

**MALVERN HIGH SCHOOL  
MALVERN MIDDLE SCHOOL**

**STUDENT/PARENT HANDBOOK**

**2009 – 2010**

**(330) 863-1355**

**MALVERN AT A GLANCE:**

<b>COLORS:</b>	<b>GREEN &amp; WHITE</b>
<b>TEAM NAME:</b>	<b>HORNETS</b>
<b>SPORTS AFFILIATION:</b>	<b>INTER VALLEY CONFERENCE (IVC)</b>

**MALVERN ALMA MATER:**

***OUR ALMA MATER, PROUDLY WE HAIL THEE  
HALLOWED OUR THOUGHTS BE  
WE SHALL CHERISH YOU, AND  
WITH SCHOOL DAYS OVER, PROUDLY WE STAND;  
HAIL TO THOSE STATELY HALLS OF MALVERN HIGH***

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**STUDENT / PARENT  
HANDBOOK  
2009 – 2010**

The Malvern Board of Education is an equal opportunity employer and does not discriminate on the basis of sex, race, color, religion, age, handicap or national origin in employment, and in the educational programs and activities that it operates.

The Superintendent will coordinate the efforts of the Brown Local School to comply with the requirements of Title IX. Any information regarding failure to comply with Title IX guidelines should be directed to the attention of the Superintendent, Brown Local Schools, 401 West Main Street, Malvern, Ohio 44644.

This Handbook has been adopted by the Brown Local Board of Education.

**Objectives of Malvern Schools**

1. To encourage each student to work to a level of achievement commensurate with his ability.
2. To encourage students to examine their own values.
3. To aid in the development of students the ability to make decisions and to assume the obligations that accompany the rights and privileges of the individual in a democratic society.
4. To develop an understanding and respect for the individuality of others.
5. To encourage students to keep abreast of current affairs and be able to use this knowledge in relation to everyday living.
6. To encourage students to continue their learning beyond high school whether it be a practical, academic or a vocational nature.
7. To promote a cooperative effort among the students, staff and administration within the Malvern Middle School.

## MALVERN SCHOOLS 2009- 2010 SCHOOL CALENDAR

August 25	-	Staff Second Day & <b>OPEN HOUSE</b>
<b>August 26</b>	-	<b>Students' 1st Day</b>
September 7	-	<b>NO SCHOOL - LABOR DAY</b>
September 25	-	Interims
September 30	-	1st 9 Weeks Interims - Sent home w/student
October 23	-	End of 1st 9 Weeks
October 23	-	<b>NO SCHOOL (Teacher Day AM)</b>
October 30	-	Report Cards sent home w/student
November 12	-	Parent/Teacher Conference
November 19	-	Parent/Teacher Conference
November 24	-	Interims
<b>November 25</b>	-	<b>Thanksgiving Break</b>
<b>November 27</b>	-	
November 30	-	Return to School
December 2	-	2nd 9 Weeks Interims - Sent home w/student
<b>December 23</b>	-	<b>Winter Recess</b>
<b>January 1</b>	-	
January 4	-	Return to School
January 15	-	End of 2nd 9 Weeks
January 15	-	<b>NO SCHOOL (Teacher Day AM)</b>
January 18	-	<b>Martin Luther King - NO SCHOOL</b>
January 22	-	Report Cards sent home w/student
February 11	-	Parent/Teacher Conference
February 15	-	<b>President's Day - NO SCHOOL</b>
February 19	-	Interims
February 24	-	3rd 9 Weeks Interims - Sent home w/student
March 26	-	End 3rd 9 Weeks
March 26	-	<b>NO SCHOOL (Teacher Day AM)</b>
April 1	-	Report Cards sent home w/student
<b>April 2 - 9</b>	-	<b>Spring Break</b>
April 12	-	Return to School
April 19 - 30	-	Achievement Tests Grades 3 – 8
April 30	-	Interims
May 5	-	4th 9 Weeks Interims - Sent home w/student
May 30	-	GRADUATION - CLASS OF 2010
May 31	-	<b>NO SCHOOL - Memorial Day</b>
June 3	-	End of 4th 9 Weeks - Last Day for Students
June 4	-	Teacher Day (AM) - Teacher's Last Day
June 18	-	Report cards mailed home (fees paid will receive report cards)

Please be advised that these interims and report card dates could vary due to computer malfunction or other circumstances beyond our control.

## 1.1 Class Bell Schedule

<b>7:20</b>	<b>Building Opens to Students</b>
7:25	Warning Bell - Start Channel 1
7:35	Tardy Bell

<u>Period</u>	<u>Begin</u>	<u>End</u>
1	7:35	8:17
2	8:21	9:03
3	9:07	9:49
4	9:53	10:35
5A	10:39	11:21
6	11:25	12:07
7	12:11	12:53
8	12:57	1:39
9	1:43	2:25

This schedule will be altered for special events requiring the use of the normal school day.

## 1.2 Arrival and Dismissal

Students should arrive at school no earlier than 10 minutes prior to the first bell. Students are to visit lockers and take care of school related business. Purchasing supplies, payment of fees, arranging guidance conferences, etc., should be done at this time. Otherwise, students should report to their respective 1st period. Exceptions to this should have the prior approval of a teacher or administrator who will take charge of the student at the time of arrival.

Students should leave school grounds promptly at the end of the school day. This should occur within 5 minutes of the end of classes. Exceptions to this would be students who are remaining for teacher/administrator supervised after school activities. Students are permitted to see teachers, administrators or other employees at the conclusion of the regular school day.

Students are not to loiter on school grounds or in the building at the conclusion of the school day. Unsupervised activities in the building or on school grounds are not permitted. Violations of this rule will result in disciplinary action.

Students involved in after school activities should leave promptly after the conclusion of any such event.

## 1.3 Changing Classes

Classes are dismissed by the TEACHER NOT the bell. Students are expected to be in designated classrooms at the beginning of the period. Failure to arrive on time will result in disciplinary action. Repeated tardiness may result in detentions, suspensions, or removal from class.

## 1.4 Hall Conduct

In the interests of safety and education, it is imperative that the halls be kept quiet when changes of

classes occur or whenever students are in the hallway. Shouting, running, pushing, etc. will not be tolerated at any time.

## **2 GENERAL INFORMATION**

### **2.1 Brown Local Student Fees**

Fees may be assessed in those specialized classes where a more than average amount of consumable/non consumable supplies are used by those students enrolled. Generally, fees are not refundable. Fees should be paid prior to the end of the first marking period. Grades may not be issued until all fees are paid. A student will not be permitted to participate in graduation exercises until all fees are paid.

The fee schedule is subject to change. Of course, changes will only be made to offset increases in supplies and materials.

### **2.2 Textbooks**

Both textbooks and library books and materials are the property of the Brown Local Board of Education. These materials are loaned to you so as to expedite your academic success. Books and materials loaned to you, the student, are entirely your responsibility. Lost or damaged books and materials will result in the assessment of a fee or fine. The student is responsible for the safe keeping of loaned books and materials, not the teacher or the school.

Grade reports will be withheld from students/parents where an unpaid fee or fine exists. More importantly, students who owe fees or fines will not be permitted to participate in graduation ceremonies.

### **2.3 Announcements and Bulletins**

All regular announcements will be made by the PA system. Organizations and students who wish announcements to be included must have the announcement to the high school office secretary by 12:00 on the preceding day. All announcements must be approved by a faculty member or an administrator.

### **2.4 Bulletin Boards**

All items posted on any of the bulletin boards or other areas (walls, doors, etc.) in the school must have the approval of the appropriate teacher or the building principal.

### **2.5 Lockers**

Student lockers, desks, cabinets, and similar property are the property of the Brown Local Board of Education. Lockers and other such property carry no expectation of privacy for the students who occupy them. School lockers, desks, cabinets, etc. and their contents are subject to search by school authorities at any time and without warning. Lockers are provided by Malvern High School for students to use. Students are assigned a specific locker and are not permitted to change their locker assignment. Students are expected to keep the locker clean. Security of the locker contents is the responsibility of the student. Students should use either a combination lock or a keyed lock to secure their lockers. The school can not be expected to be responsible for items stored in your assigned locker. Students are encouraged NOT to bring items of value to school. Items such as

jewelry, expensive clothing, electronic equipment, and large sums of money, and the like, are tempting targets for theft and extortion. The school is not responsible for their safe-keeping and will not be liable for any loss or damage to personal valuables.

Mechanical problems or defects in your locker should be reported to the principal's office or the custodian. Each student is required to furnish the school with direct access to the lock used to secure their locker (correct combination, key, etc.). Students who either refuse or neglect to supply such information or material must realize that his lock may be removed from his locker by other means. This procedure may damage it or render the lock useless if it needs to be employed. The school will not be responsible for damages caused by the necessary use of this procedure.

Students may request that locks be removed from their own locker. The custodian will use bolt cutters to remove such a lock only after the following procedure has been completed. The student must fill out the proper form in the high school office requesting that the lock be removed. It will then be verified that the locker has been assigned to the requesting student. After the authorization has been given by the office, the form is then carried to the custodian for the lock to be removed. Students are not permitted to request that locks be removed from any locker but their own assigned locker. Violations of this rule will result in disciplinary action ranging from detentions to expulsion from school.

## **2.6 Telephone Use**

Students will not be called to the phone EXCEPT in the case of an emergency. Office personnel will take and deliver any emergency messages. School phones are for business use only. School phones are not to be used by students without permission from the principal's office. Cell phones are to be turned off and are not to be used at any time during the day by students unless directed to do so by a faculty member and in the presence of that teacher. Unauthorized use or evidence of unauthorized use of a cell phone during the school day will be considered a violation of the cell phone policy.

## **2.7 Assemblies**

Assemblies are presented periodically for the purpose of recognizing special achievements, presenting speakers, and encouraging school spirit. Attendance at all assemblies may be required of all students.

## **2.8 Lost and Found**

All clothing found is to be turned in to the office as soon as possible. Articles not claimed will be donated to charity (generally at the close of each semester).

Books are also to be turned in to the office as soon as possible. These books are then returned to the appropriate teacher. If you lose your book, ask your teacher about it.

Valuable items that are found should be turned in to the Main office immediately. These items will be held in the office until the close of the school year.

## **2.9 Visitors**

All visitors should report directly to the main office. Visitors during the school day are discouraged so that educational processes will not be disrupted. Visitors may be permitted, with prior

permission from the principal. School age visitors will be permitted if they are accompanied by a parent or guardian and are contemplating entrance into Malvern High School or Malvern Middle School. Visitors must make arrangements with the principal at least 24 hours before the visit and receive a visitor's pass in the main office.

#### **2.10 Immunization Requirements**

All students are required to be fully up to date with immunizations in accordance with state guidelines.

#### **2.11 Medication at School**

Written request must be given to the school office from the parent/guardian regarding non-prescriptive medicine and from the parent/guardian and the physician regarding prescription medication before any medication may be administered by school personnel. Forms are available at the school and must be completed prior to administration of any medication. In the event it is necessary for a student to take medication during school, the student should first report to the school office. Other information regarding specifics of the medication, dosage, times, etc. must be provided to the school office.

#### **2.12 Illness at School**

If you become ill during the day, obtain permission to go to the school office. Upon verification, the office will call home to see if an adult will be present to care for you and to obtain parental consent. The student must sign out before leaving the building. Students are not to make their own arrangements to go home when not feeling well by calling out on a cell or school phone. A current emergency medical form MUST be on file in the office.

#### **2.13 Fire and Tornado Drills**

Check the instructions posted in each classroom indicating how to exit the building during periodic fire and tornado drills. In addition, each of your instructors will provide you with safety guidelines appropriate to their areas of the building. Remember to walk, remaining quiet, and proceed quickly and without talking to the designated area.

### **3 STUDENT CONDUCT**

The school's rules and procedures are designed to allow students to be educated in a safe, and orderly environment. Students are expected to follow staff members' directions and obey all school rules. The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program.

All students attending Malvern Schools are expected, at all times, to exercise self-control and conduct themselves as young ladies and gentlemen. What constitutes proper conduct depends on the age of the individual whose conduct is being judged and the situation in which the individual finds himself. Spirited play coupled with enthusiastic vocal support is expected on the athletic field and basketball court. The same conduct in classrooms, halls, study hall, etc., is entirely out of place. Purposeful activity and expression are essential and desirable. On the other hand, truancy, unexcused absence from class, defacing of school property, insolence to teachers, smoking, willful disobedience, obscenity, fighting, vandalism, drugs, etc. are considered serious school offenses and will not be tolerated.

Violation by a student of any one or more of the following rules on school grounds or at school activities and events off school grounds may result in disciplinary action, such as detention, mandatory counseling, community service, suspension, emergency removal from class or school and/or expulsion. These rules are not meant to be all-inclusive; a building administrator may use other options if they are deemed more appropriate.

### 3.1

#### A. MISCONDUCTS FOR WHICH DETENTIONS, SUSPENSIONS, OR EXCLUSIONS MAY BE IMPOSED:

**To be suspended from school means that while you are suspended you are not allowed to come to school, attend classes, attend or participate in extracurricular activities, or be on school property. While under suspension, a student is responsible for make-up work missed due to the absence. This absence will result in a 2% reduction of the student's nine week grade for each day of absence due to the suspension. The 2% nine week grade reduction will be calculated at the conclusion of each nine week grading period.**

1. Smoking or use, or possession of tobacco substance and or paraphernalia.
2. Violation of school policies pertaining to appearance and dress.
3. Truancy, tardiness, class-cutting.
4. Profane, vulgar, or other improper language or gestures.
5. Insubordination.
6. Disrespect toward school personnel.
7. Failure to accept discipline or punishment.
8. Fighting or Aggressive Physical Conduct
9. Hazing.
10. Harassment.
11. Violation of bus conduct requirements.
12. Unauthorized use of electronic devices.
13. Violation of Board of Education policies or school rules, including use of computers, etc.
14. Threatening, Bullying, or intimidating school personnel or students.
15. Disruption of school or classroom.
16. Damage, destruction, or theft of school property.
17. Damage, destruction, or theft of private property.
18. Assault on, or abusive language toward a school employee.
19. Assault on, or abusive language toward a student or another person.
20. Weapons and dangerous instruments.
21. Narcotics, alcoholic beverage, stimulant drugs and counterfeit controlled substance\*.
22. Trespassing.
23. Failure to comply with directives; repeated acts of misconduct.
24. Misconduct away from school..
25. Lewd or immoral conduct including photos, pictures, drawings, etc.
26. Any other misconduct deemed inappropriate by the school administration.

### 3.2 Surveillance Cameras

For students' safety and welfare, video surveillance cameras are placed throughout the building, school grounds, and on busses. Actions recorded on those cameras may be used as evidence in disciplinary actions. Any attempt to damage or interfere with the function of these devices may

result in disciplinary action by the school and possible referral to local law enforcement agencies.

### **3.3 Disrespect**

All school personnel should be addressed in a proper manner (Mrs., Mr., or Miss are proper forms of address).

Disrespect, threats or intimidation, either verbal or written, in any form to a school employee may result in disciplinary action. This includes but is not limited to talking back and/or any disrespectful comments or gestures or other degrading actions directed at or about any school employee. Students may be subject to school discipline for any harassment, vandalism, physical abuse or other disruptive behavior towards school personnel during non-school time occurring either on or off school property.

### **3.4 Hall Passes**

Pupils in the hallways during scheduled class, lunch activity or study hall time must have a planner signed by a teacher. It is the student's (not the teacher's) responsibility to obtain the necessary pass. The planner must be freely presented for inspection upon request by appropriate authority (hall monitor, school employee, etc.).

Students who are in the halls, either without a planner or with an unacceptable pass, are subject to disciplinary action. Action may include revocation of future pass privileges, detentions or suspension from school.

Planners are to be kept intact, neat and clean so as to be used as hall passes.

### **3.5 Disruptive Behavior**

No student shall attempt to disrupt school in any manner. Disruptive behavior refers to any negative behavior that tends to disturb or endanger the educational process and/or the people involved. To attempt and/or succeed to do so may result in disciplinary action.

### **3.6 Truancy/Tardiness from School**

When a student is absent from school or class without the knowledge and permission of the parent/guardian, he/she is considered to be truant from school. Truancy can also be defined as absence from school for reasons other than those outlined by public law or excessive absence from school. Truancy/Tardiness may result in disciplinary action.

### **3.7 Leaving School Grounds**

All students should obtain the proper permit from the office when leaving school early. Students leaving school grounds without permission from the office may result in disciplinary action.

### **3.8 Failure to Account**

Leaving school or class without permission, failure to account for one's self (not signing in or signing out) may result in disciplinary action.

### **3.9 Fire Alarm**

Sounding a false alarm may result in a ten day at home suspension. Subsequent violations may result in an expulsion. Criminal prosecution may also result from a referral to the Fire Marshall and/or local law enforcement agencies.

### **3.10 Firearms, Explosives, or any Other Dangerous Weapons**

Possession, handling, transmitting, concealing and/or use of firearms, explosives or any other dangerous weapon or instrument may result in a ten day out-of-school suspension and range up to expulsion. In addition, referral to the proper law enforcement agency will also be pursued. This policy treats “look-alike” weapons such as starter pistols, air guns and stun guns as though they were real weapons.

### **3.11 Forgery - Lying - Plagiarism - Cheating**

Forging or use of unauthorized excuses or any school form, lying, cheating, or plagiarism may subject the student to academic penalties as well as disciplinary action.

### **3.12 Gambling**

Students are not permitted to participate in the act of illegal gambling on school grounds.

### **3.13 Swearing and Abusive Language**

Vulgar language and/or abusive language or gestures toward a student or school employee shall not be tolerated.

### **3.14 Theft (Extortion)**

All students are expected to respect the property of others. Failure to do so may result in disciplinary action. This would include entering the property of others, to stealing, and attempted stealing from others. Referral to proper law enforcement agency and restitution could also result.

### **3.15 Failure to Accept Discipline or Punishment**

Failure to accept discipline or punishment may result in further disciplinary action.

### **3.16 Trespassing**

A person found on school ground in violation of Board of Education Policy, adopted pursuant to State Law. The Policy reads:

“All visitors entering the school ground during school hours must report to the building principal. Any persons on school grounds after school hours without authorization shall be considered trespassers subject to prosecution.”

### **3.17 Misconduct Away from School**

Any student participating in or attending a school function shall be governed by the same rules as students on school property. This shall include attendance at Malvern School events at other schools or in other locations.

### **3.18 Show of Affection**

Students shall not display affection in such a manner as to prove embarrassing to themselves, students, staff members or visitors to the building.

### **3.19 Hazing, Harassment or Degrading Acts, Threatening Behavior**

A student shall not engage in any act either verbal or written which harasses degrades, threatens or intimidates another student in any way. This would include, but is not limited to: verbal or physical intimidation, unwelcome sexual advances and/or sexual remarks, inappropriate physical contact, racial or ethnic slurs.

It is a violation of law and of school rules for any student to harass or intimidate another student or staff member. If a student is a victim of any unwanted sexual actions or comments or of derogatory statements or actions concerning his/her gender, religion, race, ethnic group, or disability, the student should report such behavior to the school administration. All reports shall be kept confidential and shall be investigated as soon as possible.

Students shall not plan, encourage, or participate in any form of hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any organization that creates a risk of mental or physical harm.

### **3.20 Chemical Use/Dependency/Intervention Policy**

No student shall possess, use, or be under the influence of an unprescribed chemical (alcohol or drugs) on school grounds, within sight of the school, or during school sponsored activities.

### **3.21 Damage to Property/Vandalism**

A student shall not cause or attempt to cause damage to the property of another (public or private) on school premises, or at any school activity on or off school grounds. Under Ohio Revised Code Section 2090.05 any student found vandalizing school property will be assessed the property damages and subject to discipline ranging from suspension to expulsion from school. This will also include a filing in the appropriate court. Damage or destruction of property would include deletion of computer files and by knowingly introducing viruses into the files.

### **3.22 Fighting**

Fighting or instigating a fight on school property or any school activity will not be tolerated.

### **3.23 Assault, Aggressive Physical Conduct**

A student shall not cause physical injury or behave in such a way which could threaten to cause physical injury to another.

### **3.24 Smoking or Use, or Possession of Tobacco Substance**

Smoking or the use or possession of any tobacco substance on school grounds, within sight of the school, or at school sponsored functions (events) are prohibited. This rule applies both during the school day and other than the normal school day. Disciplinary measures (detentions, suspensions, expulsions) and recommendations for help (educational programs, counseling, etc.) may be used as deemed necessary by the principal.

### **3.25 Student Alcohol and Other Drug Abuse**

The Brown Local Board of Education, Malvern High School, and Malvern Middle School recognize that chemical dependency and abuse is a treatable health problem and a serious concern for both school and community. We have the responsibility of working with the total community in the areas of education, prevention, and intervention. Chemical use, abuse, and dependency interfere with behavior, learning and the fullest development of each individual.

Disciplinary measures (suspensions/expulsions) and recommendations for help (counseling, assessment, treatment) will be used as necessary in an effort to help young people lead healthy, chemical-free lives. Anyone with questions or concerns should contact the school and ask to speak with an administrator.

\*Counterfeit controlled substance is defined in the following ways (1) any drug or drug container or label that bears a trademark, trade name or other identifying mark used without the owner of the rights to such trademark's authorization; (2) any unmarked or unlabeled substance that is represented to be a controlled substance that is manufactured, processed, packed or distributed by a person other than the person with legal rights to manufacture, process, pack or distribute it; (3) any substance that is represented to be a controlled substance but is not a controlled substance or is a different substance; (4) any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

### **3.28 Failure to Provide Proper Evidence**

Willful failure to cooperate with school staff or authorities in the giving of information regarding violation of the Code of Conduct of Malvern School may result in disciplinary action.

### **3.29 Code of Dress**

It has been found by experience that a pupil's behavior is a reflection of his or her manner of dress. It is felt that pupils should dress neatly and practice personal cleanliness at all times.

In general, school dress should be such that insures health, welfare, and safety of the members of the student body and school staff. School dress should enhance a positive image of school and its students.

Students are expected to dress appropriately at all times. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.

Students should consider the following questions when dressing for school:

Does my clothing expose too much? (No)

Does my clothing advertise something that is prohibited to minors? (No)

Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing?(No)

Am I dressed appropriately for the weather? (Yes)

Do I feel comfortable with my appearance? (Yes)

The following styles or manners of dress are to be observed -

1. Hair and facial hair must be clean and well groomed, and should not be combed in a manner so that it covers the eyes nor of a length that would present a safety or health problem. Hair dyed unnatural, bright or unusual colors or fashioned in an unusual manner and/or excessive makeup that causes a disruption is not acceptable. Students are not permitted to use cosmetics in classes, lunchroom or study halls.
2. Shirts that have undergarment appearance (examples for boys: tank tops, muscle shirts, sleeveless T-shirts; examples for girls: tank tops, spaghetti straps; halter tops, etc.) shall not be worn. Sleeveless shirts and dresses are permitted for girls providing that they do not expose any undergarment and are modest in cut. Bare backs and/or bare midriffs are not permitted.
3. All trousers, jeans, and slacks must be neat and in good condition and of proper fit. Sagging or low cut pants that expose undergarments or impede walking are inappropriate. All pants and shorts should be worn at the appropriate height. Pajama or flannel pants are not permitted unless special permission is given due to health or safety reasons.
4. Shorts must be hemmed, loose fitting, but not over-sized, and not shorter than fingertip length. Dresses, skirts, etc. must also conform to the above guidelines for fit and length.
5. Proper footwear is required at all times to insure health and safety.
6. Sunglasses, hats, hoods, or bandannas may not be worn inside the school building during the school day.
7. Visible pierced jewelry that poses a health or safety concern or creates a disruption or interferes with the educational process is not acceptable.
8. Jewelry or clothing bearing patches, drawings, or sayings (stated or implied) which refer to drugs, violence, alcohol, sex, gangs, will not be permitted to be worn. Obscenities (stated or implied) will not be permitted. Any clothing, jewelry, wallet chains, chains, insignias, etc. relating to gangs or disruptive groups or determined by the administration as a potential weapon will not be permitted.
9. Outerwear jackets, coats, etc. are not permitted in the classrooms, gymnasium, or cafeteria during the school day.
10. Clothing that has tears, cuts, or holes that are indecent or are extreme in nature are not permitted.
11. Special programs, classes, extra-curricular activities, co-curricular activities, athletics, band, work-study programs, etc., may establish dress and grooming requirements that are more stringent. Such requirements are in the interest of efficient performance and a uniform appearance to the public.

As no dress code can keep up with the ever changing world of fashion, the administration reserves the right to make any and all final decisions in regards to what is and what is not acceptable with respect to this dress code.

**THIS IS THE ONLY WARNING YOU WILL BE GIVEN REGARDING DRESS CODE.**

In all dress code matters, the decision of the school officials is final.

**Failure to comply with the dress code, will be considered insubordination.**

Any school time missed as a result of a dress code violation--being sent home to change clothes, time out of class, etc., will be considered unexcused. Other disciplinary consequences may also apply.

### **3.30 Academic Integrity**

Presenting someone else's work as one's own in order to obtain a grade or credit is considered to be cheating. This includes, but is not limited to, copying others assignments, quiz or test answers, and plagiarism. It is academically dishonest for a student to take credit for work or information received from other students. It is equally dishonest for a student to provide information or work to another student who knowingly takes credit for such work or information. It is expected that in testing situations, students will only use such materials as have been previously approved by the teacher. Students who violate this standard of integrity may fail the assignment involved and may be assigned further disciplinary action.

### **3.31 Repeated Acts of Misconduct**

Students who repeatedly fail to conform to established rules and regulations as listed in the Student Handbook and the Code of Conduct are subject to further disciplinary action. Failure to accept directions or discipline would include provisions incorporating the guidelines for using school computer equipment. The further action may include suspension from school, expulsion from school and the appropriate court action.

### **3.32 Setting Unauthorized Fire**

No student will set or attempt to set a fire (or use fire in an unauthorized manner) on school property or at school activities, whether on or off school property. Violation of this rule may result in disciplinary action ranging from a ten day suspension to expulsion room school. Circumstances may warrant criminal prosecution.

### **3.33 Unauthorized Items**

Electronic games, squirt guns, trading cards, toys, or other similar items or devices are not permitted at school. Violation of this rule will result in confiscation of the item. Disciplinary action may range from verbal warning to suspension from school.

### **Electronic Policy**

In order to assure a safe educational environment free from disruptions, and to meet the objectives of Brown Local Schools, the following is the electronic device policy of Brown Local Schools.

The following items may be brought to school, but, except for cell phones, must be kept in the students' lockers or cars during the school hours. Reminder, the locker policy states that the school is not responsible for their safe-keeping and will not be liable for any loss or damage to personal valuables. The list of items includes, but is not limited to, cameras of any type, radios, CD players, ipods, MP3 players, walkmans, beepers, pagers, Blackberries, laptops or other broadband equipped computers, or other electronic devices. Cell phones must be kept in the OFF (not vibrate) position and be kept out of sight during the ENTIRE school day. Any device which is found to be on, make a noise or vibrate, or there is evidence of use during the school day, or otherwise call attention to them will be deemed to be creating a disruption unless the student has been directed to use the device in the presence of a staff member.

Any device found to be in violation of these rules will be confiscated and turned into the appropriate principal. These devices and the data contained in any such device taken from a student for violating school rules may be subject to search by school authorities. Violations of the student code of conduct discovered in these searches may result in additional disciplinary action.

Violations of this policy will result in the following actions:

First Offense: The item will be returned to the student at the end of the day and an office detention will be assigned.

Second Offense: The item will only be returned after a meeting with the student's parent or guardian and assignment of an extended detention.

Third Offense: The item will be returned only to the parent or guardian at the end of the school year.

**Failure to comply with a request for the phone to be turned over will be considered insubordination.**

### **3.34 Assistance in Rule Violation**

No student is permitted to intentionally assist another student in the violation of school rules. This does not require direct participation in the rule violation.

## **4 DISCIPLINE**

Teacher, office and administration personnel may assign detentions to students. Notification of detention will be given to the student. Generally, students will receive at least one school day (24 hours) prior notice before they have to serve the detention. Detentions are to be served at the time and place designated by the teacher/principal. Students requesting a change in assigned detention date may be assigned to an additional detention. All detentions must be served within a reasonable time. Students receiving excessive numbers of detentions may be suspended from school.

### **4.1 Office Detentions:**

1. Detention begins at 2:30 PM and end at 3:30 PM. Detentions are to be served in the assigned detention room.
2. Students must have study material with them and must study for the full 60 minutes.
3. No communicating or disruptions of any form during the 60 minutes.
4. Students must be on time for the detention. If the student is late, he/she will not be admitted to serve the detention.
5. Students must provide their own transportation home after detention. They are NOT permitted to ride the elementary buses.
6. Students must sign the attendance sheet in the detention room to receive credit for serving the detention. If the student's name does not appear on the sheet, then the student will be counted as absent from detention. It is the student's responsibility to sign the sheet.
7. Students shall not eat food, candy, gum, etc. during detention.
8. Students shall not wear coats during detention.

9. Students will not be permitted to leave the room during detention.
10. Students will not be permitted to sleep during detention.
11. Following detention, the students will leave the building promptly.
12. If a student fails to serve a detention on the assigned date for an unexcused reason, he/she may be assigned one Friday Extended Detention.
13. Any violation of the above rules may result in additional detentions being assigned the student.

#### **4.2 Teacher Assigned Detentions**

Teacher-assigned detentions will list the date/place, start/end times and the reason for the detention. Students must arrange their own transportation home for these detentions.

#### **4.3 Extended Detention Program**

The Extended Detention option may be used for many first time offenses of Code of Conduct regulations and chronic violations of discipline code items. However, out-of-school suspensions will still be used for serious code of conduct violations.

Rules for Extended Detention – Report to assigned detention room - 2:30 - 5:30 pm

1. Students must bring books and homework to study.  
Magazines will be permitted for report use only.
2. No talking will be permitted.
3. No sleeping will be permitted.
4. No eating, drinking, or visitors will be permitted.
5. One restroom break may be permitted when necessary.
6. Regular school dress and discipline code of conduct are required.
7. Students who do not follow Friday Extended Detention rules may be asked to leave and referred to the building Principal for further disciplinary action.
8. Students who fail to serve assigned Friday Extended Detention for an unexcused reason are subject to out-of-school suspension(s).
9. Extended time out of the room may be made up after 5:30 pm.

### **5 ATTENDANCE**

#### **5.1 Legal Responsibilities for School Attendance**

Ohio State Law provides that a child between 6 and 18 years of age, inclusive, is of compulsory school age. The parent, guardian or any other person having care of a child of compulsory school age shall instruct him, or cause him to be instructed as provided in the Revised Code, unless he is employed on an age and schooling certificate with permission of the Brown Local Board of Education, or shall have been determined to be mentally incapable of profit from instruction.

#### **5.2 Attendance Regulations**

##### **1. Reporting Absence from School:**

When a student is absent from school, the parent/guardian should phone the office at 330-863-1355, extension 4 to report the absence. If no contact is made, the attendance secretary may contact the home to verify the absence and inform the principal of possible truancy.

2. **Attendance Regulations:**

**TARDINESS:**

Any student coming tardy to school should bring with him/her a note explaining the tardiness. This must be brought to the office upon entering the building.

Students reporting to school after 7:35 AM but before 7:50 AM will be considered tardy to school with the following exceptions:

- a. Medical appointment with a doctor's medical slip turned in upon signing in to school.
- b. School related reason.
- c. Other reasons approved by the Principal.

**ABSENCES:**

Students reporting to school after 7:50 AM but before 11:25 AM will be counted absent 1/2 day.

Students signing out before 11:25 AM that do not return to school will be counted absent the entire day.

Students signing out before 11:25 AM that DO return to school, may be charged with only 1/2 day of absence as determined by Principal. Appropriate forms from medical personnel presented upon signing in will be of great assistance in the determination.

Students reporting to school after 11:25 AM will be counted absent the entire day.

Students signing out after 11:25 AM will be counted absent 1/2 day.

3. **Return To School After Being Absent:**

- a. Upon arrival, report before the tardy bell to the office with your written excuse signed by your parent/guardian, and turn it in to the attendance secretary.
- b. In accordance with state statute, the school requires from the parent of each student or from an adult student who has been absent from school or from any class, a (written) statement of the cause for such absence. The school reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence. Therefore, the principal may require a written physician's statement verifying the reason for your absences from school. Failure to provide a physician's statement may result in the absence being considered unexcused.
- c. The attendance secretary will determine whether or not your excuse is valid and if your absence will be recorded as authorized or unauthorized. If a written excuse is not brought in by the second day back, the absence will then be unexcused. (Special situations may warrant deviation from this time period.)

**A. Authorized Absences:** The Revised Code, Section 3321.04 deals with absence from school. The State Board of Education has adopted regulations governing absences that are within the framework of the

Revised Code. The Malvern School abides by these regulations and accepts the following excuses for absence. A written excuse for absence from school may be approved only on the basis of any one or more of the following conditions:

1. PERSONAL ILLNESS - Certificate from the doctor may be required;
2. Illness in the family. The absence under this condition shall not apply to children under 14 years of age;
3. Quarantine of the home;
4. Death of a relative;
5. Work at home due to absence of parents/guardians;
6. Religious holidays.

Additional excused absences:

1. College visits: Juniors and seniors will normally be permitted two days per year for college visits, if prior approval is granted by the guidance office and/or principal.
2. Field trips: Approved field trips or class trips supervised by a certified teacher, will not count as days absent;
3. Athletic tournaments: Students who miss school while participating in an athletic tournament, under the supervision of the coach, will not be counted absent.

**B. Unauthorized Absences:**

1. Any student compiling 3 unexcused absences in a nine week grading period may be subject to disciplinary action.
2. Continued unexcused or excessive absences after prior warning may result in court referral and/or further disciplinary action on the part of the administration to correct the behavior.
3. Absences deemed unexcused may adversely affect a student's grade. A student may be considered truant each day he/she is absent without excuse from his/her assigned location. The 2% nine week grade reduction policy will be in effect for truancy absences.

UNAUTHORIZED REASONS FOR ABSENCE AND/OR TARDINESS:

1. No note or phone call from parent.
2. Car trouble of any kind.
3. Oversleeping.
4. Missed Bus.
5. Traffic jam except in emergency situations.
6. Attending athletic events during school time.
7. Going hunting during school time.
8. Other events/activities deemed unexcused by the administration.

4. **Limit On Absences:**

Semester course (18 weeks) - 10 days and/or 10 class periods  
Year course (36 weeks) - 20 days and/or 20 class periods

The absences set forth above are meant to be used for personal illness, serious personal problems, and professional appointments which cannot be scheduled after school.

A student may not receive credit for the course if the limit is exceeded regardless of the quality of work performed while the student was present. Students exceeding the limit could result in retention of the student. The only exceptions are approved written doctor's excuse (or proof of appointment), funerals, or when excused for school-sponsored activities.

When a student's absences from a class exceeds the limit, the principal, teacher, and attendance secretary will review the student's attendance record to determine whether he/she will receive credit for his/her work. The following information will be taken into account during the review: absence record, illnesses serious enough to require a doctor's care, professional appointments, evidence of extenuating circumstances, and student attitude. If there are extenuating circumstances, the due process procedure will be extended to the student and parents through a conference with the principal.

A student who is denied credit in a course because of excessive absences must continue to attend that class. If the student continues to be absent from the class, suspension, court action, or expulsion may be recommended.

5. **Truancy:**

Truancy interrupts the correct progression of a student's educational (learning) process and should be discouraged by parents/guardians. Truancy from school is deemed to be a serious problem that could result in suspension or expulsion from school. Students and/or parents/guardians involved in school truancy incidents may be referred to the appropriate judicial (court) authority. The 2% nine week grade reduction policy will be in effect for truancy absences.

A student will be considered habitually truant if the student is absent without a legitimate excuse for 5 or more consecutive school days, for 7 or more school days in one month, or 12 or more school days in one school year. A student will be considered chronically truant if the student is absent without a legitimate excuse for 7 or more consecutive school days, for 10 or more school days in one month, or for 15 or more school days in one year.

**PROCEDURE FOR INFORMING STUDENTS AND PARENTS:**

The principal through the attendance secretary will keep parents or guardians of students with excessive absences informed through telephone calls and/or letters.

**5.3 Class Attendance**

Students are to attend all and only classes listed on their schedules; this shall include study halls, lunch and homeroom.

#### **5.4 Activities and Attendance**

A student must be in attendance at least 5 periods to be eligible to attend an athletic event, practice, dance, club, organizational meeting, or any school activity that same day.

#### **5.5 Parental Excuses for Physical Education**

Parental requests are honored for one to two days after the return from illness in regard to physical education and outside activities. A medical excuse is requested for longer periods of time. All medical excuses are to be presented to the Attendance office, where a pass will be written to excuse you from participating in physical education during the time designated by the doctor. Students must report to the class during this time period. Phone call requests are accepted but parents are requested to confirm the excuse in writing. Students excused from physical education class physical activity will be required to attend class and participate in an alternative physical education program.

#### **5.6 Church Attendance**

Students must bring a note from home in advance if they wish to be excused from school to attend church services outside of school time.

#### **5.7 Dismissal of Individual Pupils During the School Day**

All requests to leave school before the close of school hours must be made in writing by a parent or guardian to the principal or other designated representative. Students are required to sign out in the Attendance Office and sign in when they return to school. Failure of a student to sign in and out may result in disciplinary action ranging from detentions to suspension from school.

#### **5.8 Leaving School Early**

Students are not permitted to loiter in the parking lot when leaving early. If the student need not leave at the time designated on the pass, the time will be changed for maximum educational benefit to the student.

If for any reason you must leave the school building during school hours, you are required to:

1. Have a note from home stating the reason you are to leave. The school reserves the right to determine whether or not the reason is to be excused or unexcused.
2. Bring the note to your first period teacher before school and have the note recorded and accepted prior to class that morning. Get an early dismissal pass from your 1st period teacher to give to your classroom teacher at the appropriate time.
3. Sign out in the office. Exit through the doors by the Main Office or by the New Gym. Sign in when returning to school the same day.

#### **5.9 Errands by Pupils**

No pupil shall be sent from the school building during school hours to perform an errand or act as messenger except with the knowledge and approval of the principal and then only for urgent and necessary school business and with permission of the pupil's parents.

## **5.10 Make-up Work**

Make-up work due to an absence must be completed promptly. The time allotted for make-up work shall not exceed one day more than the period of absence. Responsibility lies with the student so far as arranging for and performing the necessary work. Generally speaking, parental requests for make-up work should not be made to the office unless the student's absence is to exceed 2 or more consecutive school days. The classroom teachers will be responsible for providing make-up details when the student returns to class for short term absences.

## **5.11 Family Vacations During the School Year**

Parents are encouraged NOT to take their child out of school for vacations. The purpose of this procedure is to accommodate parents who find it necessary to take their vacation during the school year. Parents must submit a written request to the school office. It may be possible for the student to receive certain assignments that are to be completed during the trip. The time missed will be counted as an excused absence; however, vacation days are not medically excused. When the student returns to classes, he/she will assume full responsibility for all tests and assignments.

## **5.12 Procedure in Case of Student Withdrawal from School**

Student presents a "sign-out" sheet, obtainable from the office to all of his teachers who initial appropriate period space, but only after the student has fulfilled all obligations to that teacher. The completely initialed sheet is exchanged by the office secretary for a dismissal form. The withdrawal is handled by the Office Secretary. Sheet should be initialed by teacher, librarian and guidance counselor.

# **6 CAFETERIA**

## **6.1 Lunch Periods / Breakfast Periods**

All students are afforded a lunch period. The school participates in the National School Lunch Program and makes lunches available to students for a fee. Ala Carte items are available. Students may also bring their own lunch to school to be eaten in the school's cafeteria. Charging of purchased food items is not permitted. Students are required to eat in the school cafeteria and remain in assigned area during their lunch period. **All food is to be consumed in the cafeteria.**

Students are reminded that they are responsible for returning to their next class **ON TIME** at the end of their lunch period. The large majority of students need no instructions on how to behave, but it should be made clear that all are expected to exhibit good manners, talk in normal tones, remove food scraps and eating utensils to the proper receptacles, and stay within the prescribed area.

Students are expected to conduct themselves as ladies and gentlemen during lunch periods. All students will eat in designated areas during their assigned lunch period. Food and drinks are not to be taken from the cafeteria. The lunch periods for grades 6-12 are "closed" lunches. Students are required to remain at school during lunch periods unless they have a permit from the office to leave the building.

## **6.2 Guidelines for Cafeteria Conduct**

1. No shouting or screaming is permitted.

2. No aimless wandering is permitted.
3. Do not loiter around the food line.
4. Do not throw food or other objects.
5. Students should be seated to eat.
6. Restroom use should be kept to a minimum.
7. Remain in the cafeteria area.
8. Place food scraps and utensils in proper containers.
9. Lunch periods are “closed”. You are to remain in the designated area.
10. Restrooms closest to the cafeteria are to be used during the lunch hours.
11. Students are not permitted to purchase food at times other than the designated lunch period.
12. Students are not permitted to have food delivered from outside vendors.

## **7 MEDIA CENTER**

### **7.1 Media Center Procedures**

The Media Center will be open from the beginning of the school day until dismissal at the end of the day unless otherwise announced. Students borrowing books and not returning them in the allotted time will be fined on a daily rate.

1. The media center is designed for the improvement of teaching and learning. To this end, responsible behavior is expected at all times.
2. Students can occupy their time by using library materials, researching projects, or using the audio-visual facilities or computers.
3. In order to create an atmosphere which is conducive to teaching and learning, talking will generally not be permitted.
4. If you elect to use the media center, go directly to the center before the tardy bell. Do not report to study hall. The librarian will notify the study hall teacher as to your presence in the center
5. Upon arriving in the media center, the student must present their library card for attendance and remain in the center for the entire period.
6. Because of the flexibility of the usage of the media center, seating arrangements will be assigned by the librarian.
7. Proper use of the media center includes keeping the area neat and returning all equipment and materials to their proper location.
8. All materials and equipment must be checked out at the circulation desk.
9. Respect is due to all adults in the media center. The media center is intended for securing books, conducting research and for leisure reading. It is not a study hall or a lounge area.

## **8 STUDY HALLS**

All students are to attend study halls indicated on their schedule. You are expected to arrive and be seated in the study hall. Quiet is to be maintained after the tardy bell. You are expected to remain in your seat during study hall until the teacher/monitor dismisses you at the end of the period. It is expected that you will take care of your lavatory needs before going to study hall.

Students who are found in the hall or restrooms without a hall pass may be subject to disciplinary action. Study hall attendance will be taken immediately following the bell. You may be assigned regular seats.

## **9 GUIDANCE DEPARTMENT**

### **9.1 Guidance Services**

A program of guidance services has been established at Malvern Schools to help you develop an awareness of your abilities, to improve your relationship with people, to give you a better knowledge of various educational and career opportunities, and to assist you in the acceptance of your responsibility for your decisions.

It is the aim of guidance services to provide:

1. An explanation about the school program to you and your parents.
2. Standardized testing and interpretation of results.
3. Information and assistance to you in course selection and program planning.
4. Vocational and educational information and assistance for post high school career or educational planning.
5. Group and individual guidance and counseling services to you and your parents.

It is always the objective of the counselor to work closely with teachers, administrators, and parents on your behalf. For concerns involving schedule changes and/or your record, you must see your counselor.

All information pertaining to academics for Malvern High School is contained in the *Academic and Course of Study for Malvern High School* issued to all students in the spring of each school year.

### **9.2 Promotion Requirements**

**MIDDLE SCHOOL (Grades 6, 7, 8)** - Promotion to the next grade level is the responsibility of the principal. Generally, if a student has passed four of five major academic subject areas (Math, English, Science, Reading and Social Studies) he/she will be placed in the next grade level. If two major subjects are not passed, then the student's placement for the following year is subject to academic review and/or successfully completing one of the failed courses in summer school.

### **9.3 Report Cards & Progress Reports**

Report cards are issued every nine weeks grading period. There are four (4) grading periods.

Students are reminded that report cards are to be presented to their parents as they are distributed. Students not receiving report cards at the proper time should check in the main office to determine if they have an overdue obligation holding their grades.

Students with inaccurate report cards should:

1. Consult with your teacher to determine your accurate grade.
2. Consult with your counselor to determine your accurate point average.
3. Check with the counselor to insure that the proper changes have been made.
4. Check with Attendance Secretary for questions concerning attendance.

At the end of the fifth week of the grading period, progress reports will be sent to the parent/guardian of each student who is either failing or in danger of failing a course or who is dropping two or more letter grades in a course. This report will advise parent/ guardian of the current academic status and also point out the necessary course of action to correct the deficiency(s).

Conferences will be arranged by the counselor to meet with students whose work warrants a report. PARENTS ARE URGED TO ARRANGE A CONFERENCE WITH THE TEACHER(S) involved so as to discuss courses of action necessary to correct the deficiencies.

#### 9.4 Grading Scale (quarterly grades)

The following scale will serve as a guideline in interpreting the meaning of the letter grade. The numbers reflect a reference to a percentage type scale where 100% represents the maximum possible.

A+ = 100	B+ = 93	C+ = 85	D+ = 77
A = 95-99	B = 92-87	C = 84-79	D = 71-76
A- = 94	B- = 86	C- = 78	D = 70

F = 0-69 (There will be no grades of F+ or F-)

I - Incomplete	U - Unsatisfactory
W - Withdrawn	P - Passing
O - Outstanding	S - Satisfactory

#### Incomplete

**Assignments** - Students who fail to complete a course requirement will be issued an incomplete for that assignment. Incompletes not made up in a reasonable length of time, as specified by the instructor, will be changed to a grade of F. Students should advise teachers and/or counselors if a special situation exists.

**Nine Weeks Grades** - If an incomplete (I) during any grading period or final exam is not corrected within two weeks following the final due date of that period, the incomplete will be converted to a failing grade (F). This will result in no credit awarded in that course for that period of time.

#### Semester and Yearly Averages

The following is the adopted guide for computing grades. Point values for each letter grade are as follows: A=4 points; B=3 points; C=2 points; D=1 point; and F=0 points. Plus and minus symbols used with 9 weeks grades carry NO numerical value in calculating both semester and final grades.

Each 9 week grade is worth 25% of the yearly grade.

Semester and yearly average grading scale:

3.5 - 4.0 = A
2.5 - 3.5 = B
1.5 - 2.5 = C
.5 - 1.49 = D
0. - .49 = F

Example:

Semester Grade:

1st 9 Weeks = A = 4 points     $4 + 2 = 6$      $6/2 = 3$

2nd 9 Weeks = C = 2 points    3 = B for Semester Average

Yearly Grade:

1st 9 Weeks = B (3 points) 3rd 9 Weeks = A (4 points)

2nd 9 Weeks = B (3 points) 4th 9 Weeks = B (3 points)

$3 + 3 + 4 + 3 = 13$

$13/4 = 3.25$

3.25 = B for Yearly Average

Any student not receiving at least 1 passing grade in a 9 weeks period each semester may not receive credit. Students may appeal to the teacher for issuance of credit. The teacher, in cooperation with the principal, may grant credit if it is deemed justified.

## 9.5 Honor Roll/Merit Roll

Academically, successful students are recognized at the end of each grading period. Based upon a maximum 4.00 grading scale, the following criteria is observed:

1. GPA of 3.51 through 4.00 warrants placement on the Honor Roll for that grading period.
2. GPA of 3.00 through 3.50 warrants placement on the Merit Roll for that grading period.
3. The student CANNOT receive a grade lower than "C" in ANY subject area in order to qualify for either the Honor or Merit Roll.
4. In order to qualify for either standing, the student CANNOT receive an "I" (incomplete), "P" (pass on effort) or "NG" (no grade).
5. To be eligible for either list, the student must carry at least four academic units of class work.
6. Grades from non-academic subjects (band, choir, physical education, personal typing) are not included in the computation for Honor or Merit Roll. However, a student must receive a grade of at least "C" in ALL subjects in order to qualify for the Honor or Merit Roll.

## 10 TRANSPORTATION TO AND FROM SCHOOL

### 10.1 Bus Assignment

Students are permitted to ride (to and from school) only their assigned bus and will board and depart from the bus at assigned stops. Pupils/Students shall arrive at the bus stop before the bus is scheduled to arrive each morning. Any deviation from this rule must have the prior approval of the principal and the parent/guardian must be aware of the change. Permission for a change from assignment will only be granted to insure the health and safety of the student involved (mere convenience will not be considered as sufficient reason).

**BROWN LOCAL transportation policy:** Bus stops have been established and approved by the Board of Education. All children must use their established bus stop or parents must submit a written request for adjustments that need to be implemented on a regular basis ONLY for childcare. The only acceptable adjustments to a student's assigned bus stop is for regularly scheduled child care/baby-sitting. If you child is going to be dropped off or picked up by our school bus at a baby-sitter/childcare provider's home area, you must submit a written request and have it approved by the administration.

The written request must include the following information: baby-sitter/child care provider's name, address and phone numbers; names and grade levels of your children to be dropped off or picked up at the childcare provider's location/home area; specific days to be dropped off or picked up (for example, every Monday AM or every Wednesday PM).

We cannot accommodate written requests or phone calls that are submitted periodically. Do not call the school or send a note for your child to ride home with another child or to change their transportation arrangements. Please call the school at 330-863-1355 if you have any questions.

## **10.2 Guidelines for Controlling Bus Behavior**

Safety is the primary concern in transporting pupils to and from school. In order to encourage safety by preventing actions which divert the attention of the driver or otherwise endanger the safety of the students, the following guidelines for controlling conduct and behavior on and in connection with the school bus transportation are established.

Students are not permitted to leave school grounds and then return to ride a bus.

These guidelines are established in order to aid the bus driver in carrying out his responsibility, for maintaining order and discipline on the bus while transporting students.

The bus driver will attempt to correct and guide the students with respect to minor misbehavior, but it is the bus driver's sole decision and discretion as to when he procedure herein provided shall be initiated.

As used in these guidelines:

- A. "MISCONDUCT REPORT" means a written report submitted by bus driver to the principal or Dean of Students. One copy of the report shall be returned to the bus driver with action taken indicated thereon by the person responsible for implementing the action taken, one copy shall be for the principal and for the parents.
1. Students are permitted to ride only their assigned bus. Exceptions may be made by written request from parents to the principal. Approval should be at least 24 hours in advance.
  2. Students assigned special seating are to sit only in that seat.
  3. High school students are not permitted to ride the elementary buses either to or from school.
  4. Students should remain seated at all times.
  5. Loud talking, shouting or vulgar language is not permitted.
  6. Students are not to put any part of their bodies out of the windows, nor throw anything out of the windows.
  7. Throwing any object in the bus is not permitted. Paper and trash are to be placed in the containers in the front of the bus.
  8. Eating on the bus is not permitted.
  9. No item larger than that which can be held on one's lap is to be brought on to the bus (projects, etc.)
  10. Radios, tape recorders or other sound reproducing equipment or electronic type games and toys are not permitted on the school bus.

- B. "SERIOUS MISBEHAVIOR" means, smoking, fighting, assault, possession or use of any form of tobacco, use, possession or under the influence of drugs or alcohol, throwing anything on or at the bus, use or brandishing of knives, guns, or other weapons, use of profane or vulgar language and conduct, disrespectful language or behavior directed toward a school employee, spitting, refusal to obey the driver, lighting matches or starting fires, destruction of property, and the like, and chronic misbehavior including being noisy, littering, running in the aisles and leaving seat, etc.

### **10.3 Bus Misconduct**

The bus driver shall complete and forward misconduct reports to the Dean of Students or Principal of the school in which the affected student is enrolled. Upon receipt of a misconduct report for an offense not deemed serious misbehavior hereunder, the administration shall discuss the report with the student and advise the student and his/her parent, guardian or custodian of the possible consequences of continued misconduct or serious misbehavior.

Upon receipt of a misconduct report indicating possible serious or chronic misbehavior, the administrator shall give the affected student written notice of the possibility of the revocation of his/her right to use school bus transportation and the reasons for such action. The student will be given an opportunity to appear at an informal hearing before the administrator to challenge the reasons for the intended revocation or otherwise explain his/her actions.

The Administrator may involve the driver in any meeting with the parents held pursuant to these guidelines or at the request of the parents with respect to any misconduct report submitted by the driver.

### **10.4 Driving Permits**

Due to the space limitation of parking facilities, a system of parking permits has been established. No student may park a car on the school grounds without first securing and affixing to the windshield or rearview mirror of the vehicle a school parking permit. Application for parking permits may be obtained from the office.

In the interest of safety and due to limited parking area and limited security, only automobiles, pickup trucks and vans are permitted to be driven to school. Specifically, bicycles, mopeds, motorcycles, motor scooters, other motorized vehicles are NOT permitted to be driven/ridden to school. Violators are subject to disciplinary action ranging from verbal warning to suspension from school.

Violations (by students who drive) of normal safety regulations on or near school grounds will result in disciplinary action ranging from verbal warning to suspension of privileges to suspension from school.

Students participating in after school events may park in the student parking lot at 2:40 PM without a permit.

Failure to obtain a parking permit and parking on school property will result in disciplinary action ranging from verbal warning to suspension of the driver of the vehicle and may include towing the vehicle from school property at the expense of the OWNER of the vehicle.

## **10.5 Driving and Parking Regulations**

1. Written permission from the office must be obtained and a registration form filed in the office.
2. A parking permit must be affixed to the vehicle after the vehicle has passed an inspection and proper VERIFICATION OF INSURANCE HAS BEEN MADE.
3. The parking permit may be revoked at any time for disciplinary reasons, and the student prohibited from driving to school.
4. Students are prohibited from eating, smoking, sitting in, or loitering around any cars on school grounds during the school day. This includes before, during and after school.
5. Students who are granted parking privileges are not permitted to take cars from the lot until the end of their school day. (When all classes on their schedule are completed).
6. All cars are to park in the area designated as the student lot only.
7. The fire lanes and delivery areas are illegal parking areas.
8. Students who have their driving privileges suspended may not operate, or have anyone else operate their car on school property during the revocation.
9. Failure to display a school issued parking permit may result in the towing of the vehicle from school property at the expense of the vehicle owner.
10. Parking permits may not be exchanged from one student to another. Students who exchange permits may have their permits revoked for the remainder of the year.
11. All drivers must obey the traffic laws of the State and comply with rules and regulations set forth by municipal and school officials.
12. A speed limit of 10 MPH is to be observed on school grounds, and 20 MPH on Main Street and Pleasant Streets.
13. All traffic signs will be obeyed and there will be no parking in any school driveway.
14. Any excessive speed, squealing of tires or reckless driving will be considered a type of exhibition of speed. This will result in loss of driving privileges and possible citation by the police.
15. If a student should acquire a new car, it will be necessary for him/her to notify the office.
16. Students who drive to school on a regular basis must have a parking sticker. (Even once a week).
17. Students must have the car insured before a sticker issued.
18. Students who do not ordinarily drive to school but do so on occasion due to an emergency situation must see the principal for written permission.
19. School officials will determine all speeding violations and their judgment will be the final authority.

The school is not responsible for damage or loss of property as a result of a student's parking his or her car on school property. In addition, the driver of the vehicle is responsible for the contents of the vehicle.

## **10.6 Revoking of Driver's License**

Ohio law mandates school officials to inform the Bureau of Motor Vehicles to revoke the driver's license of any student who drops out of school, who is habitually truant and students who are suspended from school for use or possession of alcohol or drugs. Revocation or denial of a license is at the discretion of the school district superintendent.

## 11 STUDENT ACTIVITIES

### 11.1 Extra-Curricular Activities

There shall be no limit to the number of organizations to which a student may join, however, individual clubs should make their own reasonable membership restrictions. The positions of club officer demand a great deal of time. Therefore, students and advisors should exercise care so as not to overextend on an individual's time.

A student must be in attendance 5 periods during the day in order to participate in an after school or evening activity on that date.

All activities should cease at 9:00 PM on school nights.

Students are strongly encouraged and urged to involve themselves in the extra-curricular programs offered at Malvern High School and Malvern Middle School. The list below includes those activities usually available. Others may be added as proved needs arise.

#### **High School:**

Academic Challenge Team	National Honor Society
Baseball	PANDA
Basketball	Softball
Big Brothers/Big Sisters	Student Council
Cheerleading	Teen Institute
Class Officer	Track
Cross Country	Volleyball
Football	Wrestling
Golf	Yearbook
Homecoming Court	

#### **Middle school:**

Basketball	Student Council
Cheerleading	Track
Class Officer	Volleyball
Football	Wrestling
Power of the Pen	

These groups may carry a specified accumulated grade point average as a requirement for eligibility. The groups listed above may have additional requirements as determined by regulation, charter rules, adopted policy or as determined by the coach or advisor.

All Malvern High School and Middle School rules and regulations apply during extra-curricular activities either on or away from school property. Additional rules may be added to accommodate special circumstances.

### 11.2 Code of Conduct

At their first organizational meeting, students will receive a copy of all special policies and procedures for that particular activity.

### **11.3 Dances/Social Events**

Prior approval must be granted (4 weeks in advance) before any approved school group may sponsor any social event. The principal must approve all social events.

Application for a school group sponsored social event must be made in writing by the sponsoring group. The application must include the date, time, signature of faculty member responsible, list of teacher chaperones (minimum of 4), list of parent chaperones (minimum of 4), security personnel necessary, entertaining group (if applicable) and a detailed accounting that demonstrates good prior planning (include cost of tickets, refreshments, contests, clean-up arrangements, hiring of custodian, etc.)

The principal **MUST** be consulted concerning the hiring of any outside group to entertain. He must approve their hiring in advance and will also set restrictions on their activities and any accompanying personnel (failure to conform to this requirement will result in the cancellation of the event).

Dances and other social events will be divided into two groups. Middle School social events **MAY** only be attended by Malvern Students in the 6th, 7th and 8th grades as announced. Guests are not permitted at Middle School Dance Events. High school social events will only be attended by Malvern students in the 9th through the 12th grade.

Students and guests (as permitted) are required to dress in accordance with the school dress code unless otherwise permitted and announced. All students and guests attending are subject to **ALL** Malvern School rules and regulations. Violations will result in appropriate disciplinary action.

Guests other than Malvern High School students (High School events **ONLY**) may be permitted to attend social events. They must be accompanied by a current Malvern High School student. These guests must be registered and approved in the high school office. Registration includes name, address, school attending, age and name of Malvern High School escort. Guests are subject to the same rules and regulations as current Malvern High School students. Registration must occur no later than the Thursday before the event is to take place.

It is the responsibility of the Malvern High School student bringing a guest to an event to make that guest aware of the rules and regulations governing their behavior while at a Malvern High School sponsored event. The school reserves the right to consult with parents before final approval of guests is given.

No student will be permitted to enter a social event one hour after the scheduled beginning of the event, unless special permission from the principal is granted in advance. Once students and/or guests arrive at the event, and then decide to leave the building, they will not be permitted to re-enter the building or the event. Students with special needs in this area should gain permission from the principal (or in his absence, the teacher in charge of the event).

## **12 INTERSCHOLASTIC SPORTS**

### **12.1 Athletics**

A variety of athletic activities are offered to all students enrolled in the middle school. These activities include basketball, volleyball, football, track and wrestling. As each sport season approaches information is given to the students detailing how they can participate in the program of

their choice.

## **12.2 Insurance**

School insurance is available for all students at the beginning of the school year.

Student athletes are required to have either school insurance or a waiver form that may be picked up from their coach.

## **12.3 Athletic Eligibility**

Students and their parents will be given a copy of the current OHSAA brochure "How to Protect Your Athletic Eligibility". Copies will also be available in the school office.

Students must be enrolled for the required minimum credits to be considered a full time student to participate in interscholastic sports.

### **A. Student Enrolled in Grades 9-12:**

1. In the immediately preceding grading period, a student must receive a passing grade in a minimum of five (5) one credit courses or the equivalent (currently on Physical Education does not qualify as a one credit course); and, which count toward graduation.
2. A student who failed one or more of the state graduation tests (OGT) may be required to participate in provided intervention programs in order to remain eligible.

### **Students Enrolled in Grades 7-8:**

1. A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter, in order to be eligible, a student in Grade 7 or 8 must have received passing grades in 75% of those subjects carried the preceding grading period in which the student was enrolled; and
  2. A student who has failed one or more of the state achievement tests may be required to participate in provided intervention programs in order to remain eligible.
- B. All other eligibility requirements of this Board and, in the case of interscholastic athletics, the Ohio High School Athletic Association, must be met in addition to those declared in this policy.
- C. All players must have a physical examination before the first practice and also must turn in either school insurance or an insurance waiver form.
- D. A student must be in attendance 5 periods during the day in order to participate in an after school or evening activity on that date.

## **12.4 Malvern School Code of Conduct for Extra-Curricular Activities**

Students will receive at their first organizational parent meeting, a copy of all special policies and procedures for that particular activity. All school rules and regulations, as previously set forth in this handbook, are in force for any school activity.