Board authorizes a system of class ranking, by grade point average, for students in grade(s) 9-12 that includes high school credits earned prior to entering grade nine (9)

The grades of students transferring to the high school from a chartered community or nonpublic school will be recognized; however, such students shall have no established class rank for purposes of graduation honors, such as Valedictorian, etc., until such time as they have completed four (4) semesters.

Students entering the high school from non-chartered or home-based schooling shall have no established grade point average (GPA) or class rank for purposes of graduation honors, such as Valedictorian, etc., until such time as they have completed four (4) semesters.

No student shall be eligible for graduation honors, such as Valedictorian, etc. unless they have been enrolled for four (4) consecutive semester(s) prior to the final semester utilized for purposes of determining such honors.

PRINCIPAL'S ROLL

A student must earn all A's.

HONOR ROLL

A student must earn all A's and B's.

MERIT ROLL

A student must earn all A's, B's and one C.

GRADING PERIODS

Students shall receive a report card at the end of each 9-week period indicating grades for each academic class as long as all fees have been paid (parents and students should reference the online grade book).

COURSE SEQUENCE

Students must complete courses in sequence. Example: English 9 must be completed before a student is permitted to take English 10. Students who fail a course can take the course again through summer school or through the Johnstown High School online credit recovery program.

STANDARDS REFERENCED GRADING PRACTICES

In a standard referenced grading system, grades reflect what a student knows and can do in relation to grade-level standards. Grades based on standards help to improve students' achievement by driving educators to focus on four critical questions:

- **What do students need to know and be able to do?**
- **How will we know that they have learned it?**
- **What will we do when they have not learned it?**
- **What will we do when they already know it?**

Grades based on curriculum standards become triggers for action. Standards referenced grades help teachers plan their instruction so they can challenge and support all students. They help parents know the academic areas in which a student meets or exceeds expectations, needs challenges, or needs support. Understanding the definition of each of the following assessment types and how they are used will be essential for the student and parent.

Diagnostic Assessment takes place prior to instruction to determine a student's attitude, skills, or knowledge to identify students' needs.

Formative Assessment provides direction for review, re-teaching, and other adjustments for individual students or for the whole class. These assessments are *for* learning. Keeping progress on formative assessments separate from summative assessments gives a more precise picture of student achievement. Formative assessments may be counted towards the student's grade determined by the teacher for up 20% of the overall student grade. Also, although it is understood that student behaviors (effort, participation, attendance, academic dishonesty, adherence to school rules, etc.) may have a strong effect on outcomes, behavior/s will not be included in the student's grade. Behaviors will be referred to high school administration for violation(s) of the Student Code of Conduct. Grades will reflect achievement toward Ohio Content Standards, ACT subject areas, and/or the AP curriculum.

Summative Assessment provides information to use to judge a student's achievement at the end of a period of instruction. These tests, exams, final drafts, performances, projects, etc., are assessments *of* learning. Students will have the opportunity to improve one summative assessment grade per course, per semester by providing teachers with evidence of higher levels of performance. This is called "reassessment." Students must initiate communication with teachers to begin the process of reassessment. Note: Each class will have at least 4 summative grades per quarter. In addition, there will be a comprehensive end-of semester exam at the conclusion of the first semester that will not have the reassessment option. For full year courses there will also be a comprehensive end-of-course exam wherein reassessment will also not be an option.

Reassessment Policy: Students will be afforded the opportunity to re-assess one summative assessment per course, per semester. If the reassessment is not used, it cannot be carried into the future semesters (Use it or lose it). Students scoring above 79% on the original summative assessment will not be able to reassess. Only students scoring 79% or below will have the opportunity to reassess if they follow the procedure outlined in this section for reassessment. If reassessing, the highest score a student can receive on a summative reassessment will be 80% (Note: During reassessment, the higher of the two scores will be used as the final grade for that assessment). Students must complete interventions assigned by the teacher before reassessment. Students will have 1 week and 1 opportunity to reassess (Clarification: within 1 week of the date the original assessment was returned to the student).

It is at the discretion of the teacher as to whether all or part of the original assessment will be reassessed. Reassessment format (written, oral, etc.) will also be at the discretion of the teacher. Reporting achievement separately from behaviors means that everyone can know as accurately as possible what a grade means in terms of achievement and how allied behaviors may be affecting student performance.

In addition to the above, students must comply with all additional individual course syllabus requirements pertaining to reassessment policies for that course. All courses will require remedial intervention to ensure concepts are learned by the student and may require that some or all of the formative assignments be completed prior to the first summative assessment in order to be eligible to reassess. This intervention must be completed prior to a reassessment opportunity which must occur within 1 week of the due date or within 1 week of the date the original assessment was returned to the student. In the case of prolonged absences (medical, court issues, etc.), the student will be allowed 1 week from the date they return to complete the assessment/reassessment missed (Depending on the length of the absence, this could be extended per administrative decision). This must be arranged with the teacher and/or administrator of the high school.

Homework Philosophy

Homework is a constructive tool in the teaching and learning process when well matched to the learning needs and abilities of the students. Homework provides opportunities to apply learning and to experience necessary practice. Homework promotes student responsibility and accountability by developing work habits essential for succeeding in life. Homework offers teachers, parents, and students the opportunity to be involved in and to support the learning process outside of school. To move our students forward in the learning process, teachers will assign consistent, appropriate, and meaningful homework. Homework may be used as the intervention prior to reassessment. Homework may be a formative assessment, as determined by the teacher. If a graded homework assignment is not completed and submitted within five school days of the original due date, the assignment may be recorded as a zero. Prior to assigning a zero, the teacher will provide reasonable support and intervention opportunities for the student, which may include assistance before, during, or after school.

Late Work

Reducing points for late work distorts the achievement record the grade is intended to communicate and can actually harm student motivation. In order to reduce or eliminate the problem of late work, support systems have been put into place (S.M.A.R.T. periods, lunch intervention, extended intervention, before and after-school programs). Students and parents should note that JHS wants students to exhibit responsibility and submit assessment evidence in a timely manner; therefore, teachers will keep records of students' timeliness and may report on this behavior through an Office Referral Form for Discipline.

Teachers also will assign behavior consequences as they would for any other unacceptable classroom behavior. Direct parent contact is necessary, especially if the lateness is chronic. Students who are late with assessment evidence will be required to come in before school, during a specifically designed S.M.A.R.T. period, during lunch intervention, after school, or at any time which may be arranged where they will receive the assistance and time, they need to complete the assessments successfully. If a graded assignment is not completed and submitted within five school days of the original due date, the assignment may be recorded as a zero. Prior to assigning a zero, the teacher will provide reasonable support and intervention opportunities for the student, which may include assistance before, during, or after school.

Using Zeros in Summative Assessments

In standards based grading, a grade of "Insufficient Evidence" will be assigned until the assessment is completed. (Students will have 1 week and 1 attempt to assess/reassess). Students will be assigned to intervention in order to fulfill requirements related to reassessment. Students that do not attempt to do the assignment or assessments will receive an "IE" (insufficient evidence). An "IE", if not cleared within 1 week of the due date, will result in an "F" for that assignment/assessment.

Effort

Part of the task assigned to teachers is to critique the student's work. The amount of effort required to complete the tasks will also be critiqued. Students that do not put forth sufficient effort to complete assignments/tasks may receive discipline at the discretion of the teacher.

Extra Credit or Use of Bonus Points

Giving extra credit or bonus points distorts a student's grade and is not practiced by JHS teachers. The purpose of a grade is to communicate a true and accurate achievement level for each individual student. Extra credit and bonus points only disguise the student's achievements and so will not be applied to change a grade.

Attendance

Absences will be reported separately from grades. It must be stressed that students need to be present in class to be successful in their learning; however, standards-referenced instruction is not just about seat time. Standards-referenced learning is about what students know, understand, and are able to do. Students who are considered truant will be held accountable through the attendance policy in the student handbook.

Incomplete Grades

When evidence of student achievement is missing, teachers decide whether there is sufficient evidence to determine a grade, and, if it is determined that sufficient evidence does not exist, an incomplete will be assigned. If an assignment is not completed and submitted within five school days of the original due date, the assignment may be recorded as a zero. Prior to assigning a zero, the teacher will provide reasonable support and intervention opportunities for the student, which may include assistance before, during, or after school.

Academic Dishonesty Policy
Academic dishonesty will not be tolerated. Students will redo any assessment that involves academic dishonesty for the teacher to be able to effectively guide his/her instructional practice, however the student will not receive credit for the assignment, nor will the student have the opportunity to reassess that assessment. Academic dishonesty includes all types of plagiarism and cheating.

Artificial Intelligence (AI)
Students may not use artificial intelligence(AI) tools programs to complete assignments, assessments, or other schoolwork unless explicitly permitted by the teacher and cited by the student. Unauthorized use of AI will be considered cheating or plagiarism and may result in disciplinary or academic consequences.

Academic Letter
To earn an Academic Letter, the student must earn at least a 4.0 grade point average for each 9-week grading period.

Electronic Grade Book for Parents
PowerSchool is a web-based program that allows parents/guardians and students to access classroom information using the internet. Parents/Guardians and students have access to view attendance, grades, and messages from teachers. The information will be updated no less than every week. Parents/Guardians and students can securely access via the internet with a login name and password. Students and parents/guardians may not have the same usernames and passwords. A student's information, generally, can be viewed from any computer that has internet access. This access is provided as a service for parents and students – no warranty is expressed or implied. Please contact the guidance office secretary if you do not know your login name or password.

GRADUATION REQUIREMENTS FOR THE CLASS OF 2020 AND BEYOND

Local Graduation Requirements
All students must meet these local requirements as established by the Johnstown-Monroe Board of Education:
- English 4.0 credits.
- Mathematics 4.0 credits
- Science 3.0 credits (1 must be a Life Science, and 1 must be a Physical Science)
- Social Studies 3.0 credits (1 credit each of Government/Civics, American History, World History)
  -The Graduation Requirements were revised by BOE Resolution #24-10-203 on October 14, 2024, as follows: Social Studies requirements for students attending C-TEC (Newark Campus)- 3.0 credits (1 credit each of American History, 1 credit of World History, .5 credit of Government and .5 credit of either Economics or Psychology).
- Health 0.5 credit
- Physical Education 0.5 credits
- Career Search 1 0.5 credit
- Service Learning 0.5 credits (60 hours of volunteer work)
- Electives 5 credits (1 credit of fine arts is required for all students and the starting with the class of 2026 students will be required to earn 0.5 credit in financial literacy)
- Total Credits for Graduation 21 credits

In addition to the local requirements outlined above, all students must meet the requirements established by the Ohio Department of Education. The Ohio Department of Education's graduation requirements can be found at www.education.ohio.gov.

Local Graduation Seal Requirements

- **Community Service Seal**
  - Students must complete the JHS requirement to earn ½ credit of community service learning (60 Hours)
- **Fine and Performing Arts Seal**
  - Students must complete any 1 of the activities below
    - Earn 4 fine/performing arts credits (8 semester ½ credit classes) while enrolled in grades 9-12
    - Earn a varsity band letter
    - Participate in 2 high school musicals as part of the cast or stage crew
- **Student Engagement Seal**
  - Students must successfully complete (as determined by the coach/advisor and/or principal) 8 of the following extracurricular activities in any combination while enrolled in grades 9-12.
    - Interscholastic Athletic Season (including club sports that are approved by the school board of education). ▪ Marching Band Season
    - High School Musical

Johnstown High School will honor local graduation seals that students earn while enrolled in other schools as long as documentation from the school can be provided that all requirements were fulfilled.

COMPARISON OF DIPLOMAS WITH HONORS CRITERIA

Refer to Course Description Booklet

EARLY GRADUATION

Students desiring to graduate early must submit an Early Graduation Request form to the high school guidance counselor **no later than** the fifth day of the semester in which early graduation is sought.

All applications for early graduation will be reviewed by the high school counselor and the building principal to ensure that the student applying for early graduation is on track to complete all state and local graduation requirements before the desired graduation date. Students who are deemed to be on track and otherwise eligible for early graduation will be placed on the senior graduation list and eligible for senior events and honors. A student who is not deemed eligible for early graduation can reapply for early graduation the next semester. ***Early graduates are not eligible for valedictorian or salutatorian status.***

VALEDICTORIAN AND SALUTATORIAN

Valedictorian and Salutatorian will be determined by the final average at the end of the senior year. The student with the highest average for four years will be the Valedictorian and the student with the second highest average will be the Salutatorian. In order to be eligible for this academic honor the student must have attended Johnstown-Monroe High School for at least four (4) semesters.

COMMENCEMENT

It is a privilege, not a right, to participate in commencement exercises. Seniors must meet all local and state requirements in order to participate in the commencement exercise. Additionally, seniors must have paid all fees, fines, and charges, and served all disciplinary assignments before they can participate in the commencement exercise. Any twelfth (12^{th}) grade student who is habitually truant will not be permitted to participate in the commencement exercise.

GUIDELINES FOR SCHEDULE CHANGES

Schedule changes are not permitted. There may be occasions where schedule changes are necessary due to errors. The high school principal shall make all final determinations regarding any scheduling changes. Any student dropping a course after the first five days will receive a W/F (withdrawal fail) for that course. **Due to curriculum licensing and costs to the district, online classes may be dropped however a course fee may be imposed to the student wanting to drop an online class (current rates are $250.00 per class).**

FIELD TRIPS

Field trips are academic activities held off school grounds. There are also other trips that are part of the school's co-curricular and extra curricular program. No student may participate in any school-sponsored trip without parental consent.

NATIONAL HONOR SOCIETY

National Honor Society membership is an honor awarded to students in a highly competitive process that evaluates the four criteria of scholarship, character, leadership, and service. The process is as follows:

1. All eligible sophomores, juniors and seniors must attend one of the informational meetings and obtain a Student Activity Information Form, Parent Letter, and write an essay.
2. Students interested in consideration for the selection process must complete and return the Student Activity Information Form, the signed parent letter and completed essay to the NHS Advisor by the given due date.
3. Faculty members use the Student Activity Information Form and personal experience to evaluate students they have had in class, athletics, or clubs/organizations. Candidates are rated on leadership, service, and character, with scores of 0-5. This is in accordance with established National Honor Society guidelines.
4. Students must have completed two courses, with a minimum of two different teachers, on the JHS Campus (Off Campus courses do not count).
5. All scores are tallied and averaged. The candidate's 3.8 G.P.A. qualifies him/her for the scholarship criteria. Next, the other three criteria mean are averaged to compute one number. These scores are then ranked from highest to lowest in numerical order.
6. A list of the scores in numerical order is presented to a five-member NHS Faculty Council. There is NO quota system, and each candidate remains anonymous during this portion of the selection process.
7. The decision of the Faculty Council is final. Council members and all information are kept confidential, both during and after the process.
8. Students will be tapped during school hours. Induction shall occur sometime after tapping.
9. A final cut score of 30 determines final eligibility.

EDUCATIONAL OPTIONS

COLLEGE CREDIT PLUS (CCP)

Eligible students can take a course and earn high school and college credit that appears on both their high school and college transcripts. To be eligible, students must meet the admission standards of the participating college or university to which they apply for enrollment.

Credit Flexibility

Ohio's plan for credit flexibility is designed to broaden the scope of curricular options available to students, increase the depth of study possible for a particular subject, and allow tailoring of learning time and/or conditions.

Students may earn credits by:

- Completing coursework.
- Testing out of or demonstrating mastery of course content; or
- Pursuing one or more "educational options" (e.g., distance learning, educational travel, independent study, an internship, music, arts, after-school/tutorial program, community service or other engagement projects and sports).

Students interested in College Credit Plus and Credit Flexibility options should schedule a time to meet with the high school guidance counselor.

Johnstown Online Education Option

The Johnstown High School Online Learning Program provides students with an opportunity to recover core academic credits through an approved third-party online platform. Designed to help students avoid credit deficits, this program is one of the ways we help them stay on track to graduate. Credit recovery courses are facilitated by Johnstown teachers and run on a timeline similar to face-to-face courses, though the semester typically ends earlier due to the nature of the grading platform and course length.

Students enrolled in the program are expected to complete coursework during assigned periods in the building, though some upperclassmen with modified schedules may have the flexibility to work from home. Summer school options are announced annually and may only be offered in-person.

***Please be advised that some correspondence courses available outside the school are not sanctioned by the NCAA.**

The district also offers a number of credit recovery options, which include summer school. Students who are credit-deficient are encouraged to meet with the high school guidance counselor to discuss credit recovery options.

SECTION III: STUDENT ACTIVITIES

Johnstown-Monroe High School provides students the opportunity to broaden their learning through curricular related activities. A curricular related activity may be for credit, required for a course, and/or contain subject matter.

Extra-curricular activities do not reflect the school curriculum but are made available to students to allow them to pursue additional worthwhile activities. All students are permitted to participate in the activities of their choosing, as long as they meet all of the eligibility requirements.

ATHLETIC FEE POLICY

As referenced in the Athletic Handbook, athletic fees will be charged to each student who chooses to participate in a school sport. Fees will be determined on a yearly basis and students will not be permitted to participate until fees are paid.

BAND FEE POLICY

Band fees will be charged to each student who chooses to participate in the school marching band. Fees will be determined on a yearly basis.

ATHLETIC ELIGIBILITY STANDARDS FOR PARTICIPATION

Eligibility for each grading period is determined by grades received during the preceding grading period. Semester exams and yearly exams have **NO effect** on eligibility except as they affect the overall grade.

In order to be eligible, a student in grades 9- 12, must be currently enrolled and must have been enrolled in school the grading period (nine weeks) immediately preceding and must have received a grade point average of **1.75 or higher** in that preceding grading period. A student may receive an "F" and still participate as long as his/her GPA is a 1.75 or above. Additionally, the Ohio High School Athletic Association requires that in order to be eligible, a student in grades 9-12 must be currently enrolled, must have been enrolled in school the grading period immediately preceding (nine-weeks), and ***must be receiving passing grades during that grading period in subjects that earn a minimum of 5.0 credits per year toward graduation.***
Any student receiving below a 2.0 GPA must attend the Study Table to remain eligible.

The eligibility or ineligibility of a student continues until the morning of the fifth day of the start of the next grading period, at which time the immediately preceding period grades become applicable.

SCHOOL-SPONSORED DANCE GUIDELINES

- The principal must approve all dances.
- Dancing will only be face-to-face.
- Advisors and chaperones are responsible for the building. Sponsors of dances must clean all areas and remove materials. • No school dances will be scheduled for an evening preceding a school day.
- Dances are sponsored for Johnstown-Monroe students and their dates. Only students in grades 9-12 may attend high school dances. No one over 19 years of age may attend.
- Any abusive or vulgar chants may cause the dance to be terminated.
- Chaperones have the authority to dismiss students from the dance at any time.
- All school rules apply to dances and proper dress attire is required.
- Once a student leaves the dance, he/she may not return unless authorized by a chaperone.
- Any student with multiple discipline referrals or behavioral infractions may not be allowed to attend dances.
    - Any student with an infraction that involves: weapon(s), drugs, alcohol, within that school year will not be allowed to attend dances

SECTION IV: ATTENDANCE

Notification of Absence
Absences for any reason, whether excused or unexcused, reduce instructional time and have an adverse impact on student learning. If a student will be absent, the parents must notify the School and provide an explanation prior to the start of the school day. The parents must provide a written excuse as soon as possible after the student's absence. Parents will be notified in writing when the student's absences reach forty-five (45) or more hours in one school year, regardless of excused or unexcused. Students who are absent for 10% or more of the school year will be considered "chronically absent"

Unexcused/Truancy Absences
Unexcused absence from school (truancy) is not acceptable. Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant. A student will be considered habitually truant under State law if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one school month, or seventy-two (72) or more hours in one school year. If a student is habitually truant and the student's parents have failed to cause the student's attendance, the school will take appropriate intervention actions as set forth in Board Policy 5200. Any twelfth (12^{th}) grade student who is habitually truant will not be permitted to attend the overnight senior class trip or participate in the commencement exercise.

Completing work missed due to Unexcused Absence
- It shall be the responsibility of the student and the student's parents or guardian to make certain that all work is studied.
- The student will be held accountable for this work at the time of examinations.

Excused Absences
The Board considers the following factors to be reasonable excuses for time missed at school:

A. personal illness (a written physicians' statement verifying the illness may be required)
B. illness in the family necessitating the presence of the child.
C. quarantine of the home
D. death in the family
E. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
F. observation or celebration of bona fide religious holiday
G. out-of-state travel (up to a maximum of twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity.
H. Such good cause as may be acceptable to the Superintendent.
I. Medically necessary leave for a pregnant student in accordance with Board Policy 5751

Make - up work due to Excused Absences
1. Assignments and class work missed because of absences shall be made up within a period of time equal to the same amount of time of the absences.
2. If missed work is not made up within the aforementioned time, points may be deducted for each day it is late.
3. Students who fail to complete make-up work in the allotted time may either be assigned a failing grade for the missing work.
4. Absences during a long-term project will not affect the date the project is due for that particular student.
5. Exceptions to the make-up policy can be granted by the principal or dean of students.

Absences due to field trips & other School Sponsored Event
While regular attendance is important, JHS authorizes field trips and school-sponsored events that supplement the education and development of students. When students choose to participate in a field trip or school-sponsored event that causes them to miss school, it is the responsibility of the student to obtain the class material that they missed on the day(s) of the trip. Student responsibilities related to field trips and other school-sponsored events include:

- Students must submit all assignments that are due on the day of the trip/event prior to leaving.
- Students are responsible for the material that was taught in class on the day(s) of the field trip or event.
- Field trips and school-sponsored events may not be used as an excuse for not completing assignments, projects, quizzes or tests that are scheduled for the day of or the day that follows such a trip.
- Students are encouraged to make careful choices about the number of clubs and organizations that they join, and to refrain from overscheduling themselves.

Modified Schedules
JHS students in 12th grade are eligible for privileges of early release and/or late arrival. Students must meet all requirements of attendance, grades and behavior to be approved for a modified schedule. Additionally, seniors must meet (or on track to meet) at least one criteria of ODEW's College, Career, Workforce & Military Readiness metric.

Homebound Instruction
In some instances, the school may arrange for individual instruction at home for students who are unable to attend school because of an accident, illness, or disability. For more information, contact the Coordinator of Student Services.

Tardiness (School)
A student who is not in his/her assigned location within fifteen minutes of the start of the school day will be considered tardy. Any student arriving tardy to school is to report to the school office before going to class. A repeated pattern of late arrival to school will result in the following disciplinary action (per quarter).

5th Tardy - Detention (30 min.)
6thTardy - Detention (30 min.)
7th Tardy - Detention (30 min.)
8th Tardy - Detention (60 min.)
9th Tardy - Detention (60 min.)
10th and Beyond - Detention (60 min.)

Tardiness (Class)
A student who is not in his/her assigned class by the bell will be considered tardy. A repeated pattern of late arrival to school will result in the following disciplinary action (per week).

5th Tardy - Detention (30 min.)
6thTardy - Detention (30 min.)
7th Tardy - Detention (30 min.)
8th Tardy - Detention (60 min.)
9th Tardy - Detention (60 min.)
10th and Beyond -/Detention (60 min.)

Early Dismissal
If a student needs to be dismissed from school before the end of the school day, s/he must have a written request from his/her parent/guardian stating the reason for the early dismissal. Time missed from class will be counted against hours of attendance.

Family Travel
Whenever a pre-planned absence for family travel is requested, the parents must discuss the matter with the principal to make necessary arrangements in advance. A maximum of five school days per school year will be excused for vacation. Make up assignments will be allowed at the teacher's discretion.

COLLEGE VISITATION PROCEDURES

To participate in a college visitation, a student must submit a parental permission slip approved by the guidance counselor two days in advance of the visit. Students are responsible for all missed work and must be passing all classes at the time of the visit. Juniors are permitted two (2) visits during the school year and seniors are permitted three (3) visits during the year. Students will be required to submit proof of attendance upon their return to school. A student may be allowed to request additional days or days but must be approved by the guidance office or principal.

EARLY DISMISSALS

No student may sign out without the permission of the high school principal or his/her designee. Failure to do so will result in being considered truant from school. Eighteen-year-olds and/or older students are included in this rule.

If a student needs to be dismissed from school before the end of the school day, he/she must have a written request from his/her parent/guardian stating the reason for the early dismissal. All notes for early dismissal must be turned into the high school office before 8:00 AM. **The following are the only reasons for an excused early dismissal from school:**

* Illness
• doctor/dentist appointment
• court/court related matter
• emergency circumstances
• funeral / calling hours

When leaving school for an early dismissal, the student must **sign out** on the sheet provided in the high school office. A note from the student's appointment, doctor/dentist/court must be turned into the high school office secretary upon returning to school. Failure to bring a note back from the appointment may result in an **unexcused** dismissal.

SECTION V: CODE OF CONDUCT

It is recognized that no list of prohibited conduct can encompass every action that may be subject to discipline. The Administration shall have the authority to impose discipline for conduct not set forth herein that involves the violent, disruptive or inappropriate behavior of students and based on the individual circumstances of each situation.

Violations of the Discipline Code may result in disciplinary action including, but not limited to, consultation with student, parent conferences, detention (30 minutes), out-of-school suspension, expulsion, community service, loss of privileges, or removal from school.

Failure to serve an assigned detention may result in an out-of-school suspension. A recommendation for an expulsion hearing may occur at any time for Major Offense Violations.

STUDENT RULES OF CONDUCT: JURISDICTION AND FIRST WARNING

These discipline regulations apply to conduct while school is in session, at school sponsored activities, on school premises, off school premises at any school sponsored activity or event, in any vehicle whose use is controlled or organized or arranged by the school, or at any time when the student is subject to the authority of the Board of Education or school personnel including bus stops and the immediate area around those stops.

AUTHORIZATION

The principal/designee shall have the power and the responsibility to regulate student behavior and to discipline students whose behavior is judged unacceptable. Disciplinary action may be adjusted at the discretion of the principal/designee.

PART I:

1. Narcotics, Alcoholic Beverages, Stimulant Drugs, Mind Altering Substances, Non-alcoholic Beer, or any Drug Paraphernalia No student while on school premises, or authorized transportation, or any school sponsored activity held on or off the school premises, shall knowingly possess, use, sell, offer to sell, offer to purchase, supply, or transmit; alcohol, non-alcoholic beer, and/or other drugs or drug paraphernalia. Students who possess large sums of money may cause the administration to have reasonable suspicion of drug related activities. The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries.

Possession - includes, without limitation, retention on the student person, in purses, wallets, lockers, desks, automobiles parked on home school property or at any other school sponsored events.

Use of - is defined as showing signs of chemical misuse such as staggering, reddened eyes, odor of chemicals or alcohol, nervousness, restlessness, memory loss, abusive language, falling asleep in class, or any other abnormal behavior.

Drugs/Drug paraphernalia - includes, without limitations, steroids, poisonous intoxicants, anabolic steroids, or any other body building drugs, look-a-like substances, narcotics, depressants, stimulants, hallucinogens, counterfeit controlled substances, marijuana, and prescription drugs, (unless prescription was authorized by a licensed physician, and drugs are kept in the original container. The original container must contain the student's name and the directions for the proper use of the medication, or any drug type paraphernalia. Students may be required to submit to a breathalyzer test when deemed appropriate by the administration.

2. Distributing, Selling, or Offering to Sell Drugs or Alcohol

A student shall not have in his/her possession a quantity that can be construed as being possessed for sale or transmittal by that student. Any student caught distributing, selling, or offering to sell drugs or alcohol on the school grounds or at any school-sponsored event may be recommended for expulsion for the 1st offense.

3. Counterfeit Controlled Substances

A student shall not possess, make, conceal, supply, transmit, sell or offer to sell, give, or deliver a counterfeit controlled substance. "**Possession**" is defined in Section 1 above. A student shall not directly or indirectly represent or describe a **"counterfeit controlled substance" as a "controlled substance." Counterfeit controlled substances includes, but is not limited to the following:** a. Any drug that is identified by a trade name or trademark without authorization of the owner of the trade name or trademark. b. Any unmarked or unlabeled substance that is represented to be a controlled substance with a specific trade name or trademark. c. Any substance that is represented to be a controlled substance, but in fact is not a controlled substance, or is different from the substance being represented. d. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color or its marking, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

4. Possession or Use of Weapons or Dangerous Instruments

A student shall not possess, transmit or conceal a dangerous weapon, dangerous instrument or "look-alike" counterfeit weapon or instrument. Such items include, but are not limited to, explosives, mace, firearms, knives, razor blades, brass knuckles, or any object that can reasonably be considered a dangerous instrument. Look-alike weapons could include, but are not limited to, starter pistols, stun guns, or any other object indistinguishable from a weapon, which may be considered a weapon or dangerous instrument. In addition, any student who creates panic by making statements about the possibility of a weapon in school may be disciplined per this rule. Additionally, Section 2923.122 of the Ohio Revised Code makes it a felony for any person to knowingly convey, attempt to convey, or possess any deadly weapon or dangerous ordinance onto or on any property owned by, or controlled by, or to any property actively held under the auspices of a school. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was. placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to disciplinary action.

5. Use of an Object as a Weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers and jewelry.

6. Knowledge of Dangerous Weapons or Threats of Violence

Students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

7. Disruption of the Educational Process

No student shall by the use of violence, force, noise, coercion, threat, intimidation, fear, active or passive resistance, or any other conduct that causes the disruption or obstruction of any lawful mission, process, or function of the school, or urge other students to engage in such conduct.

The following actions are prohibited:

a. Occupying any school building, school grounds, or part thereof, to deprive others of its use.
b. Blocking the entrance or exit of any school building or corridor or room therein, to deprive others of lawful access to or from, or use of, the building, corridor or room.
c. Preventing or attempting to prevent the convening or the continued functioning of any school, class, activity, or of any lawful meeting or assembly on the school grounds.
d. Any communication (oral, written or electronic) of a bomb threat or any other threat of violence.
e. Blocking normal pedestrian or vehicular traffic.
f. Starting or attempting to start any unauthorized fires on school grounds.
g. Pulling a fire alarm without proper provocation.
h. Placing a false 911 call.
i. Inappropriate use of social media that disrupts the educational setting.

8. Physical Abuse of a School Employee, School Employee's Family Member, or a Person Working for the School District in an Official Capacity and/or their property

A student who causes, attempts to cause, threatens physical injury, or behaves in such a way as could reasonably be anticipated to cause physical injury to a school employee, employee's family member, or person working for the school district in an official capacity and/or damaging their property will be suspended from school. The length of said suspension will be at the sole discretion of the principal/designee.

9. Sexual Misconduct

No student shall engage in any sexual misconduct while on school premises, under school authority, or while attending any school-sponsored activities. Sexual misconduct includes public indecency, sexual contact with another person with or without consent, and sexually harassing comments and behavior.

10. Possession/Use of Tobacco

No student shall carry, possess, distribute, purchase, attempt to purchase, or use any tobacco product, cigarette lighter, electronic cigarettes or similar devices, in school, on school grounds, on school buses, or at any interscholastic event/competition, extracurricular event, or other school sponsored event, both home and away. Tobacco products include, but are not limited to, cigarettes, cigars, pipe tobacco, chewed tobacco, snuff, or any other matter or substance that contains tobacco. Smoking of electronic, "vapor", other substitute forms of cigarettes, or clove cigarettes are not permitted.

11. Harassing or Threatening a Staff Member or Staff Member's Family on or off the School Grounds

No student shall direct to a school employee or employee's family member(s) words or phrases which are considered to be slanderous, degrading in nature, obscene or profane. This may also include communication that implies a threat or harassment of another individual.

12.. **Extortion**

No student shall commit an act of extortion, threaten extortion or threaten reprisals in order to secure an object, benefit, or service from another person. Extortion is the use of threat, intimidation, force or deception to take or receive something from someone else.

13. Unauthorized Bodily Contact

No student shall physically touch, hit, or make physical threats to a student or employee of the school system or any person while on school property or while attending a school-sponsored event.

14. Fighting and Physical Abuse of Another Student While on the School Grounds, School Property, or at any School Function (home or away)

A student who causes, attempts to cause, threatens physical injury, or behaves in such a way as could reasonably be anticipated to cause physical injury to another student may be suspended from school.

Any student who has been physically abused should report the incident to the high school principal or any other faculty member immediately. Fighting **will not be tolerated on school grounds, on any school transportation vehicle, or at any school-sanctioned event.**

15. **Harassment**

Students are prohibited against harassment based on sex, race, color, national origin, religion, disability, genetic information, or any unlawful basis. Students who are found to have engaged in unlawful harassment will be subject to disciplinary action. Any student who believes they have been unlawfully harassed by another member of the School District community should contact the Superintendent or other District Administrator.

16. **Endangering Another**

No student shall endanger another student while on school grounds, during any school function home or away, or while riding any school. transportation vehicle. **Endangering shall be defined as any act that could or may cause harm to another person**.

17. **Harassment/Intimidation/Bullying**

A student shall not harass, bully, haze, persecute, intimidate, abuse or participate in any act that injures, degrades or disgraces any student, staff member or other school employee. This prohibition includes aggressive behavior, physical, verbal and psychological abuse, and violence within a dating relationship.

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

Harassment, intimidation, or bullying means:

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

B. violence within a dating relationship.

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

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

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistant (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the

other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

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

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

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

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

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 – Anti-harassment.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.
The district shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

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

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

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

Complaints

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

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

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

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

Privacy/Confidentiality

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

Reporting Requirement

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the district website (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events. Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

Immunity

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

Notification

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

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the district and to their custodial parents or guardians. State and Federal rights posters on discrimination and harassment shall also be posted at each building. New hires will be required to review and sign off on this policy and complaint procedures.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designer shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines about aggressive behavior and bullying in general, will be age and content appropriate.

Annually, the District shall provide all students enrolled in the district with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy to the extent that State or Federal funds are appropriated for this purpose.

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

The district shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students, to the extent that State or Federal funds are appropriated for these purposes. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

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

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

18. Attendance

Students shall comply with school attendance requirements. No student shall be absent without school authorization and parental consent. Unexcused absences and repeated tardiness to school or classes may result in disciplinary action.

19. Forgery/Falsification/Misrepresentation

No student shall forge the name of another person or falsify other information whether orally or in writing.

20. Unauthorized Entry to any Part of District Buildings without Permission

No student shall be in any part of the high school outside of the regular school hours without the authorization of a staff member or coach. No student shall be in any area of the high school, middle school, or elementary school that is not designated for student use without the permission of an authorized school employee.

21. Academic Misconduct

No student shall cheat or plagiarize on any school assignment. Cheating/plagiarizing includes, but is not limited to possession of unauthorized material, submission of another student's material (whether graded or not), false claims or fabricated references, copying someone else's exam/test/quiz, or passing answers from an exam/test/quiz to another student. When a student is found to have cheated or plagiarized, the principal may impose any of the following sanctions:

- The student will redo the assignment or complete another substitute assignment on his/her own time (lunch intervention, before or after school detention).
- The student may be denied participation and/or membership in academic and non-academic activities, groups, teams, and events. Offenses that occur in the final nine-week period of the school year will carry over into the next school year. Second offenses will warrant more severe consequences.
- The student may be suspended in school or out of school.
- The student may be expelled.
- Students may appeal any academic dishonesty charge against them within one week of the charge. The appeal will be presented to the Superintendent or his representative.
- Students will be held accountable for the completion of these assignments, and teachers will use this information to guide their instructional practice, however the student will not receive credit for the assignment, nor will they have the opportunity to reassess if they were otherwise eligible to reassess.

22. **Failure to Serve an Assigned Detention or Wednesday School**

Any requested changes of an assigned detention or Wednesday school must be approved by the principal or his/her designer. Failure to serve the assigned detention or Wednesday School may result in additional penalties.

23. Insubordination

No student shall be disrespectful or insubordinate to any teacher, student teacher, substitute teacher, principal, or authorized personnel. Students shall comply with directives and be issued discipline. Failure to comply may result in additional penalties.

24. **Throwing Food in the Cafeteria/Stealing Food/Littering**

No student shall throw food in the cafeteria or at another student, teacher, or staff member. All food taken from the serving area must be purchased. There should be no food, paper, or trays/utensils remaining when a student leaves his/her seating area.

25. Bus Conduct

Students utilizing District transportation are under the authority of, and directly responsible for, the driver of the bus. Any student who repeatedly violates safety precautions and/or conduct rules may be denied the privilege of riding the bus and is subject to other disciplinary action as determined by the principal.

Students who ride District buses shall:

- be on time at the designated loading zone.
- stay off the road at all times while walking to and waiting for the bus.
- line up in a single file off the roadway to enter.
- wait until the bus is completely stopped before moving forward to enter.
- refrain from crossing a highway until the bus driver signals it is safe.
- go immediately to a seat and be seated.
- remain seated while the bus is in motion.
- keep head, hands, arms, and legs inside the bus at all times.
- not litter in the bus or throw anything from the bus.
- keep books, packages, coats, and all other objects out of the aisle.
- be courteous to the driver.
- not eat.
- not tamper with the bus or any of its equipment.
- remain seated until the bus has stopped.
- cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe; and • be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials. Parents must inform the bus driver when their child will not be riding the bus. The bus will not wait.

26. Profane/Obscene Language, Gestures and Inappropriate Material

No student shall use Profane, obscene or vulgar language, gestures, or possess inappropriate material.

27. **Public Displays of Affection**

Students shall not engage in inappropriate displays of public affection.

28. **Vandalism**

a. Any act of vandalism on a minor scale such as: tampering with another student's locker; writing on a desktop, walls, locker, restroom facility, table, or school equipment; and/or any kind of damage done to any books or property of the school.

b. Vandalism of computer Network

c. A student shall not knowingly attempt to disrupt operations of the computer network by "hacking" into or vandalizing the network resources. This may include but is not limited to *malicious* attempts to:

a. Hack, alter, harm or destroy any software, hardware or data.

b. Upload, download, create or transmit any computer virus, worm, Trojan Horse or other harmful component or corrupted data c. Gain access to other user's files and information.

d. Disrupt or degrade the operation of the network through any means intended for that purpose.

d. Note: Students may also be required to reimburse the school for any costs incurred as a result of repair, cleaning, or replacement of vandalized property, including damage to computers and/or network.

29. **Gambling**

No student shall participate or initiate any type of gambling for money or valuables while on the school grounds, on an authorized school vehicle, or attending a school related function.

30. **Possession of Electronic Devices**

Students are not to use CD players, headphones, radios, video games, cellular phones (cell phones may be used before school, between class periods, and after school) MP3s, pagers, etc. during the school day. Usage and/or a classroom disturbance, even minor, created by an electronic device will result in the item being confiscated. If a student's electronic device is confiscated due to misuse, the student's parent must pick up the item at the end of the school day. Students shall not take photographs, video recordings, or audio recordings of other students and/or staff members without permission.

31. Multiple Violations of Student Code of Conduct

Students who repeatedly violate the Student Code of Conduct may be subject to additional disciplinary action.

32. Other Types of Misconduct

No student shall engage in any similar misbehavior or activity as those listed even though not specifically addressed.

33. Dress Code

Students are expected to follow the school dress code during the school day.

In School Suspension

In-School-Suspension (ISS) will be held every day. Students should report directly to their ISS for attendance. The same rules for student behavior in school also apply to their in school suspension location..

OUT-OF-SCHOOL SUSPENSION1.

Suspensions occur only during days when students are in attendance. Calamity or snow days will not count towards days of suspension. Please see Board Policies 5610 (Removal, Suspension, Expulsion and Permanent Expulsion of Students) and 5611 (Due Process Rights) for a description of procedures applicable to out-of-school suspensions.

EMERGENCY REMOVALS

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on school premises, the student may be removed from curricular activities or from the school premises.

Please see Board Policy 5610.03 (Emergency Removal of Students) for a description of procedures applicable to emergency removals.

EXPULSION

The Superintendent may expel a student from school for up to 80 days. Students, unless identified as a Student with Disabilities, cannot make up academic work during the expulsion period. An alternative online option can be provided at the cost of the student. The school district would not be liable for internet access or use of school computers for the option. All opportunities to earn grades or credit end when a student is expelled.

Additionally, a student who is expelled will be denied high school credit for college courses taken while serving his/her expulsion. Please see Board Policies 5610 (Removal, Suspension, Expulsion and Permanent Expulsion of Students) and 5611 (Due Process Rights) for a description of procedures applicable to expulsions.

PERMANENT EXCLUSION

In accordance with the law, the Board of Education may seek to permanently exclude a student, sixteen (16) years of age or older, who has been convicted of or adjudicated delinquent for the reason of the following offenses:

A. Carrying a concealed weapon or conveying or possessing a deadly weapon or dangerous ordnance on property owned or controlled by a board of education or at an activity held under the

B. Possessing, selling, or offering to sell controlled substances on property owned or controlled by a board of education or at an activity under the auspices of this Board.

C. Complicity to commit any of the above offenses, regardless of where the complicity occurred.

In accordance with law, any student, sixteen (16) years of age or older, who has been convicted or adjudicated delinquent for committing the following offenses may be subject to permanent exclusion:

A. Rape, gross sexual imposition or felonious sexual penetration.

B. Murder, manslaughter, felonious or aggravated assault.

C. Complicity to commit offenses described in paragraphs A and B, regardless of where the complicity occurs.

Please see Board Policies 5610 (Removal, Suspension, Expulsion and Permanent Expulsion of Students) and 5611 (Due Process Rights) for a description of procedures applicable to expulsions.

SECTION VI. STUDENT DRESS CODE

STUDENT DRESS AND APPEARANCE AT SCHOOL AND SCHOOL ACTIVITIES

General Standards

Clothing may be any color. Basic patterns (such as stripes, polka dots, and paisley) are permitted provided they are not distracting. Small manufacturer logos are allowed provided they are not the primary design of the garment. No large logos, graphics, or text are permitted on any article of clothing with one exception: tops bearing the name, logo, imagery, or name of a school-sanctioned group or event are allowed.

Students may not wear clothing that exposes private body parts or underwear or undergarments at any time, even while seated. All clothing must be free of holes, tears, and damage.

Bottoms

Pants, shorts, and skirts may be any color and are subject to the general standards above. Pants must be free of holes, tears, damage, and cannot have designs or large logos. Basic patterns (such as stripes, polka dots, or paisley) are permitted provided they are not distracting. Small manufacturer logos are allowed provided they are not the primary design of the garment.

Shorts and skirts, including any slits, may be no more than 5 inches above the knee as measured from the front, back, and side while the student is standing.

Student clothing must cover the entire torso at all times.

The following bottoms are not permitted under any circumstances: leggings, jeggings, sweatpants, athletic pants, athletic shorts, or pajama pants.

Tops

Shirts, sweatshirts, and other tops may be any color and are subject to the general standards above. Shirts bearing the name, logo, or imagery of a school-sanctioned group or event are allowed.

All students are required to wear sleeved shirts that fully cover the shoulder. Sleeveless tops and tank tops are not permitted. Shirts must have a neckline that sits at or near the collarbone. Low-cut, scoop neck, and V-neck shirts that expose the chest are not permitted.

Sweatshirts, crewnecks, and hooded sweatshirts are permitted. Hoods are never to be worn inside the building. Students who receive repeated warnings for wearing hoods inside the building may lose the privilege of wearing hooded apparel entirely.

Student clothing must cover the entire torso at all times. Shirts must meet the waistband of the pants and may not expose the midriff.

Footwear

Footwear must be a structured shoe. Slippers, soft-soled shoes, and shoes with excessive bulk are not permitted. Roller or wheeled footwear is not permitted.

Head Coverings and Outerwear

Hats, hoods, and all other head coverings are not to be worn inside the building. Head coverings worn for held religious reasons are permitted.

Coats, heavy jackets, and outerwear accessories such as gloves and scarves are not to be worn inside the building and must be stored in a student's locker upon arrival. Lightweight full-zip or button jackets are permitted inside the building but must have a shirt worn underneath.

Jewelry, Accessories, and Tattoos

Ear piercings are permitted and must not pose a safety hazard. Facial piercings and non-ear piercings must be small and cannot pose a safety hazard.

Accessories must be small, not distracting, must not obscure another student's view, and cannot pose a safety hazard.

Tattoos, jewelry, or accessories that include language or images not aligned with the Student Code of Conduct are not permitted.

Hair

Hair colors must be natural. Extreme or unnatural hair colors are not permitted. Hairstyles must not be distracting to the learning environment or obstruct the view of other students.

CTE Programs and Special Student Groups

Students enrolled in Career and Technical Education programs or other academic and extracurricular programs that establish standards of dress as a necessary part of their program will be expected to comply with the applicable program dress code on days when that code is in effect. On all other days, students are expected to comply with this dress code. Enrollment in a CTE or special program does not exempt a student from compliance with one code or the other at all times.

Spirit and Theme Days

On designated Spirit or Theme Days, exceptions to the above standards may be announced by building administration. Any such exceptions will be communicated to students in advance.

Dress Code Violations and Consequences

Students found to be in violation of the dress code are required to change before returning to class. Students must change into their own appropriate clothing, select an item from the school's available dress code-appropriate clothing, or contact a parent or guardian to bring an appropriate change of clothes.

Changing does not exempt a student from the consequence assigned for the violation.

The following progressive consequences apply regardless of whether the student changes:

First Offense: Documented warning.

Second Offense: Office referral and detention.

Third Offense and Beyond: Progressive discipline as determined by building administration.

PARENTAL NOTICES

Additional Policy information may be obtained by visiting the Johnstown-Monroe Local School District webpage at www.johnstown.k12.oh.us.

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MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the district will also notify law enforcement officials. The district is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which he/she receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

Student Records—see Board Policy 8330 for policy regarding student records, directory information, an inspection of Collection Instrument located under NEOLA Board Policies/Procedures/Forms on the Johnstown-Monroe LSD webpage.

Policy 5630.01 Positive Behavior Intervention and Support and Limited Use of Restraint and Seclusion Policy. Please see the district website for this policy.

2416-STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION

The Board of Education respects the privacy rights of parents and their children. No student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information: See the district website for the remainder of this policy.