

**Student/Parent Handbook
Mathews Local School District**

4429 Warren Sharon Road
Vienna, Ohio 44473
330.394.1138

“NON CEDERE”

School Colors: Black & Red

**MATHEWS HIGH SCHOOL/JR. HIGH
STUDENT HANDBOOK
2017-2018**

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MISSION STATEMENT

To provide the students of Mathews High School, through a curriculum of Writing, Reading, Mathematics, Social Studies, and Science, the opportunity to discover their ruling passion in life so that they may lead lives of liberality and practicality.

ALMA MATER

In the land of the Mighty Mustangs
Colors Red and Black we raise.
Proudly stands our Alma Mater
Mathews High we shout your praise.
In the land of the Mighty Mustangs
Never yielding is our vow,
For Mathews Alma Mater
A Victory is ours now.

EDUCATIONAL PHILOSOPHY

Mathews High School has, as its primary purpose, the task of developing in its students the characteristics, actions, interests and attitudes necessary to become productive citizens in a democracy. Every effort is made to provide for the varied needs of the students, to transmit cultural heritage of the past, to provide sound training in democratic living, to instill desirable attitudes, to foster habits and skills that will enable students to adjust in life in their chosen fields of endeavor and leisure time activities.

Mathews Jr. / Sr. High School Staff

Mr. James Stitt	Principal
Mrs. Julie Berkhouse	School Counselor
Ms. Jennifer Soukenik	Special Education Coordinator
Mrs. Chris Protiva	School Secretary
Mrs. Sarah Rouzzo	English
Ms. Samantha Hintemeyer	English
Mrs. Nicole Kenreigh	English
Ms. Jeanette Cole	English
Mrs. Veronica Titus	Mathematics
Mr. Michael Snyder	Mathematics
Mrs. Melissa Stiver	Mathematics
Mr. Adam Brown	Mathematics
Mr. Doug Berkhouse	Science
Mr. Jared Terlecky	Science
Mrs. DeAnna Meese	Science
Mr. Gary Jones	Social Studies
Ms. Leah Nicholas	Social Studies
Mr. Eric Marsh	Social Studies
Mr. Jeff Parent	Social Studies
Ms. Claire Ferrando	Spanish
Mr. George Garrett	Computer Technology
Mr. Michael Palumbo	Health
Mrs. Erika Matola	Art
Ms. Hailey Baker	Instrumental Music
Ms. Grace Jerasa	Vocal Music
Mr. Kevin Haynie	Physical Education
Ms. Kelly Guarnieri	Special Education
Mrs. Ashley Street	Special Education
Ms. Julie Ring	Special Education
Mr. Jim Parry	Library/Media Specialist
Mrs. Carla Pacileo	Speech Pathologist
Mr. Steve Rudge	Technology Specialist
Mrs. Jodi Guarnieri	District Nurse
Mr. Bob Rozycki	Athletic Director
Mrs. Mary Fabian	Head Custodian
Ms. Lisa Knight	Custodian
Mrs. Pam Klinger	Custodian
Mrs. Paula Nowery	Cafeteria Supervisor
Mrs. Jan Thompson	Cafeteria
Mrs. Jodi Omerzo	Cafeteria
Ms. Carol Cain	Cafeteria
Mrs. Amanda White	Cafeteria
OFFICE HOURS	7:00 A.M. – 3:00 P.M.
OFFICE PHONE	330-394-1138
OFFICE FAX	330-394-3665

**2017-2018
MATHEWS JR. HIGH / HIGH SCHOOL
BELL SCHEDULE**

7:00 a.m.		Building Opens	
7:05 a.m.	-	7:27a.m.	Breakfast
7:27 a.m.	-	7:32 a.m.	Students to Locker
7:32 a.m.	-	8:17 a.m.	PERIOD 1
8:20 a.m.	-	8:50 a.m.	TIP/TBT
8:53 a.m.	-	9:38 a.m.	PERIOD 2
9:41 a.m.	-	10:26 a.m.	PERIOD 3
10:29 a.m.	-	11:14 a.m.	PERIOD 4
11:17 a.m.	-	11:47 a.m.	PERIOD 5A
11:50 a.m.	-	12:20 p.m.	PERIOD 5B
12:23 p.m.	-	12:53 p.m.	PERIOD 5C
12:56 p.m.	-	1:41 p.m.	PERIOD 6
1:44 p.m.	-	2:29 p.m.	PERIOD 7

ENTRY AND EXIT

Prior to the warning bell students will enter and exit the building through either the door at the north end of the building which leads to the steps of the cafeteria or through the rear gym entrance. Students entering the building in the morning before the warning bell will go to the cafeteria or the gym until the warning bell sounds the start of the school day. Entering and exiting the building in any other door is an unassigned area. This procedure exists for security and safety reasons. After the warning bell has sounded students must enter the main doors in the front of the building. Students need to push the button on the outside wall for admission to the school.

AFTER SCHOOL REGULATIONS

No student is to remain in the building beyond dismissal time unless under direct supervision of a Teacher. No practices or meetings of any kind are to be held without teacher, advisor, or coach supervision.

ATTENDANCE

Students who are absent in excess of the maximum allowable absences for a semester from any class in any subject WILL NOT BE GRANTED CREDIT.

Allowable absences per nine weeks	8	(9 = F grade)	Notice #1 @ 5 days
Allowable absences per semester	12	(13 = F grade)	Notice #2 @ 10 days
Allowable absences per year	24	(25 = F grade)	Notice #3 @ 21 days

Loss of credit indicates a **maximum grade of "F" (55%) in the subject(s) and 0 credit(s).

Tardiness over half a class period will count as an absence for that class.

When a student reaches the maximum allowable days of absence from a specific class (excused or unexcused) as indicated on the above table, the appeals procedure must be followed to receive credit. Absences due to doctor's appointments, family illness (with doctor's excuse), court appearances, participation in recognized religious services, family funerals, out of school suspensions, and school sponsored field trips will not count toward loss of credit.

However, absence for any of the aforementioned reasons must be accompanied by proper documentation. All appeals must be submitted to the office by the last day of classes for the semester. Appeal forms are available in the high school office.

Students who must be absent from class for any extended period of time because of medical reasons should apply for an application for home instruction through the Guidance Office.

During each nine weeks marking period, students will be allowed two tardies to school, provided they produce within twenty-four (24) hours a note from parents indicating the cause of tardiness. If no note can be produced, they are to receive one (1) detention. Whenever students have used up two excused tardies, they will receive a detention for each tardy over the allowable two. Students who accumulate five (5) tardies in a nine-week grading period will receive 1 Saturday detention for each tardy over five (5) tardies. After students are over 8 tardies for the school year they will receive a Saturday detention for each tardy over the total of 8. Tardiness due to doctor's appointments, family illness (with doctor's excuse), court appearances, participation in recognized religious services, family funerals, and school sponsored field trips will not be factored into tardies leading toward a detention/Saturday detentions. However, tardiness for any of the aforementioned reasons must be accompanied by proper documentation.

Students returning from an absence(s) and/or tardy are to report to the Main Office to turn in their excuses and receive an admit slip into class. Failure to do so will result in an automatic detention and marked as an unexcused absence. Students shall be given (1) one school day to make up their work for each day they were absent. If students are in school the day prior to but are absent the day of a test, they will take the test upon return to school, providing the teacher has given (3) three days notice of the test date. Exceptions would include a note indicating the individual was under a Doctor's care or an extended illness. If students do not make arrangements with the teacher to make up work, an incomplete "I" becomes an "F" (0%) after five school days. Any incomplete must be made up by the following nine-week grading period.

Students arriving between 7:32 and 8:51 a.m. are tardy; students arriving between **8:51** and 11:30 a.m. are absent half a day; students arriving after 11:31 a.m. are absent all day. In order to participate in an after school activity, students must be in attendance for half a day.

VACATION POLICY

If a family vacation occurs during the school year, in order to be considered as an excused absence, the following regulations must be met:

1. A **vacation letter must be submitted to the office** at least ten days in advance of the vacation;
2. Student must have passing grades;
3. Student's absences due to the vacation must not total more than twelve days per semester.
4. Students must not have any major discipline problems;
5. Student is responsible for obtaining all assignments and make up work and exams;
6. **Vacation absences will count towards the attendance absences listed above.**

COLLEGE VISITATIONS

Seniors may be excused to visit college campuses providing a formal written request form is completed and returned for approval a minimum of three (3) days prior to the college visit. Upon returning, the student must then submit an official document verifying the visit.

CLASS FAILURES

Students failing a class may only make up the work for the necessary credit in an approved summer school program. Classes taken under the supervision of an individual tutor will not be accepted as credit. Applications for summer school are available in the guidance office.

CLASS WITHDRAWALS

Students may withdraw from a class without penalty in the first five days of classes. If students withdraw at that time, the class will be removed from their permanent records; if students withdraw from a class after the first **five (5) days** of classes, the class will remain on the permanent record with a grade of "F"(Failure). If another class is scheduled after the first five days of classes, then students are required to make up all work for that class. **Students may not schedule more than one study hall without first obtaining permission from the Guidance Counselor and building Principal.**

EMERGENCY SCHOOL CLOSING

Should weather or emergency conditions be such as to necessitate the closing of school, students and staff will be informed through the **District All Call System** and on the following radio and television stations: **WBBW, WRRO, WKBN, WFMJ, WNIO, WHOT, TV Channels 21, 27, and 33.** School closings will be announced between **5:30 AM and 7:00 AM.**

Whenever school is closed, **all athletic and school events are cancelled.** Staff, parents and students are responsible for knowing about emergency closings.

PHONE USE

The school office phones are to be used for school related business. Students may use the office phone only in the case of an emergency. The student must ask permission from the office secretary to use the office phone. Students will not be called from a class to the phone unless it is an emergency. Students should not need to call home for such reasons as: forgotten books, gym clothes, homework, etc. STUDENTS ARE NOT PERMITTED TO LEAVE CLASS TO USE THE PHONE.

Students are not permitted to use their cell phones during class time (7:32 AM to 2:29 PM). Parents are advised that the best way to get in touch with their child during the school day is by calling the school office.

ARTICLES PROHIBITED IN SCHOOL

We are concerned about the safety of our pupils. Each year, a number of problems arise because some students bring articles to school which are hazards to the safety of others or which interfere in some way with the educational process. Such items as toy guns, water pistols, slingshots, knives, radios, computer games, music boxes, walkmans, beepers, are prohibited and will be confiscated and not returned. Book bags, draw string bags and gym bags must remain in lockers. (See Technology pg. 18)

ASSEMBLY BEHAVIOR

Assemblies, whether entertaining or educational, are a privilege and should be treated as such. Participants in assemblies appreciate student cooperation. Approval should be shown by applause, but never shouting, stamping of feet or any other disorderly demonstration. The conduct of the audience helps to establish the reputation of the school. All students in attendance at school will be required to attend the assembly unless excused by the administration.

CAFETERIA RULES

Students are to eat in the cafeteria whether they buy lunch or bring it from home. We observe a closed lunch, and no students may leave the school grounds during lunch periods unless they have permission from the building Principal. Permission to leave the cafeteria may only be granted by the teacher in charge.

STUDY HALL RULES

Failure to comply with these rules will result in detention assigned by the teacher. Second offense: refer to Principal.

1. No talking unless permitted to study together.
2. Materials must be brought for studying or reading.
3. No sleeping.
4. No card playing.

DISCIPLINE

A violation of any school rule may result in disciplinary action including detention, Saturday detentions, suspension out of school, expulsion, or emergency removal. Offenses that are in violation of the Ohio Criminal Code may be referred to the appropriate law enforcement authorities.

1. Any student misconduct in the following areas that happens on school property, at school-sponsored activities, or on school busses could, at the discretion of the principal, result in the suspension, expulsion, or removal of a student from school and/or permanent curtailment of a student's participation in a school activity or other disciplinary action.
2. The authority of the school officials extends not only through the regular school day, but also into the zone between home and school while a student is riding a school bus; this authority also extends at school events outside of school hours and school property.
3. Students who have been suspended may receive a **maximum of 55%** credit for work completed while they are under suspension. Suspension work is not the same as work due to absence. Work completed while under suspension is due to the teacher **the day the student returns to school**. Any tests or quizzes given while under suspension must also be taken **the day the student returns to school**.

STUDENTS WHO ATTEND MATHEWS HIGH SCHOOL/JR. HIGH ARE TO ALWAYS BE RESPECTFUL TO THE TEACHERS, STAFF, ADMINSTRATORS AND OTHER STUDENTS AT ALL TIMES!

**MATHEWS LOCAL SCHOOLS
CODE OF CONDUCT**

The absence of a behavior or any specific action from the following list does not mean that such conduct does not violate the discipline code or that the action demonstrated by the student cannot be disciplined.

THE BUILDING PRINCIPAL HAS THE FINAL JURISDICTION ON INTERPRETATION AND IMPLEMENTATION OF THE CODE OF CONDUCT AND THE DRESS CODE!

Profanity to a Teacher

1. Five Day Suspension
2. Ten Day Suspension
3. Recommended Expulsion

Passing or Writing Obscene Material

1. Three Detentions
2. Two Saturday Detentions
3. One Day Suspension
4. Three to Five Day Suspension

Pass Forgery

1. Three Detentions
2. One Saturday Detention
3. One to Three Day Suspension
4. Five Day Suspension

Public Display of Affection

1. One Detention
2. Three Detentions
3. One Saturday Detention
4. One to Three Day Suspension

Backtalk, Disrespect, Insubordination

1. Three Detentions, 2 Saturday Detentions, or **up to** Three Day Suspension
2. Five Day Suspension
3. Ten Day Suspension
4. Recommended Expulsion

Failure to Serve Detention

1. **One to three Day Saturday Detentions**
2. One to two Day Suspension

Accumulation of Three Disciplinary Suspensions in One School Year

1. Recommend Expulsion

Dress Code Violation

1. **Warning (change clothes or removal of piercing)**
2. Three Detentions
3. One or two day Saturday detentions
4. One to Three Day Suspension

Accumulation of Four Disciplinary Detentions in Nine Week Period

1. One Day Suspension

2. Two Day Suspension
3. Three Day Suspension

Unassigned Area

1. One Detention
2. Two Detentions
3. One Day Suspension
4. Three Day Suspension

Cut Class, Study Hall, Lunch

1. **Three Detentions**
2. Three Day Suspension
3. Five Day Suspension

Late to Class, Study Hall, Lunch/ Nine Weeks

1. Warning
2. Warning
3. Three Detentions
4. Three Day Suspension

Harassment/Bullying

1. Three Detentions or **up to** Three Day Suspension
2. Five Day Suspension
3. Ten Day Suspension
4. Recommended Expulsion

Cheating

1. 0% and Three Detentions
2. 0% and One Day Suspension
3. 0% and Three Day Suspension
4. 0% and Five Day Suspension

Leaving School Property Without Permission

1. Three Day Suspension
2. Five Day Suspension
3. Ten Day Suspension
4. Recommended Expulsion

Use and Possession of Tobacco

1. Three Day Suspension
2. Five Day Suspension
3. Ten Day Suspension
4. Recommended Expulsion

Possession or Use of Alcohol

1. Five Day Suspension
2. Recommended Expulsion

Sale or Distribution of Drug, Possession Use of Drugs/Drug Paraphernalia/ Counterfeit Drugs

1. Recommended Expulsion and CONTACT LAW ENFORCEMENT AGENCY

Possession or Use of Firearms, Knives or Other Weapons and Dangerous Substances Mace, Pepper Spray, Etc.

1. Recommended Expulsion and CONTACT LAW ENFORCEMENT AGENCY

Starting or Participating in a Fire, Setting off Fire Alarm or AED Alarm, Bomb Threat, Computer System Threat or Tampering

1. Recommended Expulsion and CONTACT LAW ENFORCEMENT AGENCY

Driving Unsafely on School Property

1. Loss of Driving Privileges

Theft

1. Restitution and Three-Day Suspension
2. Restitution and Five-Day Suspension
3. Restitution and Ten-Day Suspension

Fighting

1. Five Day Suspension
2. Ten Day Suspension
3. Recommended Expulsion

Assault

1. Recommended Expulsion

Vandalism

1. Pay Damages and Three Detentions
2. Pay Damages and Three Day Suspension
3. Pay Damages and Five Day Suspension
4. Pay Damages and Ten Day Suspension

Profanity

1. Three Detentions
2. Three Day Suspension
3. Five Day Suspension
4. Ten Day Suspension

Unauthorized Use of Cell Phone,/Electronic Devices (see Technology on page 18)

1. Three Detentions
2. One Day Suspension
3. Three Day Suspension
4. Five Day Suspension

Gross Misconduct/Gross Insubordination

1. 3-5 Day Suspension
2. 10 Day Suspension
3. Recommended Expulsion

DETENTION

A student may be required to serve time outside regular school hours in a detention room for an infraction of school rules. The administrator/Counselor may assign detention. In no case will detention be assigned without at least a day's notice to parents in order to arrange transportation. Students or parents have the responsibility to provide transportation. **Students will serve detention in the morning (6:50 AM to 7:30 AM). Work and/or athletics are not reasons to miss detention.**

BULLYING/HARASSMENT

Mathews Local Schools Board of Education Policy #5517.01 recognizes that students have the right to learn in an environment untainted by sexual or other forms of harassment, intimidation or bullying. Offensive conduct which has the purpose or effect of unreasonably interfering with learning performance or creating an intimidating, hostile, discriminatory or offensive learning environment disrupts the educational process.

As per Ohio Revised Code 3313.666: “harassment, intimidation, or bullying” means either of the following:

- 1. Any intentional written, verbal, physical, or electronic act that a student has exhibited toward another particular student more than once and the behavior both:
 - a. Causes mental or physical harm to the other student;*
 - b. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.**
- 2. Violence within a dating relationship.*

Note: “electronic act” means an act committed through the use of a cellular phone, computer, pager, personal communication device or other electronic means. Students will receive further education with regard to responsibilities and laws regarding cyber-harassment during all computer classes.

Students are strongly encouraged to report to an adult any instances of harassment, intimidation or bullying. All reports will be investigated by the administration.

Students violating this policy will be subject to the disciplinary code of conduct established by the Mathews Local Schools Board of Education.

DRESS CODE

STUDENTS OF MATHEWS HIGH SCHOOL MUST ADHERE TO THE FOLLOWING DRESS REGULATIONS:

1. See through tops are not permitted; no shortened tops that reveal the waist are permitted; bare back clothing is not permitted. Revealing necklines on tops are not permitted.
2. Tank tops are not permitted. Sleeveless shirts are not permitted. Shoulders must be covered.
3. Hats are not to be worn in the building; no headgear such as scarves, bandannas, hoods, sweatbands are to be worn in the building; jackets designed as outerwear are not to be worn in class or throughout the school day.
4. Torn/frayed jeans or jeans with patches are not permitted.
5. Any clothing with pictures or writing, which is vulgar, obscene or has a provocative underlying meaning, is not permitted:
6. Eyeglasses with tinted lenses are not permitted unless they have prescription lenses.
7. Shorts are permitted throughout the school year. Shorts must be loose fitting.
8. Skirts and shorts must be fingertip length or no more than 4” above the knee, whichever is longer.
9. No chains.
10. Pants must be worn secure at the waist, and are not permitted to sag.
11. Extremes in dress or appearance are not permitted
12. 2 Piercings only are permitted in ear. No facial, eye, nose or tongue piercings.
13. Only hair coloring of natural shade or color is permitted.
14. It is the administration’s discretion to determine if other dress appearances interfere with the educational process.

DUE PROCESS RIGHTS

The Board of Education recognizes that students waive certain constitutional rights, regarding their education. Accordingly, the Board establishes the following procedures:

Student subject to suspension: When the Superintendent, principal, or other administrator is considering a student for an out-of-school suspension:

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions.
3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
4. Within one (1) school day of the suspension the Superintendent, principal, or other administrator will notify the parents, guardians, or custodians of the student.
5. The notice will include the reasons for the suspension and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the suspension to the

Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within five (5) calendar days after the date of the notice to suspend. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.

6. If a student leaves school property without permission immediately upon violation (or suspected violation) of a provision of the Student Code of Conduct/Student Discipline Code or prior to an administrator conducting an informal hearing as specified above, and the student fails to return to school on the following school day, the principal, assistant principal, Superintendent, or any other administrator, may send the student and his/her parent(s)/guardian(s) notice of the suspension, and offer to provide the student and/or his/her parents an informal hearing upon request to discuss the reasons for the suspension and to allow the student to challenge the reasons and to explain his/her actions, any time prior to the end of the suspension period.
7. **Students suspended three (3) times during the year, may receive written notification that the next suspendable offense may result in an expulsion and referral to the juvenile authorities.**

Students subject to expulsion: when the Superintendent is considering a student for expulsion:

1. The Superintendent will give the student and parent, guardian, or custodian written notice of the intended expulsion, including reasons for the intended expulsion.
2. The student and parent or representative have the opportunity to appear before the Superintendent or designee to challenge the proposed action or to otherwise explain the student's actions. The written notice will state the time and place to appear, which must not be earlier than three (3) school days nor later than five (5) school days after the notice is given, unless the Superintendent grants an extension upon request of the student or parent.
3. Within one (1) school day of the expulsion, the Superintendent will notify the parents, guardians, or custodians of the student and Treasurer of the Board. The notice will include the reasons for the expulsion and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the expulsion to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within fourteen (14) calendar days after the date of the notice of expulsion. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.

DRIVING AND PARKING

1. No student may drive or use the student parking facility without permission of the High School Principal, or his designee.
2. All regular Ohio driving and safety laws will be observed by all drivers. Students must have a valid driver's license.
3. Upon arrival, students must park their cars immediately. The parking facilities are off-limits for eating, drinking, or loitering. Once parked, all persons must vacate the car.
4. Students must park in the area provided for them which includes the area behind the school not to extend beyond the west side of the building.
5. At dismissal students must leave the parking lot. There shall be no driving around school property after school or loitering.
6. A student who drives to school must report on time. If excessively tardy, the student will face suspension of driving and parking privileges.
7. Students may not go to their cars during the school day without permission from administrator.
8. All students with driving privileges may be randomly drug tested during the school year.

EARLY DISMISSAL

Students may be excused early for a Doctor, Dental, Driving Test, family emergency, senior pictures, and legal business (as determined by the Administration) if they present a request signed by parent/guardian. This request must contain a phone number of the parent/guardian to be contacted for verification of the early dismissal.

FEES

All classroom fees and workbook monies owed must be paid by the end of the first nine weeks. Failure to do so will result in students not receiving their report cards.

FIRE AND TORNADO DRILLS

Fire and Tornado Drills are planned and practiced to expedite the movement of all personnel to a safe area during an emergency. Each room is assigned a specific course and method of proceeding to safety. Instructions are posted in each room of the building. Move rapidly to destination with no running or talking. Teachers will accompany their students. Close windows, doors, and turn out lights.

GRADING

93% - 100%	A	Superior
85% - 92%	B	Above Average
75% - 84%	C	Average
65% - 74%	D	Passing
64% and below	F	Failure

An average which is half or greater than half a percentage point will be rounded up (for example 84.50 - 84.99, will be recorded as an 85%).

An average which is less than half a percentage point will be rounded down (for example 84.01 - 84.49, will be recorded as an 84%).

An excused absence permits the student to make up the work for credit. Asking for make-up work is the responsibility of the student.

Students shall be given (1) one school day to make up their work for each day they were absent. If students are in school the day prior to but are absent the day of a test, they will take the test upon return to school, providing the teacher has given (3) three days notice of the test date. Exceptions would include a note indicating the individual was under a Doctor's care or an extended illness. If students do not make arrangements with the teacher to make up work, an incomplete "I" becomes an "F" (0%) after five school days. Any incomplete must be made up by the following nine-week grading period.

SEMESTER GRADE: For high school courses, each quarter is worth $\frac{2}{5}$ of the semester grade and final exam is worth $\frac{1}{5}$ of the final grade. For junior high courses, each quarter is worth $\frac{3}{7}$ of the semester grade and the final exam is worth $\frac{1}{7}$ of the final grade.

FINAL GRADE: The final grade for a full year course will be an average of the two semester grades. The final grade is the grade that will appear on a transcript.

AWARDS

1. **Academic Excellence Awards** are presented to the top two students in each department as recommended by the faculty of that department.
2. **Academic Awards** are presented to students who have excelled at contests and individual projects in different areas of instruction.
3. **Merit Awards** are presented to students who have unselfishly offered their time and service to school and school organizations.
4. **Perfect Attendance Awards** are presented to students who have maintained perfect attendance for one or more years and have not been tardy at any time.
5. **Honors Diplomas:** Students may obtain information in the guidance office for guidelines to receive an honors diploma.
6. **Gold Cord Awards** are presented at Commencement to those graduating seniors who have accumulative point averages of 3.25 or higher after seven semesters of grading.
7. **Honor Roll** is determined at the end of each nine-week grading period. Students who have a 3.0 or higher accumulative point average and no D or F grades will be placed on the Honor Roll.

8. **Valedictorian and Salutatorian** will be determined after seven semesters of grading. Students must be in attendance for one year at Mathews High School in order to be eligible for the position of Valedictorian or Salutatorian.
9. **National Honor Society** Membership in National Honor Society is based upon excellence in the following four (4) areas: Scholarship, Leadership, Service, and Character. The faculty judges each area independently. For further information please contact the guidance office.

NATIONAL HONOR SOCIETY

Membership in National Honor Society is based upon excellence in four (4) areas: scholarship, leadership, service, and character. The faculty judges each area independently.

To be eligible for membership, a student must have a cumulative point average of 3.25 or better and must also have completed five (5) semesters of academic work if he/she is a junior and seven (7) semesters if he/she is a senior.

In addition to the academic requirement, a student will be rated in a maximum of two school activities. The student must also have outstanding character for consideration.

After students become members of the National Honor Society, they are reviewed periodically by the faculty and must maintain the same high standards for which they were selected to remain in the Society.

In case of poor academic performance or violations of school's rules, a member will be placed on a warning period for one semester before being dropped from National Honor Society membership. A member will be permitted one warning period during this membership.

GRADUATION REQUIREMENTS

SUBJECT REQUIRED	MATHEWS SCHOOL DISTRICT MINIMUM
English Language Arts	4 Units
Mathematics	4 Units (to include Algebra 2)
Social Studies	3 Units
Science	3 Units
Health	1/2 Unit
Speech/Applied Communications	1/2 Unit
Physical Education	1/2 Unit
Financial Management	1/2 Unit
Electives	5 Units (to include 1 unit of Fine Arts)
Total Needed for Graduation	21 Units

COMMENCEMENT PARTICIPATION

Commencement exercise will include only those students who have successfully completed requirements for graduation as certified by the high school principal. 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.

HALLWAY PASSES

Students who leave a room for any reason are to have a pass. Passes are to be returned to the teacher when the student returns.

Hallway passes should be obtained from the teacher making the appointment. A student should not ask other teachers to issue a pass. Any teacher has the authority to see a pass at any time a student is out of a room. If a student is excused from a study hall, the pass must first be presented to the study hall teacher for approval of dismissal to assigned area. Passes to the Guidance Office must be requested and obtained from the Guidance Counselor.

Restroom use is at the teacher's discretion and typically would occur during the last five minutes of the class or study hall period. Restroom use during lunch is at the last ten minutes of the lunch period, and **requires the permission of the lunchroom supervisor.**

LIBRARY MEDIA CENTER

Classes are encouraged to use the library resources. Teachers planning to take their classes to the library must reserve their time period by signing up on the high school website. The Library Media center is available for *individual students* and faculty to obtain and use materials for reference, research, and leisure reading. To ensure the best use of the facility, the following rules will be enforced:

- (A) *Individual students* may enter the Library Media Center from study hall *only with* a pass from a classroom teacher or study hall teacher
 - At the beginning of the period, *after attendance*, the study hall teacher will have students sign-up to go to the library (maximum 10). *Students with classroom passes must report to study hall first and will have first preference.* They will take the sign out sheet as a group to the library after study hall attendance has been taken.
- (B) The Library media Center is to be used as a facility for research and study. Students not working will be asked to leave to avoid disrupting other students.
- (C) Food, gum, or drinks are not permitted!
- (D) Students who repeatedly abuse the rules will lose their privileges to come to the Library Media Center from study hall.

LOCKERS

Each student will be assigned a hall locker. **It is strongly recommended that students** place a lock on their lockers. **Students are permitted to use either key or combination locks. Students are required to place in the office a duplicate key or their lock combination.** Students are advised not to leave money or valuable items in their lockers. The school, administration or teachers are not responsible for lost or stolen articles. Students are only to go to their lockers at the beginning and end of the school day and only when classes change between periods. Any other time is considered unassigned area. Students are not permitted to hang pictures or objects in their lockers or on their locker doors.

LOST AND FOUND

There is a lost and found department in the High School Office. Articles and textbooks found should be turned in to the Office. Lost articles of value, such as wallets, watches, or jewelry should be reported immediately to the Principal's Office.

FIRST AID OR ILLNESS

Students needing first aid or becoming ill should request permission from the teacher to report to the Office. Parents or the school nurse are to be contacted by the Office for instructions or transportation.

MEDICATION

If it becomes necessary for students to take any form of medication at school, the permission form to administer medication must be signed by the parent and presented to the main office. All medication will be kept in, and dispensed through, the main office.

MISSING CHILDREN

In compliance with State regulations to decrease the number of missing children and to communicate with parents concerning student absenteeism, the following policy will be used at Mathews High School: On the day a student is absent, the student's parent, legal guardian, or other responsible person is to notify the school by 9:00 A.M. Notification shall be done by telephone; our telephone number is 394-1138, and a secretary is on duty at 7:10 A.M. to answer all calls. Even though a phone call is made, students are still required to bring a written excuse from their parents/legal guardians when returning to school.

OBLIGATION LIST

Students who have not returned or paid for textbooks, uniforms, and/or other school property furnished by the Mathews Local Board of Education or have not paid required class or other fees will have their names placed on an obligation list prior to the close of the school year. All obligations must be met before students are given their report cards, diplomas, **or** permanent records.

REPORT CARDS

Report cards are issued to the students on the Friday following the end of each nine-week period. For questions or explanations, the parents are to make arrangements with the Principal. Telephone: 330-394-1138

SPORTS

FALL	Football, Golf, Soccer, Volleyball
WINTER	Basketball
SPRING	Baseball, Softball, Track

STUDENT COUNCIL

The student body elects student council officers. The purpose of student council is to form a more unified student body, to strengthen school spirit, to give the students a voice in the student affairs of Mathews High School. Student Council acts as the governing unit of all other extracurricular student activities in Mathews High School.

TECHNOLOGY

Personal technology may be allowable at Mathews High School/Jr. High for educational purposes only. Items such as tablets, e-readers, notebooks, and laptops may be allowable provided they do not have access to the internet outside of our wi-fi network. When being used in the classroom, each such device must be registered through the main office.

During class time (7:32 AM to 2:29 PM) cell phone use is not permissible unless given permission by the classroom teacher for school purposes. Cell phone use includes texting, taking photos, calling, or any other use. A cell phone ringing during class time constitutes cell phone use and will be penalized accordingly.

IPods, mp3 players, or other similar devices may be used only for educational purposes in the classroom, and with the permission of the classroom teacher.

Unauthorized use of any electronic device will result in the device being confiscated and sent to the office. The device will be returned to the owner at the end of the school day, and the owner will face the disciplinary action outlined in the Code of Conduct.

Students are responsible for care and security of their personal devices. The district assumes no responsibility for theft, loss, or damage of personal devices brought onto school property.

TEXTBOOKS

The Mathews Board of Education will furnish all textbooks. The classroom teachers issue these books to the students. Records as to numbers and general condition are listed on special forms for each student.

At the end of the school year, the books are collected and the teacher checks the present condition as compared to the condition at issuance. The teacher is to judge whether or not a student may be assessed for any excessive damage to books.

VISITORS

Mathews High School students who wish to bring guests to spend a day are to follow this procedure:

1. Permission obtained IN WRITING from the Principal of the school of which the guest attends.
2. Permission IN WRITING from parent or guardian of guest.
3. Permission IN WRITING from parent or guardian of host student.
4. Items 1-3 must be submitted to the office for the Principal's approval a minimum of three school days in advance.
5. Host student is responsible for guest at all times, and s/he must comply with all rules and regulations.
6. The administration is not responsible for the guest student in terms of emergency or personal liability.
7. Maximum number of guests to be accepted at any given time is three.
8. Failure to follow this procedure will result in the visitor being turned over to the Warren Police Department Juvenile Division according to the regulations of the Missing Child Act.

WORKING PERMITS

All pupils of school age (less than 18) who are employed part time or full time must have a Working Permit. The application for the Working Permit can be obtained in the Principal's Office. A Birth Certificate and a current physical must be presented to obtain a Working Permit.

Bring Your Own Device Policy - (BYOD)

Intent

Mathews Junior/Senior High School grants its students the privilege of using personal mobile devices (laptops, tablets, etc.) to complete tasks of an academic or task-related nature at the discretion of supervising teachers and staff. **Mathews Junior/Senior High School reserves the right to revoke this privilege if users do not abide by the policies and procedures outlined below.**

This policy is intended to protect the security and integrity of Mathews Junior/Senior High School and the Mathews Local Schools data and technology infrastructure and to abide by the guidelines set forth by the Children's Internet Protection Act. Limited exceptions to the policy may occur due to variations in devices and platforms.

Users must agree to the terms and conditions set forth in this policy in order to be able to connect their devices to the district network.

Policy

All BYOD policies outlined herein by Mathews Junior/Senior High School, from here forward referred to as MJSHS, shall adhere to, align with, and run concurrent to any and all applicable district policies set forth by Mathews Local School District, from here forward referred to as the district. Said policies include, but are not limited to, 7540 - Computer Technology and Network, 7540.03 - Student Education Technology Acceptable Use And Safety, and 5136 - Personal Communication Devices.

1. **Access to the Mathews Local Schools wireless network is a privilege, not a right.**
2. Student use of a device during the school day is clearly at the discretion of teachers and staff members and is expected to be in support of educational activities. MJSHS defines acceptable academic use as activities that directly or indirectly support the instructional practices of our school.
3. Personal devices may not be connected to the network by a network cable plugged into a data outlet. Network access is provided via wireless access only.
4. Student devices may not be used to establish a wireless ad-hoc or peer-to-peer network using his/her device while connected to MJSHS's network. This includes, but is not limited to, using a personal device as a cabled or wireless hotspot.
5. Student use of a device is restricted to the individual student and not to be shared or accessed by other students or users.
6. Student use of a device must not disrupt the learning of others. Sound must be muted at all times unless explicit permission is granted by a teacher or staff member for each instance which includes the use of headphones.
7. Student use of the device's camera and video capabilities are strictly prohibited in all school areas within the MJSHS campus. Requests for use of video capabilities must be made through the appropriate teacher.
8. Students are strictly prohibited from entering the locker rooms, or restrooms with any device.
9. District-owned academic, instructional, or productivity software and apps shall not be installed on personal devices.
10. Student devices are brought to MJSHS at the students' and parents' own risk. In the event that a privately owned device is lost, stolen, or damaged, MJSHS is not responsible for any financial or data loss.
11. MJSHS reserves the right to examine the privately owned student device and search its contents if there is reasonable suspicion that school and/or district policies or local, state and/or federal laws have been violated. Searches will be limited to circumstances in which there is reasonable suspicion that the search will produce evidence of the suspected misconduct.
12. Violation of school or district policies, local, state and/or federal laws while using a personal electronic device on the district wireless network will result in appropriate disciplinary and/or legal action as specified in the Student Handbook, district policy as well as by local, state and/or federal law.
13. School and district staff cannot attempt to repair, correct, or be responsible for malfunctioning personal hardware or software.
14. Students shall make no attempts to circumvent the school's network, security, and or filtering policies, including setting up proxies.
15. The student understands that bringing on premise or infecting the network with a virus, trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the Acceptable Use Policy and will result in disciplinary actions.

(Please cut on the line and return the bottom of this form)

Student Name

Student Signature

Parent Name

Parent Signature

Date