



Zanesville City Schools

2021-2022

High School

Student Handbook

Zanesville City Schools is the premier district in southeastern Ohio providing innovative and progressive educational experiences, where culturally diverse students are engaged in learning and supported by our caring staff in safe and state-of-the-art facilities.

Zanesville City Schools, the district you will never outgrow!

MISSION STATEMENT

Zanesville City Schools provides all students the opportunity to reach their full potential and ultimately become responsible, productive, lifelong learners, and contributing citizens of the United States of America in a global society

BELIEF STATEMENTS

WE BELIEVE the cultural diversity of our community brings strength and unity to the learning environment and that respect for individual differences is critical to the educational process.

WE BELIEVE our students can learn at high levels, in different ways and at different times when provided equal opportunities.

WE BELIEVE we must provide relevant, meaningful learning experiences so that our students are active, literate and self-directed learners.

WE BELIEVE our schools must be safe, child centered environments with equal access for all to the education

WE BELIEVE our staff and community must promote and model lifelong learning for students throughout our school district.

WE BELIEVE our students must be prepared to function in and adapt to a changing and diverse society

WE BELIEVE that a superior and well-funded school district is the foundation for student learning and a prosperous community

WE BELIEVE strong interaction among the family, school, and community, based on mutual trust, honesty and open communication supports student learning.

ZANESVILLE HIGH SCHOOL

Mr. Tim Gagliardo, Principal
Mrs. Darlene Baker, Administrative Assistant
Ms. Wonda Tabler, Administrative Assistant

Mr. Chad Grandstaff, Assistant Principal
Ms. Judy Tolley, Assistant Principal
Mr. Aaron White, Assistant Principal

Ms. Cynthia Huffman, Discipline Secretary
Mrs. Amy Walters, Attendance Secretary

Mr. Scott Aronhalt, Athletic Director
Mrs. Cindy Kokensparger, Athletic Secretary

Mr. Fred Curry, ZCS District Attendance Officer / Court Liaison

SCHOOL COUNSELORS

Mr. Thomas Crowley, Supervisor of Guidance
Ms. Betty Caw
Ms. Deborah Welch
Mrs. Lou Ann Maxwell, Guidance Secretary

SCHOOL NURSE

Ms. Alison Todd

ZHS MISSION

ZHS celebrates our diversity by challenging and inspiring our students with a rigorous differentiated curriculum delivered in an atmosphere that fosters success.

STUDENT CODE OF CONDUCT, VIOLATIONS AND PENALTIES

Offenses Against People, Pupils and School Personnel

1. Assault and/or battery (fighting, hitting).
2. Causing physical harm.
3. Throwing anything in or around school (except sports equipment meant to be thrown in proper areas).
4. Personal threats.
5. Libel and/or slander.
6. Extortion.
7. Harassment at school, on school transportation or on school property where Zanesville High School is a guest as a team, group, club or other representative, individually or collectively, of ZHS.
8. Hazing.
9. Inappropriate exhortation.
10. Acts of indecency (i.e. inappropriate and/or suggestive physical contact).
11. Any conduct which is injurious to the school or to the morals, safety, comfort or welfare of the pupils.
12. Any type of bullying. (Policy 5517.01)

Acts or Behavior of a Potentially Dangerous Nature

1. Possession of dangerous weapons or other devices designed to or capable of inflicting bodily harm. This includes the use of mace, or other types of pepper spray.
2. Possession and/or use of alcohol, or drugs or any substance which is a representative (look alike) of either. (For prescription drugs, follow procedures regarding the drug policy and procedure. (Policy 5530))
3. Repeating, passing on, or “carrying tales” resulting in the discomfort, ridicule, confrontation, shunning, etc., of another, especially when the talk is about something without factual basis or does not concern the speaker.
4. Misuse of emergency warnings.
5. Possession of explosives or readily flammable materials.
6. Improper use of a motor vehicle (car, cycle, moped, bicycle), while on school property.
7. Bus Misconduct: Eating or drinking on school bus. Out of assigned seat on bus. Placing any part of the body out of bus window. Disregarding (insubordination to) the bus driver.
8. Possession and/or use of tobacco on school or adjacent property. Lack and/or loss of self-control. (Emotionally/physically out of control.)
9. Possession or use of electronic cigarettes, or vapor devices, on school, or adjacent property.
10. Assault and/or battery.
11. Disorderly conduct/fighting (willingly involving oneself in a fight).
12. Inducing panic.

Offenses Against the School Program

1. Disrespect for school personnel.
2. Insubordination (refusing to obey).
3. Improper language (obscene, vulgar, abusive, swearing, threatening, sexually suggestive).
4. Phone threats.
5. Instigating, urging, cheering and/or promoting others to fight.
6. Interfering with a teacher in the performance of duties.
7. Aiding and/or abetting in a commission of a violation of the code of conduct.
8. Gambling.
9. Failure to comply with school regulations.
10. Under the influence of drugs or alcohol. This includes coming to school smelling like drugs (e.g. marijuana).
11. Truancy.
12. Disturbing the classes, school program or school function.
13. Absent from place of assignment without authorization. (Class, school property after arrival.)
14. Class cut(s). Not being in assigned area during school time.
15. Trespassing on school property. Habitual tardiness.
16. Inappropriate dress.
17. Academic dishonesty.
18. Repetition of disruptive acts.
19. Use of electronic devices that interrupts instruction, learning and teaching environments as determined by individual teachers in their classes.
20. Inappropriate use of cell phones including camera phones.

Offenses against School or Private Property

1. Theft of any school or private property at school or at any school related function.
2. Destruction of any school or private property at school or at any school related function.
3. Defacing of any school or private property at school or at any school related function.
4. Violating the computer network acceptable use agreement.

Consequences / Penalties

In compliance with Ohio Revised Code 3313.66 and 3313.661, the Board of Education of Zanesville, Ohio, has adopted the following as penalties for the above violations:

- Loss of Privilege.
- Warning/Reprimand -A verbal or written notice to the student that a behavior is unacceptable.
- Detention - Staying after school or attending Friday School. For Friday School or an after school detention, the student will be given 24 hours to make arrangements to take care of an obligation. If there is to be an exception to the 24 hour policy, the parent will be contacted by phone or in person by school personnel to clear the arrangement.
- Parent Conference-A meeting with a parent to discuss and solve a student behavioral problem.
- Referral to a Resource Agency - Such referral to in school or out of school agency whenever it is felt that such an agency may help to solve a behavior problem.
- Drug and Alcohol Counseling - Students under the influence at school will be expected to attend counseling before returning to school.
- Behavioral Probation/Contract - The student may be placed on probation through a contract outlining specific changes needed and specific timelines. If a student's conduct has been such that

any of the aforementioned penalties are assigned, it is the responsibility of the parent to see that the student takes care of it properly. Failure to do so may result in suspension.

- Removal from Activities - A student in violation of a school rule or policy may be disallowed participation in specific school sponsored activities.
- Suspension - A temporary removal from one to ten days. It may be from a class, from riding a school bus, or from school including all related activities.
- Expulsion - Removal from school and all related activities for the remainder of year, not to exceed 80 school days (includes loss of credit). A student may be excluded from school for up to one year for possession or involvement with weapons under the Gun Free Schools Act.
- Unruly Charges - When a student is not compliant over a period of time unruly charges will be filed through the Muskingum County Prosecutor's Office.
- Lunch Detention.

Gun Free Schools Act

The Gun Free Schools Act (GFSA) states that each state receiving federal funds under ESEA must have in effect, by October 20, 1995, a state law requiring local educational agencies to expel from school for a period of not less than one year a student who is determined to have brought a weapon (or a look alike) to school. Each state's law also must allow the chief administering officer of the local educational agency (LEA) to modify the expulsion requirement on a case by case basis.

Permanent Exclusion of Nondisabled Students

As authorized by law, the Board of Education may permanently exclude any student who has been found guilty of committing, when sixteen (16) years of age or older, any of the following offenses while on school grounds and which are considered to be crimes when committed by an adult:

1. Possession or involvement with a deadly weapon.
2. Trafficking (use, possession, sale, exchange, etc.) in drugs.
3. Murder, involuntary manslaughter, assault or aggravated assault.
4. Rape, gross sexual imposition or felonious sexual penetration on school grounds, at a school event or when the victim is an employee of the district.
5. Complicity, regardless of where the complicity occurs, of any of the above crimes.

Personal Appearance and Dress

The school recognizes that grooming and mode of dress are personal attributes, and the responsibility for the individual's personal appearance is largely the responsibility of the student and his/her parents. However, community standards of decency and good taste in personal appearance are most important, especially in group settings with a life altering purpose.

One's dress and grooming tend to reflect one's attitude and respect for self, as well as others. Experience has shown that student attire has an effect on conduct, as well as general attitude toward educational tasks. (For example, research shows that in schools where a school uniform has been required, disciplinary actions are reduced by up to 60 percent, and academic achievement has increased by as much as 30 percent in a single year.) Therefore, the school has a responsibility to determine guidelines for student dress and grooming in a manner creating an atmosphere conducive to maximum learning as well as to help prepare them for the world of work after graduation. In addition to being appropriate, the student's clothing should be clean. The student should have clean hair, body, fingernails and footwear. Long hair must be controlled by a hair net or other acceptable means when around machines or other devices in which the hair could become entangled.

Styles and the names of articles of clothing change frequently. Therefore, it is impossible to list all inappropriate items. In cases where there is a question of appropriateness for school, the principal or assistants will make the final decision.

The following articles of clothing and/or accessories are examples of inappropriate wear for school:

1. Halter tops, tube tops, tank tops, spaghetti strap tops, muscle shirts, net jerseys or any type top which exposes an unusual amount of the upper torso (girls or boys).
2. See through clothing.
3. Gym clothing, pajama pants or loungewear.
4. Hats, bandanas, scarves and other head coverings (girls or boys). This includes the hood of a hooded shirt.
5. Headbands (for girls and boys) may be worn to keep hair out of face/eyes.
6. Students who have rips and tears in their pants, the rips cannot be above the fingertips. Skin above finger tips cannot be visible.
7. Clothing with sexually suggestive or obscene words and/or pictures including double meaning; Any item promoting racial or ethnic disrespect; Items promoting violence, illegal acts or unethical behavior.
8. Clothing that fits improperly (too large, too small, too tight).
9. Shorts/skirts which do not equal the position of the fingertips with arms and fingers extended.
10. Wallet chains or other heavy chains (necklaces) capable of use as weapons.
11. Studded collars or wristbands, jewelry deemed dangerous.
12. No Costumes.
13. Protective facial coverings during pandemic/epidemic event (Policy 8450.01)

Cell Phone/Electronic Policy

Cell phones have become a way of life and we understand the importance of cell phones as a means of communication between parents and students. A student phone is available in the main office for emergency purposes.

Cell phones are not to be visible in classrooms or in any other space where instruction is taking place, including assemblies. Students are able to use their cell phones during breakfast and lunch in the cafetorium and in common areas on campus including all outside areas and hallways. Students must have cell phones put away and shut off before they walk into a classroom for instructional time. Cell phones are not allowed out in any restroom for privacy reasons.

Violations of the cell phone policy:

- First Infraction: the cell phone being kept in a secure area in the office until the end of the day and student receives a lunch detention.
- Second Infraction: will result in three (3) lunch detention and a parent or guardian will be required to come in and pick up the cell phone.
- Third Infractions: will result in Friday School and a parent or guardian will be required to come in and pick up the cell phone.
- Fourth and Fifth Infraction: will result in one or two days In School Suspension.
- Sixth Infraction – the student will receive one day Out of School Suspension.
- If students refuse to give the cell phone to a teacher when requested the student will automatically be assigned Friday School. If the student is at the 4th or 5th infractions they will be suspended.

If a cell phone is loaned to another student and they violate any of the regulations set forth by this document, the phone will be confiscated and further disciplinary action may be taken, at the discretion of the administrator.

Students may not use a cell phone to capture record or transmit the words and/or images of any student, staff member or other person in the school or while attending a school related activity, without permission of the person. Violation of this provision will result in the cell phone being confiscated and held until the end of the school year.

Students are not allowed to charge cell phones during class, or in any academic classroom. There will be designated charging stations in the library, guidance, study hall room, and main office, for student use between classes, during study halls, or lunches. These are to be used at the student's own risk. Students may not leave an academic period to charge their device.

General School Rules

1. Courtesy and cooperation is expected at all times.
2. Students are to keep to the right and keep moving in the hallways, stairways and doors during class changes. WALK do not run!
3. Students should not loiter around drinking fountains or in the hallways between classes.
4. Students are to use restrooms and get a drink during class changes. Students should not use class time to go to a restroom or get a drink unless it is an emergency.
5. Students are expected to be to all classes on time.
6. Students will help keep classrooms neat and orderly at all times. All trash will be placed in a trash container.
7. Students will eat only in the cafeteria. No food or drink is to be taken from the cafeteria. Drinks and snacks are not to be taken from the cafeteria to put in your locker.
8. Students will only use their own locker. The sharing of lockers is not acceptable.

Lunch Room Rules

1. Students will observe good table manners and behave themselves at all times while in the cafeteria.
2. All students who eat lunch at school are required to eat in the cafeteria whether they bring their own lunches or purchase them in the cafeteria. Food will not be taken out of the cafeteria to be eaten anywhere on the campus unless permission is granted by administration.
3. Students are expected to eat as though you were a guest in a friend's home. Be friendly and sociable, but avoid being loud and boisterous.
4. After finished eating, students are expected to stay seated in the cafetorium for the remainder of the class period.

Academic Probation

Students who have failed to meet the core requirements of being in good standing may result in denial of school related privileges. Students must maintain good standing in the areas of attendance, behavior and academics. Privileges that may be denied include but are not limited to attendance at School Assemblies, Homecoming, School Sponsored Clubs, Extracurricular Events, Prom, Graduation, etc.

ATTENDANCE

5200 - ATTENDANCE

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled

in the schools during the days and hours that the school is in session or during the attendance sessions to which she/he has been assigned.

A student in grades 9 through 12 may be considered a full-time equivalent student provided the student is enrolled in at least five (5) units of instruction, as defined by State law, per school year.

In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a written statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

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

- A. personal illness (a written physician's 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 a bona fide religious holiday
- G. out-of-state travel (up to a maximum 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 Policy 5751
- J. service as a precinct officer at a primary, special or general election in accordance with the program set for in Policy 5725

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences to be a regular attendance for the program provided that she/he reports to such staff member she/he is assigned for guidance at the place in which she/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

The Superintendent may excuse a student over fourteen (14) years of age from attendance at school for a future limited period for the purpose of performing essential work directly or exclusively for her/his parents or guardians. Such excuse should not exceed five (5) days and may at the discretion of the Superintendent be renewed for five (5) additional days. At no time, however, shall such excuse cause a student to be absent from school for a period of more than ten (10) consecutive days.

At the discretion of the Superintendent, a student may be excused for a longer period of time than ten (10) days if a child's parent or guardian has recently died or become totally or partially incapacitated and there is no older brother or sister living in the home who is out of school. (The Superintendent may request a certificate of a physician attesting to the physical condition of the parent or guardian.)

Attendance shall be taken at the beginning of every block/period in buildings with block/period-based scheduling. Absences from a class block/period shall be accounted for to the nearest full hour.

Attendance shall be taken at the commencement of the school day in buildings with non-period-based schedules. Attendance for students arriving late or leaving early must be tracked and recorded to the nearest full hour.

Excessive Absences

When a student of compulsory school age is absent from school with or without legitimate excuse for thirty-eight (38) or more hours in one school month, or sixty-five (65) or more hours in a school year, the attendance officer shall notify the child's parent or guardian of the child's absences, in writing, within seven (7) school days after the date of the absence that triggered the notice requirement. At the same time written notice is given, any appropriate intervention action listed herein may be taken.

A student will be considered habitually truant if the student is of compulsory school age and absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.

Legitimate excuses for the absence of a student who is otherwise habitually truant include but are not limited to:

- A. the student was enrolled in another school district
- B. the student was excused from attendance in accordance with R.C. 3321.04; or
- C. the student has received an age and schooling certificate

Absence Intervention Team

To the extent required by law as determined on an annual basis, within ten (10) days of a student becoming habitually truant, the Principal shall assign the student to an absence intervention team.

Within fourteen (14) school days after the Suspension of a student to an absence intervention team, the team shall develop an intervention plan for that student in an effort to reduce or eliminate further absences. Each intervention plan shall vary based on the individual needs of the student, but the plan shall state that the attendance officer shall file a complaint not later than sixty-one (61) days after the date the plan was implemented, if the child has refused to participate in, or failed to make satisfactory progress on the intervention plan. Within seven (7) school days after the development of the plan reasonable efforts shall be made to provide the student's parent/guardian/custodian, with written notice of the plan.

As part of the absence intervention plan, the Principal may, in her/his discretion contact the appropriate juvenile court and ask to have a student informally enrolled in any alternative to adjudication described in R.C. 2151.27 (G).

Each absence intervention team may vary based on the needs of each individual student but shall include a representative from the child's building, another representative from the child's building who knows the child and the child's parent or parent's designee, or the child's guardian, custodian, guardian ad litem, or temporary custodian. The team also may include the district attendance officer, a school psychologist, counselor, social worker, or representative of a public or nonprofit agency designed to assist students and their families in reducing absences.

The members of the absence intervention team shall be selected within seven (7) school days of the student meeting the habitually truant threshold. Within the same period of seven (7) school days, the Principal shall make at least three meaningful, good faith attempts to secure the participation of the student's parent/guardian/custodian, guardian ad litem, or temporary custodian on that team. A good faith attempt to secure the participation of the parent shall include, but not be limited to, contacting (or attempting to contact) the parent by telephone, email, or regular mail. If the student's parent responds to any of those attempts, but is unable to participate for any reason, the Principal shall inform the parent of the parent's right to appear by designee. If seven (7) school days elapse and the student's parent/guardian/custodian, guardian ad litem, or temporary custodian fails to respond to the attempts to secure participation, the attendance office shall investigate whether the failure to respond triggers mandatory abuse or neglect reporting to the public children services agency. At the same time, the absence intervention team shall continue to develop an intervention plan for the child notwithstanding the absence of the child's parent/guardian/custodian, guardian ad litem, or temporary custodian.

Intervention Strategies

In order to address the attendance practices of a student who is habitually truant, the intervention team may, as part of an intervention plan, take any of the following intervention actions:

- provide counseling to the student
- request or require the student's parents to attend a parental involvement program
- request or require a parent to attend a truancy prevention mediation program
- notify the Registrar of Motor Vehicles of the student's absences
- take appropriate legal action
- Suspension to an alternative school (Note: If the District has established an alternative school, it must appear as an alternative intervention strategy.)

In the event that a student becomes habitually truant within twenty-one (21) school days prior to the last day of instruction of a school year, the Principal or designee may, work with the child's parent/guardian/custodian, guardian ad litem, or temporary custodian to develop an absence intervention plan during the summer.

The absence intervention process shall commence upon the first day of instruction of the next school year.

Reporting Requirements

The attendance officer shall file a complaint in the juvenile court against a student on the sixty-first (61st) day after the implementation of an absence intervention plan or other intervention strategies, provided that all the following apply:

- The student is habitually truant
- The school district or school has made meaningful attempts to reengage the student through the absence intervention plan, other intervention strategies, and any offered alternatives to adjudication, if applicable
- The student has refused to participate in or failed to make satisfactory progress on the plan as determined by the absence intervention team, or any offered intervention strategies or alternative to adjudication.

If the student, at any time during the implementation phase of the absence intervention plan or other intervention strategies, is absent without legitimate excuse for thirty (30) or more consecutive hours or forty-two (42) or more hours in one school month, the attendance officer shall file a complaint in juvenile court against that student, unless the absence intervention team has determined that the student has made substantial progress on the absence intervention plan.

In the event that the sixty-first (61st) day after the implementation of the absence intervention plan or other intervention strategies fails on a day during the summer months, the attendance officer may extend the implementation of the plan and delay the filing of the complaint for an additional thirty (30) days for the first day of instruction of the next school year.

The Superintendent is authorized to establish an educational program for parents of truant students which is designed to encourage parents to ensure that their children attend school regularly. Any parent who does not complete the program is to be reported to law enforcement authorities for parental education neglect, a fourth class misdemeanor if found guilty.

Whenever any student of compulsory school age has sixty (60) consecutive hours in a single month or a total of ninety (90) hours of unexcused absence from school during the school year she/he will be considered habitually absent. The Board authorized the Superintendent to inform the student and her/his parent/guardian/custodian, guardian ad litem, or temporary custodian of the record of absences without legitimate excuse as well as the District's intent to notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court of the student's unexcused absences.

If a student who is habitually truant violates the order of a juvenile court regarding the student's prior adjudication as an unruly child for being a habitual truant, she/he may further be adjudicated as a delinquent child.

The District shall report to the Ohio Department of Education, as soon as practicable, and in a format and manner determined by the Department any of the following occurrences:

- When a notice that a student has been absent with or without legitimate excuse for thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year is submitted to a child's parent/guardian/custodian, guardian ad litem, or temporary custodian.
- When a child of compulsory school age has been absent without legitimate excuse from the public school the child is supposed to attend for thirty (30) or more consecutive hours, forty-two (42) or more hours in one school month, or seventy-two (72) or more hours in a school year.
- When a child of compulsory school age who has been adjudicated an unruly child for being a habitual truant violates the court order regarding that adjudication.

- When an absence intervention plan has been implemented for a child under this policy.
- This policy was developed after consultation with the judge of the juvenile court of Muskingum County with child's parent/guardian/custodian, guardian ad litem, or temporary custodian or other persons having care of the students attending school in the district, and with the appropriate State and local agencies.

Reporting Absence

Again, the **1982 Missing Children's Act** requires that if a student is absent from school, a parent, guardian, or other responsible person, e.g., guardian **ad litem** must contact the school by 10 a.m. the day of the absence. If the parent fails to notify the school by 10 a.m., the absence will be considered unexcused.

The federal **1982 Missing Children's Act** also requires that the parent provide the school with current, working phone numbers (home, workplace and some other responsible adult who may be contacted). This is necessary so the school can make contact in case the child is absent or there is an emergency.

Upon return to school, a written excuse from the parent, guardian, doctor, court or other responsible adult, which includes the student's name, the date(s) of absence and the reason for absence must be turned in to the student's home room teacher who will forward it to the attendance secretary.

Signing in and out of School

Students arriving late or leaving early must sign in or out in the main office. In order for a tardy to be excused, a note or phone call from a parent or guardian must be submitted. All tardies that are not excused will be given consequences. Students leaving early are expected to bring a note to school prior to dismissal or an adult must come in and sign the student out. Notes for early dismissals are required to be submitted to the office by 10 a.m. It is expected that students will enter and exit the building through the main lobby area.

Students arriving tardy are not permitted to bring food and drinks into building.

Students who are 18 years old and older and still live with a parent or guardian must have parent permission and are not permitted to return until the next day of school.

SCHOOL COUNSELING

The basic purpose of the school counseling program at Zanesville High School is to help students to better understand their educational environment and to assist them in planning their future educational and occupational goals. Counselors are not social/emotional therapists. Parents who feel their student has significant social/emotional problems are advised to seek a mental health clinician.

There are several guidance services which are designed to assist each student to make the most of his abilities and opportunities. Teachers, counselors and administrators will gladly confer with students and/or parents concerning student achievement and study habits in any subject area. Both students and parents are encouraged to make appointments with the counselors to discuss areas of interest or concern.

Individual conferences for students may be scheduled with the school counselor by reporting to the guidance office and requesting an individual appointment. These conferences may be arranged before school, during a study hall or after school. Each conference is confidential. Students may request a conference for any of the following reasons:

1. Educational, (2) Vocational, (3) Personal, (4) Social. Any topic or concern to a student may be brought to a counselor.

Course selection is of major importance to the student and therefore is an integral part of the counselor's function. Through individual interviews or group guidance, students are alerted to course offerings and to requirements for graduation.

Class Standing

Grade level status is based on credits earned.

- Freshman 0-4 Credits
- Sophomore 5-10 Credits
- Junior 11-15 Credits
- Senior 16 Credits and Beyond

It is the responsibility of the student to check with the counselors on the status of his/her credits and requirements.

Course Credit

A year long course is divided into four grading periods. Semester One average is the average of Grading Period 1 and 2. Semester Two average is the average of Grading period 3 and 4. The Final Grade is calculated by averaging the two *semester averages* together.

1 st 9wk	2 nd 9wk	Sem Avg	3 rd 9wk	4 th 9wk	Sem Avg	Final Grade
73/C	86/B	80/B	82/B	73/C	78/C	79/C+

$$\begin{aligned} (73 + 86)/2 &= \mathbf{80} & (82 + 73)/2 &= \mathbf{78} \\ \text{Semester Avg } \mathbf{80} + \text{Semester Avg } \mathbf{77} / 2 &= \text{Final Grade } \mathbf{79/C+} \end{aligned}$$

A semester course Final Average is the average of the two grading periods. G1 and G2 for first semester. G2 and G3 for second semester.

Class Rank

Class ranks for all students are calculated at the end of each semester. Senior ranking for graduation is done at the end of the 7th semester. Final transcripts will then be sent home later in the summer once all grades are posted.

Retaking a Course

A student will be allowed to retake a course that he has previously completed and passed. If the course is being taken for intervention or to receive a higher grade, credit will be issued only once for the course, but the student will receive the higher of the two grades. Both courses will still be represented on the transcript, however, the higher score will be the only one calculated into the GPA.

Grading Scale/Class Rank/Valedictorian

Class of 2021 & 2022

Class rank for all students is calculated at the end of each semester. Senior ranking for graduation is calculated at the end of the 7th semester. Classes of 2021 and 2022 will be ranked on the current grading system which includes the Honors Weighted Grading Scale.

Class of 2022 and beyond
New Grading Scale/Class Rank/Valedictorian
Exact Percentage Chart to Quality Points Conversion

Grade	Percentage	Quality Points
A	93-100	4.0000
A-	90-92	3.6667
B+	87-89	3.3333
B	83-86	3.0000
B-	80-82	2.6667
C+	77-79	2.3333
C	73-76	2.0000
C-	70-72	1.6667
D+	67-69	1.3333
D	63-66	1.0000
D-	60-62	0.6667
F	0-59	0.0000

Valedictorian, Salutatorian & Class Rank Honors (Top 20% of Students) Class of 2022 & Beyond

The Valedictorian and Salutatorian Honors will be calculated based upon the following three criteria for all senior eligible students who have completed at least four semesters in Grades 9 – 12 (note:

Transcripted Credit begins with the first high school level class attempted as early as 7th Grade) as a Zanesville City Schools student and concludes as a graduating senior:

- the Cumulative Grade Point Average (GPA) at the conclusion of the seventh (7th) semester (Note: the seventh (7th) semester is considered to be the conclusion of the first semester in the students' senior year)
- the rigor of schedule at the conclusion of the seventh (7th) semester: Must first meet the criteria for Academic or Career Technical Honors Diploma then the additional rigor of schedule (Advanced Placement, College Credit Plus.) Student must complete the course in the 8th semester) to maintain their standing for these awards
- the ACT/SAT composite score must be received by the ZHS Administrative Office by the conclusion of the seventh (7th) semester. Points will be awarded to eligible students in the following manner:

Cumulative Grade Point Average		Academic Honors Diploma or Career Tech Honors Diploma & Rigor of Schedule		ACT/SAT Composite Score	
GPA	Points	Rigor	Points	ACT/SAT	Points
4.00	4.00	5 or more advanced courses	4.00	ACT 34 – 36 SAT 1520 – 1600	36/1600 4.00 35/1560-90 3.95 34/1520-50 3.90
3.90 – 3.99	3.90	4 advanced courses	3.90	ACT 31 – 33 SAT 1420 - 1510	33/1490-1510 3.85 32/1450-80 3.80 31/1420-1440 3.75
3.80 – 3.89	3.80	3 advanced courses	3.80	ACT 28 – 30 SAT 1310 – 1410	30/1390-1410 3.70 29/1350-80 3.65 28/1310-1340 3.60
3.70 – 3.79	3.70	2 advanced courses	3.70	ACT 25 – 27 SAT 1200 - 1300	27/1280-1300 3.55 26/1240-70 3.50 25/1200-30 3.45
3.50 – 3.69	3.60	1 advanced course	3.60	ACT 22 - 24 SAT 1100 - 1190	24/1160-90 3.40 23/1130-50 3.35 22/1100-20 3.30

Summa Cum Laude, Magna Cum Laude, & Cum Laude Class of 2022 and Beyond

Zanesville City Schools maintains a “class rank” for graduating seniors; however, Zanesville City Schools recognizes all graduating seniors in the following manner based upon the Cumulative Grade Point Average (GPA) as calculated at the conclusion of the 7th semester. To be considered, a student must meet the criteria for the Academic or Career Technical Honors Diploma

Honor	Distinction	Academic Honors Diploma or Career Tech Honors Diploma & Cumulative GPA	Honor Cord
Summa Cum Laude	With Highest Honors	3.86 – 4.00	Gold
Magna Cum Laude	With Great Honors	3.70 – 3.85	Silver
Cum Laude	With Honors	3.50 – 4.00 w/o Honors Diploma	Bronze

Honor Roll and Principal’s List Class of 22 and Beyond

Zanesville City Schools recognizes student academic achievement in each marking period in the manner for students enrolled in five or more courses—

Honor	Marking Period Grade
Principal’s List	3.75 - 4.0
Honor Roll	3.5 - 3.74

A nine-week grade of “F” renders a student ineligible for the honor roll that grading period. A student receiving an “I” will not be considered eligible for the honor roll until all work is completed.

Classes 2021 & 2022

Zanesville City Schools recognizes student academic achievement in each marking period in the manner below for students enrolled in four or more courses—

Honor	Marking Period GPA
Principal's List	3.6 and above
Honor Roll	3.00-3.6

A nine-week grade of “F” renders a student ineligible for the honor roll that grading period. A student receiving an “I” will not be considered eligible for the honor roll until all work is completed.

Dropping and Changing Courses

Much time is spent scheduling courses appropriate to long-term goals and abilities. Dropping a class requires certain timelines to ensure that students are able to carry enough credits throughout the year. The following guidelines should be followed if a class is to be dropped. A schedule change request form must be completed and returned to the guidance office with the proper signatures and within the proper timelines for scheduling change to be completed.

- Year Long and 1st Semester Deadline: **January 7, 2022**
- 2nd Semester Deadline: **May 25, 2022**

Graduation Requirements for the Class of 2019 and Beyond

The graduation requirements for the classes of 2019 and beyond include curriculum and three options to show readiness for next steps in college and careers.

Ohio requires students to take and complete a minimum of 20 required credits.	State Minimum
English Language Arts	4 Units
Health	½ Unit
Mathematics	¹ 4 Units
Physical Education	² ½ Unit
Science	³ 3 Units
Social Studies	⁴ 3 Units
Electives	⁵ 5 Units
Other Requirements	
Economics and Financial Literacy	⁶ ½ Unit
Fine Arts	1 Unit

1. Mathematics units must include one unit of algebra II or the equivalent of algebra II. Exceptions: a) Algebra II is not a requirement for students following a career technical pathway. However, students still must have four units in mathematics, and b) a family may decide that their child is not prepared to meet the graduation requirement for a higher level math course. Or, their child may be planning a career that does not require higher level math. Algebra II may not be a requirement for this student.
2. Physical education • School districts may adopt a policy that would exempt students who participate in interscholastic athletics, marching band or cheerleading for two full seasons or an approved Junior Reserve Officer Training Corps (JROTC) program for two years from the physical education requirement. Students must take another course, which cannot be a physical education course, of at least 60 contact hours.
3. Science units must include one unit of physical sciences, one unit of life sciences and one unit of advanced study in one or more of the following sciences: chemistry, physics or other physical science; Advanced biology or other life science; astronomy, physical geology or other earth or space science. Exception: A family may decide that their student is not prepared to meet the graduation requirement for a higher level science course. Or, their student may be planning a career that does not require higher level science. Higher level science may not be a requirement for this student. 4 Social studies units must include ½ unit of American history and ½ unit of American government in three units required for the classes of 2018 and 2019. The class of 2021 will need ½ unit in world history and civilizations in their required three units as well as American history and American government.
4. Elective credits must include one or any combination of foreign language, fine arts, business, career technical education, family and consumer sciences, technology, agricultural education or English language arts, mathematics, science or social studies courses not otherwise required.
5. Other state requirements • All students must receive instruction in economics and financial literacy during grades 9•12 and must complete at least two semesters of fine arts taken any time in grades 7•12. Fine arts is not a requirement for students following a career technical pathway.

The student must also meet one of the following three criteria:

Ohio's State Tests

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

End-of-course exams are:

- Algebra 1 and Geometry or Integrated Math 1 and 2
- Biology
- American History and American Government
- English 1 and English 2

Students studying Advanced Placement (AP) or International Baccalaureate (IB) courses in Biology, American Government, or American History may take and substitute test scores for end-of-course state exams to avoid double testing. Students also may substitute grades from College Credit Plus courses in these subjects for end-of-course state exams.

Industry Credential and Workforce Readiness

Students earn 12 points through a State Board of Education approved, industry recognized credential or group of credentials in a single career field and achieve a workforce readiness score on the WorkKeys assessment. The state of Ohio will pay one time for those who take the WorkKeys assessment.

College Admission Test

Students earn “remediation free” scores in English Language Arts and Mathematics on a nationally recognized college admission exam. The state of Ohio will pay one time for all 11th grade students in the classes of 2019 and beyond to take the exam free of charge.

Commencement Exercises

Commencement exercises will include only those students who have successfully completed requirements for graduation as certified by the high school principal or those students who have been deemed eligible to participate in such exercises in accordance with the terms of their IEP. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation when personal conduct so warrants. (ZCS Board Policy • Section 5460)

Ohio – AIR End-of-Course Assessment Dates

- Fall: November 30, 2020
- Spring: January 8, 2021

ACT and SAT Dates

American College Test (ACT)*	Scholastic Aptitude Test (SAT)*
September 11, 2021	August 28, 2021
October 23, 2021	October 2, 2021
December 11, 2021	November 6, 2021
February 12, 2022	December 4, 2021
April 2, 2022	March 12, 2022
June 11, 2022	May 7, 2022
July 16, 2022	June 4, 2022

*Students with a documented financial hardship, in grades 11 or 12, may request up to two (2) fee waivers from their guidance counselor for both the ACT and SAT. If a student does not attend a test that they have registered for, they forfeit the fee waiver used.

Type of Course

At Zanesville High School, we offer several different types of courses, including:

- Traditional
- College Credit Plus (Dual Enrollment Course through Zane State College)
- Advanced Placement
- Project Lead the Way

ZANESVILLE CITY SCHOOLS EXTRACURRICULAR CODE OF CONDUCT

INTRODUCTION

The Zanesville City Schools recognizes that representing the school in any athletic contest or extracurricular activity is a privilege – not a right – that calls upon students to demonstrate the highest qualities of citizenship and leadership throughout the entire year. Together with the Ohio High School Athletic Association, the Zanesville City Schools Board of Education recognizes that the use and abuse of tobacco, electronic cigarettes, alcohol, and other drugs have a negative effect on behavior, learning, and athletic development and performance. In addition, the use and abuse by a student-athlete or club member affects teammates, family members, and other significant people in his or her life. Student-athletes and club members should not attend or remain in attendance at functions in which peer group/underage alcohol or illegal drug use is taking place. It should be recognized that this type of unsupervised activity may create a negative reflection on both the individual and athletic program and/or club. Therefore, a year-round code of conduct has been established for student-athletes and club members.

Extracurricular activities covered by the policy include, but are not limited to:

Archery	Devilettes	Marching Band	Student Council
Baseball	F.C.A.	National Honor Society	Swimming
Basketball	Football	Quiz Team	Tennis
Bowling	Golf	Robotics	Thespians
Cheerleaders	Key Club	Soccer	Track & Field
Class Officers	Foreign Language Club	Softball	Volleyball
Cross Country	Managers / Statisticians	Senior Mentoring	Wrestling

As part of this Code of Conduct, Zanesville City Schools has adopted a Drug Testing Policy (attached) that will be applied to students in selected activities listed above. The fee is \$20 per test. The District reserves the right to change the coverage of tested students in the future.

TERMS AND CONDITIONS

- **STUDENT-ATHLETE:** A student-athlete is a student who is or has participated in any of the athletic extracurricular activities listed above in middle or high school.
- **CLUB MEMBERS:** A club member is a student who has participated in any of the non-athletic extracurricular activities listed above in middle or high school.
- **ATHLETIC PARTICIPATION:** Percentages apply to regular season contests only, and student-athletes remain ineligible for post-season competition as long as any carry-over consequences exist.
- **ATHLETIC SEASON:** Is considered to run from the first official day of practice established by O.H.S.A.A. through the last official contest.
- **CHEERLEADER SEASON:** Is considered to begin with the starting date for football practice and continues through the last official contest for varsity boys basketball. For purposes of enforcing loss of participation, football and boys basketball will be considered as two separate

seasons. Football season ends with the last game, and boys' basketball begins with the first practice date established by the O.H.S.A.A.

- **TWELVE-MONTH POLICY:** All athletes and club members shall abide by a code of conduct which will earn him/her the honor and respect that participation and competition in the interscholastic program or clubs affords. Any conduct that results in dishonor to the athlete, the team/club, or the school will not be tolerated. Acts of unacceptable conduct, such as – but not limited to – theft, vandalism, disrespect, immorality, or violations of the law tarnish the reputation of everyone associated with the athletic programs or clubs, and will not be tolerated. This code shall be in effect for 12 months a year, 24 hours a day, for those who made the team or joined the club. If you make the team and quit, the code still applies. If an athlete is cut from the team, the code does not apply. The code of conduct applies for one calendar year after the conclusion of the last sports season in which the athlete participated.
- **HOSTING:** For purposes of this Code of Conduct, a “Hosting” violation occurs when a student organizes and/or holds an event to which others are invited and where conduct prohibited by the Code of Conduct occurs. Hosting may occur in a student’s home or in any other public or private place. The totality of the circumstances shall be considered in determining whether a student is in violation of the Hosting prohibition of this Code of Conduct. One or more students may be in violation of the Hosting prohibition for the same event.
- **FAILURE TO COOPERATE:** When, as a result of the consequences set forth hereinafter, a student-athlete or club member is required to attend alcohol and drug education, and if that student fails to agree to attend such a program, such failure to agree to attend will result in the athlete being removed from athletic participation, or club member from membership, until the starting date of the season in which the infraction occurred. The student-athlete or club member will be required to attend ten (10) hours of alcohol and drug education before further participation will be granted.
- **PROOF:** Discipline will be administered upon the basis of clear and convincing evidence.

REGULATIONS: ALCOHOL AND DRUGS

Student-athletes and club members of Zanesville City School District shall not possess, give, sell, distribute or otherwise transmit any alcoholic beverages, illegal drugs, and counterfeit drugs or controlled substance, the possession or transfer of which is prohibited by law. Further, the student-athlete or club member shall not use, or be under the influence of any alcoholic beverage, illegal drug, counterfeit drug, or controlled substance, including, but not limited to, narcotics, hallucinogenic drugs, amphetamines, steroids, cocaine, or intoxicants of any kind. (This Code of Conduct does not apply to medications prescribed by a student-athlete’s or club member’s physician.)

PENALTIES: Use or possession of Alcohol and/or Drugs

First Violation	Second Violation	Third Violation
<p>1. The penalty for a first violation will be denial of athletic or club participation for 20% of the scheduled contests of the sport or length of the club activity. For an athlete, any remaining percentage of the prohibition of participation not served shall be applied toward the next sport in which the athlete participates.</p>	<p>1. Upon confirmation of the second violation, athletic participation will be denied 50% of the scheduled contests of that sport, or 50% of the length of the club activity. For an athlete, any remaining percentage of the prohibition of participation not served shall be applied toward the next sport in which the athlete participates.</p>	<p>1. The student-athlete found in violation for a third time shall be denied athletic participation for the remainder of their athletic career. A club member shall be denied further participation in club activities.</p>
<p>2. The student agrees to complete a program of counseling as established by the district drug education coordinator. (An unexcused absence from a session will immediately reactivate the original prohibition of participation.)</p>	<p>2. The student agrees to complete a program of counseling as established by the district drug education coordinator. (An unexcused absence from a session will immediately reactivate the original prohibition of participation.)</p>	<p>2. After one calendar year from determination of his/her guilt an appeal can be made to the appeals board for reinstatement contingent upon substantiated rehabilitation.</p>
<p>3. The student agrees to revoke any leadership positions, such as, but not limited to, team captain or club president, and will not hold any leadership positions on athletic teams or in clubs for the remainder of the school year. He/She will also forfeit individual recognition for awards such as Team MVP, Most Courageous, etc.</p>	<p>3. The student-athlete must <i>attend practice</i>. He/She must <i>travel</i> with the team. He/She must <i>sit on the bench</i> with the team. He/She cannot be in uniform.</p>	
<p>4. The student-athlete must <i>attend practice</i>. He/She must <i>travel</i> with the team. He/She must <i>sit on the bench</i> with the team. He/She cannot be in uniform.</p>		

PENALTIES: sale or distribution of drugs/alcohol, or hosting a party

First Violation	Second Violation
1. The student found in first violation of sale, distribution, or hosting, will be treated the same as the second violation or possession.	2. The student found in second violation of sale, distribution, or hosting will be treated the same as a third violation for use or possession.

REGULATIONS: TOBACCO & ELECTRONIC CIGARETTES

Possession or use of tobacco in any form (cigarettes, cigars, snuff, chewing tobacco, etc.) and/or electronic cigarettes (e-cigarettes, e-vaporizers, electronic nicotine delivery systems, etc.) is a violation of board policy and will result in the following consequences:

PENALTIES: Tobacco & Electronic Cigarettes

First Violation	Second Violation	Third Violation	Fourth Violation
1. Denial of athletic participation or club activities for 10% of the scheduled contests of that sport or club activities. For an athlete, any remaining percentage of the prohibition of participation not served shall be applied toward the next sport in which the student-athlete participates.	1. Denial of athletic participation or club activities for 20% of the scheduled contests of that sport or club activities. For an athlete, any remaining percentage of the prohibition of participation not served shall be applied toward the next sport in which the student-athlete participates.	1. Denial of athletic participation or club activities for 50% of the scheduled contests of that sport or club activities. For an athlete, any remaining percentage of the prohibition of participation not served shall be applied toward the next sport in which the student-athlete participates.	1. The student or club member found in violation a fourth time shall be prohibited from athletic participation for the remainder of the athletic career. A club member shall be denied further participation in club activities.
2. The student will be required to <i>perform 6 hours of community service</i> as approved by the school administration.	2. The student will be required to <i>perform 10 hours of a Tobacco Education Program</i> as approved by school administration and conduct <i>6 hours of Community Service.</i>	2. The student will be required to <i>perform 10 hours of a Tobacco Education Program</i> as approved by school administration and conduct <i>6 hours of Community Service.</i>	2. After one calendar year from determination of his/her guilt, an appeal can be made to the appeals board for reinstatement contingent upon substantiated rehabilitation.

3. The student-athlete <i>must attend practice</i> . He/She must <i>travel with the team</i> . He/She <i>must sit on the bench with the team</i> . He/She <i>cannot be in uniform</i> .	3. The student agrees to <i>revoke any leadership positions</i> , such as, but not limited to, team captain or club president, and will not hold any leadership positions on athletic teams or in clubs for the remainder of the school year. He/She will also forfeit individual recognition for awards.	3. The student agrees to <i>revoke any leadership positions</i> , such as, but not limited to, team captain or club president, and will not hold any leadership positions on athletic teams or in clubs for the remainder of the school year. He/She will also forfeit individual recognition for awards.	
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PENALTY DEFINITIONS FOR CODE OF CONDUCT RULES:

- To calculate the percentage of penalty for prohibition, the number of regular season contests scheduled will be used for each respective sport or club activity.
- When a penalty results in a prohibition of a partial contest, the fraction will be rounded to the nearest whole contest.

Example: 3.49 contests will be 3 contests; 3.50 contests will be 4 contests

If an activity goes into an extended season, the denial of participation would continue into the extended season. Example: (Football = 10 games) A violation occurs prior to the 9th game and the student-athlete is suspended for two (2) games. The student would miss the 10th game and the first post-season game.

If denial of participation would extend into a student-athlete's next season. Example: A violation occurs after Football Game #9 and the student-athlete involved participates in both football and basketball. The suspension would be Football Game #10 (1/10) and Basketball Games #1 and #2 (1/10), for a combined denial of 20%. A prohibited student-athlete who has a carry-over penalty into a succeeding sport must complete the season in good standing in order for the prohibition to be credited to that sport.

Any sophomore, junior, or senior student-athlete who is serving a prohibition from participation will not be permitted to serve their prohibition by going out for a sport for the first time unless a prior commitment to that sport has been established.

The penalty for clubs or extracurricular activities is determined by dividing the length of the activity by the appropriate penalty. Example: 20% denial for a year-long activity would equal a 7-week penalty.

REGULATIONS: CITIZENSHIP

INTRODUCTION

Student-athletes and club members should abide by a code of ethics, which reflects the honor and respect that participation in interscholastic athletic programs and club activities merit. Any conduct that results in dishonor to the student-athlete or club member, to the team or club, or to the school, will not be tolerated. Such acts of unacceptable conduct include, but will not be limited to the following: theft, vandalism, disrespect, and violations of the law.

Student-athletes should additionally adhere to all Athletic Department grooming requirements.

Each head coach and club advisor is permitted to establish dress and grooming guidelines for student-athletes while they are representing the district during practice sessions, on game day, or while in attendance at any team activity or event during the athlete's particular athletic season. Additionally, hairstyles should be such in which no undue attention is brought to the athlete. For example: boys' hair off the collar, no facial hair.

VIOLATION AND CONSEQUENCES

Any violation, in season or out of season, will result in a penalty which may consist of a warning up to and including denial of participation for the remainder of the student-athlete's eligibility.

- Grooming code
- Flagrant disrespect for coach or school official
- Unexcused absence or tardiness for practice or game
- Misconduct in school, game or practice
- Late hours (curfew) – reasonable hours are to be kept during the sport in season as set forth by the coach
- Theft
- Vandalism to equipment or property – student may be required to replace damaged equipment/property
- Suspension or expulsion from school
- Cutting class or practice
- Any behavior that may show disrespect or be unbecoming of a student-athlete representing Zanesville City Schools, including the use of social media
- Loss of equipment – student may be required to replace equipment
- Affiliation with undesirable gangs or wearing/displaying gang colors or symbols while representing Zanesville City Schools
- Failure to attend the banquet may result in forfeiture of awards earned

FELONIES & MISDEMEANORS

FELONY CHARGE

If you have been charged with a felony, it will mean an immediate suspension from activities. The student-athlete or club member who has been charged with a felony is required to report the charge(s) to a school official (principal, athletic director, or his/her coach/advisor) within five (5) calendar days of the arrest. Reinstatement is dependent upon the nature of the charges, which is further dependent upon the subsequent investigation.

FELONY CONVICTION

If you have been convicted of a felony, it will mean a suspension from activities for one calendar year. After one calendar year from determination of his/her guilt, an appeal can be made to the appeals board for reinstatement contingent upon substantiated rehabilitation. The student-athlete or club member who has been convicted of a felony is required to report the conviction to a school official (principal, athletic director, or his/her coach/advisor) within five (5) calendar days of the conviction. If the student-athlete or club member is found innocent of the charge(s), he/she will be reinstated at that time.

MISDEMEANOR CHARGE

If you have been charged with a misdemeanor (other than minor traffic violations), it will mean an immediate implementation of up to a 20% suspension from activities, as per the level of offense(s) listed above. The suspension would be dependent upon the investigation and the nature of the charges. The student-athlete or club member who has been charged with a misdemeanor is required to report the charge(s) to a school official (principal, athletic director, or his/her coach/advisor) within five (5) calendar days of the arrest.

MISDEMEANOR CONVICTION

If you have been convicted of a misdemeanor, it will mean the potential for additional penalties of a partial or permanent suspension from activities. The student-athlete or club member who has been convicted of a misdemeanor is required to report the conviction to a school official (principal, athletic director, or his/her coach/advisor) within five (5) calendar days of the conviction. If the student-athlete or club member is found innocent of the charge(s), he/she will be reinstated at that time, if the 20% suspension is not yet complete.

DUE PROCESS

NOTICE

At the beginning of each school year or at the time a student tries out for an athletic team or joins a club, he/she will be presented with this handbook and all necessary forms and information for participating in athletics or clubs. Each parent/guardian and student shall read all of the material and certify that they understand all athletic department rules and regulations, or club requirements of the Zanesville City School District. The signed document(s) for student-athletes will be placed on in the athletic office – club advisors will curate documents for their memberships – and the documents will be required before participation is granted.

STUDENT RIGHTS UPON VIOLATION

A student-athlete will be verbally informed of a violation and pending consequences by his/her Coach or the Athletic Director, and club members will be verbally informed by his/her club advisor. The student-athlete will be given the opportunity to respond to the violation.

If the consequences rise to the level of a game/contest suspension, or removal from a club/activity, a letter outlining the violation and subsequent consequences will be sent to the parent and/or legal guardian from either the Athletic Director or club advisor. The parent and/or legal guardian will be given an opportunity to appeal that decision to the Building Principal. Such appeal must be requested within five (5) days of receiving the written notification. The student may be accompanied by a parent and/or legal guardian at a meeting held upon appeal. The decision of the Building Principal will be final.

ATHLETIC DEPARTMENT

Athletic Eligibility

In order to be eligible for the first grading period upon entrance into grade 9, you must have received passing grades in a minimum of five (5) of the classes for which you received grades in the immediately preceding grading period. In order to maintain eligibility for grades 9-12, you must have received passing grades in a minimum of five (5) one credit courses, or the equivalent, in the immediately preceding grading period. In addition:

- Summer school, College Credit Plus and other educational options (e.g. work permitted after the conclusion of the grading period) may not be used to bring a student into compliance with scholarship bylaws, nor can they be used to compensate for lack of courses taken in the preceding grading period.
- Your semester or yearly grades have no effect on OHSAA eligibility (although they could, depending upon your school's official grading periods). OHSAA eligibility is dependent upon grades received in the immediately preceding grading period.
- Those taking postsecondary school courses, including College Credit Plus, must comply with OHSAA scholarship regulations.
- The eligibility or ineligibility of a student continues until the start of the fifth school day of the next grading period, at which time the grades from the immediately preceding grading period become effective. Note: Check with your principal or athletic administrator for the exact date that eligibility will be determined. To maintain eligibility for competition in sports through the Ohio High School Athletic Association, students must be passing the equivalent of 5 full credit courses.

Essential Considerations for the Student Athlete:

1. Schedule properly. Be sure to schedule at least five credits per semester. More than the minimum five should be scheduled; Then if there is difficulty and failure of a subject, it will not necessarily mean being ineligible.
2. Coaches will conduct the pre-season meeting for parents and athletes where attendance is required. This meeting is designed to educate students and parents on eligibility issues as well as other pertinent policies and procedures.
3. Students enrolled in the post-secondary option program (PSEO) are required to obtain, from their university instructor, written documentation of their grade(s) at the end of each Zanesville High School grading period (university or colleges may have different yearly times for changes in quarters, semesters, etc.).

Last and most important, use the discipline needed to be a good athlete. Discipline the mind so that classes and education are most important. If that is done, academic eligibility will rarely be a problem.

GENERAL INFORMATION

Accidents

Students who have accidents, no matter how trivial, are to report them to the supervising teacher. Seemingly trivial accidents sometimes have serious after effects. Your insurance protection, if you carry any, may be seriously affected if you fail to report accidents.

Automobile Use

Students who drive to school must obey all laws governing the operation of motor vehicles in the State of Ohio as well as the regulations of the high school.

Students and their parents or guardians are liable for property damage or personal injury which may result from the operation of a motor vehicle. It is the responsibility of the owner of the vehicle to have adequate insurance. If a vehicle is not insured, it may not be driven on ZHS property.

1. Student parking is restricted to the parking areas north upper lot, and all lower lots. No student parking is allowed in the upper staff lot, and the lot directly in front of the glass hallway.
2. Students are not to loiter in the parking lot areas, inside or out of automobiles.
3. No student is to park his/her car in the church lots east of the school.
4. Students are required to register their car with the high school Principal's office. Each student will receive a "parking tag" to be displayed hanging from their rearview mirror when the automobile is parked. All vehicles driven to school will require proof of insurance at the time of registration. If there is no proof of insurance, the vehicle will not be registered.
5. Reckless operation of a car on school property may result in disciplinary action up to and including loss of driving privileges to school.

The teachers have assigned spaces and those spaces are not to be used by students even if found vacant after school starts.

Bus Permits

If a student is going to ride a bus they normally do not ride, a note must be submitted to the main office. A bus pass will be given to the student by a secretary prior to the student boarding the bus.

Care of Books

The Board of Education believes that the schools should help students learn to respect property and develop feelings of pride in community institutions. Therefore, the proper care of school property, school supplies and equipment provided for use or made available for use (textbooks, library books, computers, etc.) is the responsibility of the student.

Students will place their names and year of issue on the inside front cover of textbooks.

Teachers will assess a repair fee for any textbook that is badly damaged or has been improperly cared for during the school year. Lost books must be paid for before the end of the school year.

Clinic

The clinic is located on the first floor and is open 8 a.m. to 2:44 p.m. Students becoming ill should get written permission from their teacher to go to the clinic. Students will only be sent home following phone contact with a parent, guardian or other person listed on the Emergency Medical Form filed in that office. If no form is on file, the student will not be sent home.

Students who become ill and need to go to a restroom will ask someone to go to the main office and advise of the need for assistance for that student. Claims such as, “I missed class because I was in the restroom,” will not be accepted for missing classes or not reporting to the clinic.

Closed Lunch

We have a closed lunch at Zanesville High School. Students are not permitted to leave the building to eat lunch and return to classes. If lunch is being delivered to the building by an adult, it is expected to be physically brought into the main office. Students may not order lunch from local businesses and have it delivered to ZHS.

Elevator

The elevator is used by faculty and custodians. However, a student may use the elevator in case of illness or injury. Students needing to use the elevator must obtain permission from the Principal’s Office. Permission will be given after the student provides documentation from a physician or at the discretion of the administration.

FERPA

Any parent or student who believes that the School District has failed to comply with the Family Education Rights and Privacy Act (FERPA) or the Protection of Pupil Rights Amendment (PPRA), may file a complaint directly with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S., Washington, D.C. 20202•4605.

Hall Passes

Students must remember there are classes in session during all periods of the school day. Students must have a pass when in the hallways. Students who abuse hall pass privileges are subject to discipline and will make up class time.

Lockers

- Lockers are provided for the convenience of the students in the school and are assigned to assure security for student’s property. Students should not give their locker combination to anyone. Once a locker has been assigned to a student, it will not be changed.
- Lockers are the property of the Board of Education and are on loan to students. They are subject to inspection by school employees under the direction of the Principal and Dean of Students or their designee at all times.

Lost and found

Lost and found objects can be turned in at the office.

Non Discrimination Policy

It is the policy of the Zanesville City Schools that educational activities, employment, programs and services are offered without regard to race, color, national origin, sex, religion, handicap or age.

If any student has been, or believes to have been, discriminated against because of any of the above, he/she may request a meeting with the principal to explain the problem.

If the problem cannot be resolved by the principal, the student will be advised of the next level of appeal. If you need additional information, please call the Administrative Center at 740-454-9751.

STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY AGREEMENT

To access and use the District's Education Technology, including a school-assigned e-mail account and/or the Internet at school, students under the age of eighteen (18) must obtain parent permission. Students eighteen (18) and over may sign for themselves.

Use of the Education Technology is a privilege, not a right. The District's Education Technology, including its Internet connection and online educational services, is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege and possibly further disciplinary action.

The Board has implemented technology protection measures, which protect against (e.g. block/filter) Internet access to visual displays/depictions/materials that are obscene, constitute child pornography, or are harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication, and/or services on the Internet that the Board has not authorized for educational purposes and/or that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Students accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

The Board has the right, at any time, to access, monitor, review and inspect any directories, files and/or messages residing on or sent using the Board's Education Technology. Messages relating to or in support of illegal activities will be reported to the appropriate authorities. Individual users have no expectation of privacy related to their use of the District's Education Technology.

Parent/Guardian

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

To the extent that proprietary rights in the design of a website hosted on Board-owned or leased servers would vest in my child upon creation, I agree to assign those rights to the Board.

Student

I have read and agree to abide by the Student Education Technology Acceptable Use and Safety Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense and/or may result in disciplinary action. As a user of the Board's Education Technology, I agree to communicate over the Internet and through the Education Technology in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

Teachers and building principals are responsible for determining what is unauthorized or inappropriate use. The principal may deny, revoke or suspend access to and use of the Education Technology to individuals who violate the Board's Student Education Technology Acceptable Use and Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.

ZANESVILLE CITY SCHOOLS WEAPONS POLICY

Unfortunately, the issue of weapons being brought to school has become such a concern in our society that it mandates that we enact policies to provide a safe and secure environment for our children. Therefore, it is necessary to inform you of our school weapons policy so that each family understands the policy and the consequences for violations. The policy reads as follows:

Weapons

The Board of Education prohibits students from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, properly leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.

The term “weapon” means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

Additionally, Section 2923.122 of the ORC 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 activity held under the auspices of a school. A violation may result in the student being expelled for a period of up to one calendar year. Violators of the discipline code may be referred to civil authorities. See Policy JFCJ.

Disciplinary action for violation of this policy is a suspension with a possible recommendation for expulsion. Copies of the discipline code and relevant board policies are online and available in the office, upon request, to students and parents. Disciplinary action will follow the Board of Education approved Discipline Code.

What Are the Protocols During a School Lockdown?

A lockdown is a precautionary measure in response to an identified threat at the school, a threat directed toward the school, or a threat or dangerous situation in the neighborhoods surrounding the school.

- All school activities are moved indoors.
- Dependent upon the type of lockdown, exterior and/or interior doors at the school are locked.
- With the exception of officially authorized personnel, no one is allowed to enter or exit the building.
- During a lockdown, the school is considered a secure area. School officials and law enforcement are working together to keep everyone safe.
- Parents/Guardians/Visitors may not come to the school during a lockdown. All school entrances and exits, driveways, and parking lots are to remain clear of traffic in the event that first responders are needed at the school and/or if school buses are needed to be brought in to evacuate students to a secondary location.
- Parents/Guardians are discouraged from calling the school directly as this hinders the ability of the staff to respond to the primary task of keeping everyone safe.
- Parents/Guardians may “pick-up” students from school once the “all-clear” signal is given and the lockdown is lifted.

There are three types of lockdowns utilized by the schools:

- Level 1 – used when there is a minor emergency or situation when there is no danger to students or staff.
- Level 2 – used when there is a danger or situation in the community.
- Level 3 – used when there is a direct emergency situation to the school.

Communication of a lockdown: When a lockdown is implemented, school administrators and school resource officers will work together to first ensure the safety of everyone on the school campus and assess the threat. Once the emergency situation has been resolved and the facts of the situation verified, a letter detailing the lockdown will be sent home with the students of the school which was placed on lockdown and a “one call” phone call will be issued to the parents/guardians of all students in the school district. Please make sure that your contact information is up-to-date so that you receive these types of important messages—school staff will use the most recent contact information on file to make notifications.

In larger emergencies that may result in students being relocated to a secondary site, parents/guardians will receive a “one call” with the location of the secondary site and the procedures for picking up students from this secondary site. This information will also be posted on the school district’s website. The school district works directly with local media outlets as another source to provide the community with information.

Note: Each school also conducts lockdown and other safety drills practices on a routine basis. The school does not announce these drills or practices and does not send home correspondence regarding practice drills.

Prescription Drug Procedure

Students are not permitted to carry any medication during school. All prescribed medication is to be taken to the clinic and proper documentation is required. Those students with asthma may carry their personal inhaler with them if a doctor's order is given and is on file in the clinic.

School Cancellation Procedure

Closing schools is not an easy decision. Information is gathered in the early morning hours. Every attempt is made to inform you as soon as possible. Listen to WHIZ•AM & FM, WHIZ•TV, WCVZ•93•FM, WWJM•FM•106, WYBZ•FM•107.3, WSYX, WNKO, WCLT, ONN, and/or going to the WHIZ, whiznews.com or Zanesville City Schools, zanesville.k12.oh.us.com for school announcements. We encourage you to be patient and not to call school officials or broadcasting stations, because this will tie up communications when time is critical.

Sportsmanship

The students should share equal responsibility with the faculty, alumni, and community for establishing and maintaining good school practices and traditions at athletic contests. The following suggestions will serve as a guide.

Each individual spectator should:

1. Consider athletic opponents and officials as guests and treat them as such.
2. Assure the rights of students and adults who represent the opposing school.
3. Respect the rights of all spectators.
4. Recognize the authority and judgment of the coach.
5. Support the authority of school officials.
6. Applaud both teams as they come on the field of play.
7. Commend good plays by either team.
8. Cheer an injured player when he is removed from the game.
9. Support the cheerleaders.
10. Accept the officials' decisions.
11. Show self-control at all times during and after the game.
12. Cooperate in the care of school property.
13. Be modest in victory and gracious in defeat.
14. Live up to the spirit of the rules of fair play and sportsmanship.

Work Permits

To be employed, students under 18 years of age are required to have work permits issued under the direction of the Department of Industrial Relations, State of Ohio.

1. Part time or vacation permits are issued to any student, 14 years of age or over who has a job. These are issued at the school which the student attends.
2. Regular permits are issued to any student who is 16 years of age or over. This permit is necessary for permanent withdrawal from school to work (age and schooling certificate) and is issued by the Director of Student Services.
3. Work permits involving school hours are issued by the Director of Student Services.
4. Work permits may be revoked if a student is identified as an attendance problem.
5. Work permits must be renewed each year.