



MIAMI TRACE HIGH SCHOOL
2018 -2019
STUDENT HANDBOOK

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INTRODUCTION

Welcome to Miami Trace High School. It is our hope that you will find your year at Miami Trace very meaningful and enjoyable. This handbook has been prepared as a guide to assist you in becoming acquainted with your surroundings. It will serve to help you be better prepared to make proper decisions on many school related subjects. Please read it carefully and keep it as a reference for this school year.

The rules and regulations outlined herein are not intended to restrict your rights or freedoms but to make the school facilities and opportunities free to all. **All students are expected to become knowledgeable of the contents of this handbook and to share the contents of this publication with their parents.**

It is essential that a spirit of cooperation and understanding exists between all groups that make up the complex society involved with public education. Become informed so that you may assist in making desirable changes when called upon. The administration, faculty, and all employees of Miami Trace High School solicit your help, your loyalty to Miami Trace, and an attitude of concern that will make each year a great year both in personal and total school achievement.

MISSION STATEMENT

To provide a quality environment with opportunities and relationships that prepares students for future success.

DISCLAIMER

School rules published in this handbook are subject to such changes as may be needed to insure continued compliance with federal, state or local regulations, as well as MT Board of Education Policies and Procedures and are subject to such review and alteration as becomes necessary for the routine operation of the school. Not all rules of behavior, board policies and procedures can be written and inserted in a guidebook; however, we expect students to follow reasonable rules and not violate the rights of others. **The provisions of this handbook and the code of conduct are in effect at school, on school property, at any school-sponsored activity, in the line of sight of the high school or otherwise subject to the authority of school officials. These rules apply off school property if the misconduct is connected to activities or incidents that have occurred on property owned or controlled by the district. These rules also apply off school property if the misconduct interferes with the learning environment on school property or if the misconduct is directed at a district official or employee or the property of a district official or employee.**

BUILDING GOALS

- 1) Meet and exceed state standards End-of-Course Exams & State Report Card Indicators
- 2) Maintain attendance rate at or above 95%.
- 3) Meet and exceed graduation rate of 93%.
- 4) Maintain safe school status.

OBJECTIVES OF MIAMI TRACE HIGH SCHOOL

1. To help students improve study skills and self-discipline in order to function as successful students and responsible and contributing members of society.
2. To help students develop the capacity to think critically, to solve problems creatively, and to communicate effectively through a mastery of language.
3. To prepare students for work or for further education through programs of required and elective subjects that develop individual aptitudes and interests.
4. To assist students in the mastery of basic skills in order to provide career options and flexibility in a world of rapidly changing technology and job markets.
5. To help students learn about themselves, their heritage, and the interdependent world in which they live through a common core curriculum.
6. To help students become aware of their social and civic obligations and begin to fulfill these through school and community service.
7. To determine the ability of graduates to deal effectively with their post-graduate options, such as work or college, through follow-up studies of recent graduates.

GUIDANCE

Students are urged to take advantage of guidance service which is provided to acquaint them with educational and vocational programs, and to help them in making satisfactory and personal adjustments to life. Counselors help students with schedules, student-teacher relations, improvement of grades, selection of vocation, selection of college, interpretation of tests, and many other problems, which arise. It is hoped that students will encourage their parents to take an active part in working with the counselors in these important areas of guidance. Changes in parental custody, address, or phone number should be promptly reported to the guidance office. There are several credit flex opportunities at Miami Trace High School. Please refer to page 7 for more information.

STANDARDIZED TESTS

A list of some of the standardized tests which will be given during the school year to various groups is given below. Testing dates will be announced in advance on the morning announcements.

PSAT/NMSQT Test
ACT
SAT
American Legion Americanism Test
End-of-Course Exams (EOCs)
Various Advanced Placement Tests
Vocational Exams

The college entrance test required is either the ACT or the SAT. Colleges require applicants to take one or the other of these tests. Most colleges will accept either. Your high school counselor has the information on which test the college of your choice requires.

The ACT test battery consists of four tests - English, mathematics, reading, science, and an optional writing component. As a state requirement, all students will participate in ACT testing during their third year of high school. The questions are designed to measure your ability to perform the kind of intellectual tasks required of college students. A composite score provides an overall estimate of your ability to succeed academically in college.

The verbal section of the SAT measures the ability to read with skill and to understand and use words correctly. The mathematical section measures the ability to reason with numbers.

The state of Ohio requires a series of seven End-of-Course tests to be completed throughout a student's high school career. These tests play an important piece for a student's graduation. Further information can be found in the Graduation Requirement section.

STUDENT RECORDS

The Family Educational Rights and Privacy Act (Public Law 93-180) insures parents or students eighteen years or older access to and the right to challenge school records, while limiting access to outside parties. If you want to delete all or part of the "directory information," you must inform the high school, in writing, by the first Monday following the opening day of school. This deadline is necessary since school publications such as school directories, athletic programs, etc. are printed very early in the school year. A form for requesting deletion of directory information is available in the main office.

MEDICATION TO STUDENTS

The Ohio General Assembly has issued guidelines under which teachers and administrators can administer **prescription** drugs to students. The law sets forth six requirements, which must be met before the employee can administer the drug under the board's policy pursuant to federal law.

1. The principal or designate must receive a written request that the drug be administered to the student. This request must be signed by the parent, guardian, or other person having charge of the student.
2. The principal or designate must receive a statement signed by the doctor prescribing the drug, 7. which contains all of the following information: (A) the student's name and address; (B) the school and class where the student is enrolled; (C) the name of the drug and the dosage to be administered; (D) the times or intervals when each dosage is to be administered; (E) the date the administration of the drug is to begin; (F) the date the administration of drug is to end; (G) any severe adverse reactions, which should be reported to the doctor and at least one telephone number where the doctor can be reached in an emergency; and (H) any special instructions for administering the drug, such as storage requirements or sterile conditions.
3. The parents, guardian, or person having charge of the student must agree to submit a revised doctor's statement if any of the information required in subsection two changes.
4. The principal or designate must receive a copy of the statements required by subsections two and three.
5. The principal or designate must receive it in the original container in which it was dispensed by the doctor or pharmacist.
6. Any other procedures required by the board must be followed.

The necessary form to follow this procedure is available in the main office, or available on the website, and must be completed and returned **prior** to any medication being administered.

TEXTBOOKS, FEES, AND WORKBOOKS

Textbooks, workbooks, and lab supplies are supplied by the Miami Trace Local Board of Education. The classroom teachers issue these instructional supplies. Students are held responsible for the issued supplies and fines may be levied at the end of the year for mistreatment or the loss of books. Students will be assessed replacement costs for lost textbooks and workbooks as determined by a reputable used book dealer.

A replacement fee will be assessed for locks not returned in phys. ed., lab classes, and alumni hall. **FEES MUST BE PAID BEFORE PRIVILEGES WILL BE GRANTED; FOR EXAMPLE, TICKETS FOR THE HOMECOMING DANCE AND PROM**

DANCE.

TUITION/OPEN ENROLLMENT

According to state regulations, any student living outside the Miami Trace Local School District and attending a Miami Trace school, must pay tuition unless approved for open enrollment by the board of education during April and May of the preceding school year. Students may apply for open enrollment during the school year if they move outside of the district. Parents or guardians shall make arrangements with the local superintendent when applying for admission for their son or daughter. Any non-resident pupil attending Miami Trace Schools for 30 days without application to the Board of Education for the purpose of acceptance as a tuition pupil shall be excluded from school attendance. No applicant shall be granted permission to enter the school for more than one school year and shall petition the Board of Education in each school year that entry is desired. Failure to pay tuition fee promptly may be cause for the Board of Education to refuse continued attendance on the tuition basis.

VISITOR'S PERMIT

All visitors are expected to report directly to the principal's office to secure a "visitor" pass. Visiting is not permitted unless it is in the best interests of students and the school. We encourage visits by parents to observe or discuss student's progress but not to get a student out of class. It is wise to set up an appointment at a time convenient to all parties. Student visitation from other schools will be very limited so as not to interfere with the instructional program. Permission to visit must be secured in advance from the principal's office. Visitation must be for a specific purpose other than just visiting friends and done during 5th and 6th periods. **Students from area schools are not allowed for visits when their school is not in session.**

SUPERVISION TIMES

During the school day and at school sponsored activities, students will be under the supervision of the faculty of the high school. It should be realized that school pride comes as a result of common understanding of school policies and student self-discipline in following them. No students should be in the building before 7:25 a.m. or after 3:00 p.m. without a faculty member present. Parents are asked to abide with the above time frame due to the lack of supervision before 7:25 a.m. and after 3:00 p.m. Students in the building after 3:00 p.m. are required to stay in the main lobby area.

GRADUATION REQUIREMENTS

Graduation requirements are established by the State of Ohio and the Miami Trace Local School District Board of Education and are subject to change by action of either the BOE or the State Department of Education.

In order to graduate from Miami Trace High School, a senior must have completed a minimum of twenty-four (24) credits. The State Department of Education and the Miami Trace BOE require that each prospective graduate must successfully complete the following sixteen (16) credits:

English	4 credits
Health	1/2 credit
Science	3 credits
Physical Education	½ credit (2 semesters)
Math	4 credits (including Alg. 2)
Social Studies	3 credits (including Am. Hist. and Government)
Business/Tech/Fine Arts/Foreign Language	1 credit
Fine Art	1 year equivalent grades 7-12

The other eight (8) credits can be earned from elective courses. Earning 24 credits is the first of three requirements for graduation; the second requirement is to take the seven end of courses tests along with a college admissions test and the third requirement is one of the following three options

Option 1: Accumulate 18 Points

In this option, students must accumulate a minimum of 18 points on the seven state-mandated end-of-course (EOC) exams. The courses in which students take EOC exams will be English 9, English 10, Algebra 1, Geometry, Physical Science (Class of 2018) Biology (Class of 2019 & Beyond), American History, and American Government. Each required EOC test is scored on a 1-5 scale, according to the student's performance level: Advanced (5 points), Accelerated (4 points), Proficient (3 points), Basic (2 points), and Limited (1 point).

Students must earn at least four points total on the English tests, four points total on the Math tests, and at least 6 points total for the

Science and Social Studies tests. However, a student must earn a total of at least 18 points on the seven tests. Students needing to retake a test must participate in specially designed help sessions before they can retake a test.

Option 2: College Readiness Test

In the student's junior year, the State of Ohio will pay the cost for the student to take the national test once. Students may take the test before junior year or retake it at guardian's expense. This score can be used for college admission. Students must earn remediation free scores on the ACT: English-18 or higher. Mathematics- 22 or higher, and Reading- 22 or higher.

Option 3: Earn Industry Certification & a Work-Readiness Score on the WorkKeys Assessment

For students who take this option (i.e. Laurel Oaks students), they can earn an approved, industry- recognized credential and a workforce readiness score on WorkKeys. Students will need to receive an official credential for a skill and then earn a job readiness score on the WorkKeys assessment. Please contact Laurel Oaks for more information if this is the option you wish to pursue. The Miami Trace Local Board of Education shall award a regular high school diploma to every student enrolled in this district who meets the requirements of graduation established by this Board and approved by the State Board of Education.

Commencement exercises will include only those students who have successfully completed requirements for graduation.

EARLY GRADUATION

Early graduation means the completion of a high school education and receiving a high school diploma in less than four years.

The Miami Trace Local Board of Education does **not** recommend graduation in less than four years in high school. The Board encourages students to remain in school, benefit from the wide variety of programs, better prepare themselves for schools of advanced training or the world of work, and develop a broader range of social competencies. Although completing one of the three options for graduation is required for a diploma by the State of Ohio and passage of 24 credits is required by our board of education, these requirements are minimums and should not be held as the standard for Miami Trace graduates.

Request for early graduation must be made in writing to the principal by the beginning of the school year or beginning of 2nd semester of which the student wishes to graduate. A student applying for admission into the vocational program at Laurel Oaks is NOT eligible for early graduation.

Any interested student should contact his/her counselor to secure more detailed information and proper application forms for early graduation. Students accepted for early graduation forfeit the eligibility for Valedictorian and/or Salutatorian honors.

GRADING SYSTEM

Miami Trace follows the letter and equivalent number system as follows:

District Wide Grading Scale	Assigned Meaning	Percentage	Quality Points
A	Excellent	92-100	4
B	Above Average	83-91	3
C	Average	70-82	2
D	Poor	60-69	1
F	Failing	0-59	0

The grade received is based upon the teacher's interpretation of the student's average. Students should understand the requirements of the course and each teacher's methods of grading.

Grades will be issued four times each year. Parents and students are encouraged to access 1st and 3rd quarter marks via the Parent Access Online portal. Paper copies of 2nd and 4th quarter report cards will be distributed.

REASSESSMENT POLICY

1. The student must participate in some form of corrective learning before retaking the section(s) of the assessment. The type of corrective learning will be decided by the teacher.
2. The decision as to how to reassess is the responsibility of the teacher. Reassessment methods include, but are not limited to: retesting, using different assessment, test correction, additional assignment, oral questioning, observation, demonstration.
3. At the return of an assessment, students will have up to 5 school days to reassess.
4. Mandatory reassessment on any summative assessment that is below 60%.
5. Students will have the opportunity to reassess on a summative assessment one time.
6. Reassessment opportunities can occur during, but not limited to, the following: regular class time, study hall, lunch, before

school, after school and during reassessment.

7. Students reassessing will only be able to earn ½% credit.

RETAKING A COURSE

A student may elect to retake a course to improve his/her grade in a subject. After completion of the course the second time the student will receive credit for the highest final grade achieved. However, only one credit may be received for a repeated required course.

SCHEDULE CHANGES

Due to educational needs, lack of interest, and/or abilities, Miami Trace High School understands that a student may have a need to have his/her schedule changed during the school year. In general, the following rules apply:

1. A freshman student will have four weeks of the first nine weeks grading period to decide whether or not to drop an “all year” class without academic penalty.
2. A freshman student will have four full weeks to decide whether or not to drop a semester long class without academic penalty.
3. All upperclassmen will have two full weeks from start of the class to decide whether or not to drop any class without academic penalty.

HONOR ROLL

At Miami Trace we believe that recognition is due those who achieve academic success. In recognition of superior work and attainment we have established an Honor Roll. A student carrying a normal load of at least four academic credits per year or two per semester is eligible for the Honor Roll. A student whose average for the grading period is 3.50 and above will be placed on the Honor Roll. Those averaging 3.00 - 3.49 will be placed on the Honorable Mention list. Students must have no grades below a "C" to qualify. An incomplete grade (I) automatically disqualifies one for this recognition. Gold discount cards are given to those students with a 4.0 and white discount cards are given to those students with a 3.0 to 3.9 during the 9 weeks period. 1st, 2nd and 3rd 9 weeks only.

PROMOTION REQUIREMENTS

Students are promoted and placed in homerooms on the following basis:

Assignment to Grade 9	Promotion from eighth grade
Assignment to Grade 10	5 credits
Assignment to Grade 11	11 credits
Assignment to Grade 12	16 credits
Graduation	24 credits

CREDIT FLEXIBILITY/DROPOUT PREVENTION RECOVERY PROGRAM (DPRP)

Miami Trace High School students can earn credits through use of the district’s Credit Flexibility Plan. Students can earn credit towards graduation by completing an alternative learning experience such as testing out of a class, a performance based exam, independent study, documentation of learned competencies, correspondence online or a combination of these options. Please see your counselor or principal for copies and guidelines of the Miami Trace Credit Flex Plan and for further guidance with this option.

Miami Trace High School also offers another alternative educational option, “DPRP”. This curriculum option is textbook based and has a director of operations. Students are selected for this based on need. For further information contact the building principal or director of the Credit Flexibility/DPRP.

HOME INSTRUCTION

Home instruction is available to those students who are unable to attend classes at Miami Trace due to serious accidents, pregnancy (after it is deemed unsafe by a doctor to attend regular classes), extended illnesses, etc. There will be no charge to the student or family for this service.

To be eligible for home instruction, a written statement from a doctor must indicate the medical reason, which will not permit the student to be in school. This statement must also indicate the approximate duration of the absence from regular classes and when the student may be able to return. Forms for this purpose may be picked up in the guidance office at the high school and signed by a doctor before tutoring can begin. Generally speaking, home instruction is available when the absence will be of at least three weeks in duration.

Home instruction may require the student to meet at the high school with the teacher after school. The teacher and student are to finalize the conditions of the home instruction before the tutoring begins.

For absences of less than three weeks, written assignments may be sent home. The parents are responsible to see that these assignments are picked up from the main office and to see that they are completed.

It should be noted that tutoring or written assignments are not the same as the instruction that is received in the regular classroom. It will be the student's responsibility to do the best work possible to attain the necessary information to "keep up." Failure to do so could result in either lower grades or withholding of credit for the course or courses involved. All home instruction must be approved in advance to insure that credit will be issued.

SUMMER SCHOOL

Students failing courses during the regular school year may opt to complete a credit flex course to garner credit. This educational option shall not be used by a student as a means to bypass the regular instructional program.

Any student wishing more information on this subject should see his/her counselor for a complete list of guidelines and procedures on this policy.

TRANSFERS AND WITHDRAW

A student planning to transfer or withdraw from high school must report such intentions to the guidance department and assistant principal. They will direct the student as to the steps to follow in withdrawing from Miami Trace. This should be done a day or more before the student plans to leave so that proper arrangements can be made for returning books, obtaining grades, etc. A parent or legal guardian must accompany the student to sign the withdraw document.

ENROLLMENT PROCEDURES

Before a non-tuition student may enroll, he/she must provide (1) a certified birth certificate, (2) verification of residence, (3) and proof of custody. If the student is not living with his/her custodial parent, the noncustodial parent, prior to enrollment, must present a letter from the court verifying that change of custody procedures have been filed in court. If court dispensation has not occurred within thirty days, said student will be withdrawn.

SCHOOL DISMISSAL/CANCELLATION

During the winter months, it may be necessary to dismiss or cancel school because of the weather. Do not call the principals or teachers concerning school dismissal. If school is to be dismissed or canceled, it will be announced on WCHO (1250) AM or (105.5) FM radio, WBNS-TV Channel 10, WVNU (97.5) FM radio, call out system and school website (miamitrace.k12.oh.us).

LOST AND FOUND

The school maintains a lost and found depository in the office. Articles, which are found, should be turned in at once. Students may recover lost articles by identifying them. Students should immediately report to the office any article missing or stolen. Items not claimed within 30 days may be donated to charity. Parents are encouraged to call the main office and inquire about their son's/daughter's missing item(s).

FIRE DRILLS

At the sound of the fire alarm, each student is to leave the building by following the directions posted in each room. All doors and windows should be closed, and the lights turned off before leaving the room. Students should leave quietly and stay in their own group outside the building so that attendance can be taken. Please stand a considerable distance back from the cars in the teachers' parking area. Students shall return to the building at the sound of the "all clear" bell. In case the fire alarm sounds between periods, students are instructed to report to the location outside the building for their previous assigned class.

TORNADO DRILL AND ACTION PLAN

In case of a tornado drill or tornado warning students will be directed to go to areas that are away from windows. They are to stay out of large areas such as the gymnasium and cafeteria. Students will follow instructions from teachers and will be quiet and orderly at all times. Instructions are placed in each classroom indicating direction and location of shelter area for that room. The purpose of drills is to prevent panic and chaos in time of emergency. Detailed plans have been given each teacher for tornado drills. Students are to be seated facing lockers with heads down, chest on legs. Students are to remain in prescribed areas until the bell sounds.

Shelter areas in the building are marked with yellow cards. Each area of the school has a tornado action plan posted to indicate the proper area where shelter is to be taken.

Below is a listing of tornado shelter areas and location.

- SECTION A West Hallway
- SECTION B North Hallway & Boys Locker Room
- SECTION C Tech Ed Hallway
- SECTION D Tech Ed Hallway
- SECTION E East 106 (Vo-Ag)

- SECTION F N101
- SECTION G Girls Locker Room
- SECTION H Cooler in Kitchen
- SECTION I Safe room in office
- SECTION J Girls Restroom in Gym Lobby
- SECTION K Boys Restroom in Gym Lobby
- SECTION L Auditorium under balcony

INSURANCE

Miami Trace does not sell insurance but offers the student an opportunity to purchase insurance from an agent. The school renders this service in the interest of the student's welfare. If a student sustains an injury while at school, he/she should notify the assistant principal immediately.

It is recommended that students enrolled in industrial arts, vocational agriculture, chemistry, physics, and/or physical education be covered by some form of insurance. All athletes must show evidence of adequate insurance coverage before athletic participation begins.

LOCKERS

The locker provided for each student's use is a privilege, not a right, for the safe-keeping of belongings. The locker is the property of the school and may, with reasonable cause, be searched by school authorities. It is very unwise for the student to reveal his/her locker combination to any other student or to set his/her locker so that it may be opened without using the combination. Each year expensive personal items are removed from "set" lockers. Students are not to change lockers without permission of the assistant principal.

Lockers are to be kept neat and clean and locked at all times. Illegal entry into another student's locker is an offense, which will bring strict disciplinary action. No sticker type signs should be placed on lockers as these damage paint on removal. Periodic locker inspections may be held during the year. Combination trouble or a damaged locker is to be reported to the office or school custodian immediately upon being discovered. The school is not responsible for lost or stolen items out of lockers left unlocked or set.

MARRIED STUDENTS

Any married student must immediately report his/her change in marital status to the principal of the high school to keep records up to date. Miami Trace High School will not exclude a married and/or pregnant student from school programs or extracurricular activities without evidence of impairment of the educational process or physical danger to the student or unborn child. Medical advice will be obtained before excluding students from school programs or extracurricular activities.

WORKING PERMITS AND TEMPORARY WORK CERTIFICATE

Working Permit: To secure a working permit for full or part-time work, a student must come to the principal's office to get an application form and other relevant information. After forms have been signed by the parent, physician and employer, they are to be taken by the student to the Miami Trace High School main office for the principal's signature. It is the responsibility of the student under 18 years of age to obtain a working permit. **PLEASE ALLOW 1 FULL DAY OF SCHOOL FOR THE FORM TO BE PROCESSED.**

LAUREL OAKS CAREER DEVELOPMENT CAMPUS

It is recommended that a student complete his/her sophomore year before enrolling into Laurel Oaks. Any exceptions will require the student to return to Miami Trace High School to meet graduation requirements.

PURPOSE: Courses and programs at the Career Development Campus of the Great Oaks Joint Vocational School District are basically developed to train high school junior and senior students with suitable skills, knowledge, and attitudes for job-entry into the workforce.

PROBATIONARY PERIOD: Each student will be accepted for a two-week probationary period. If the student is dissatisfied with the instructional program or the student has been improperly placed, placement will be adjusted at Laurel Oaks or the student may return to the high school following a satisfactory parent conference at Laurel Oaks.

ENROLLMENT CHANGES-DELAY: Students enrolled at the campus are discouraged from seeking any changes in their programs or assignments until after a two-week adjustment to the new program and routine. At the end of the two week period, a conference (student/parents) must be held with the Student Advocate Coordinator to discuss possible changes.

HOME SCHOOL CONTACTS: Vocational students are encouraged to maintain strong contacts with their home high school by attending sporting events, musicals, plays, and class activities. Schedules and publications concerning home school events, student activities, and daily announcements **will be posted on bulletin boards at the vocational school.** Home school administrators, counselors, and students are urged to periodically visit vocational students in their programs.

As a student of Miami Trace High School, he/she is expected to follow the same rules and regulations as a student at the home school.

Miami Trace High School will work closely with the director and assistant director at the JVS to make sure these procedures are followed. These procedures include:

1. A student is to abide by the rules and regulations of this handbook.
2. No radios are to be in the building unless approved by the principal.
3. Bus transportation is provided to and from the JVS center. If a student elects to drive or ride in a privately owned car, he/she is expected to arrive at the JVS on time or face disciplinary action.
4. Upon arrival at Miami Trace High School, JVS students are to wait quietly in the south hallway for the buses to arrive. JVS students are to remain in the south hallway awaiting the buses unless permission to leave has been granted by the supervising teacher. In the event a JVS student misses his/her bus to the center, he/she should report immediately to the principal's office.
5. Proper behavior on the buses is expected. Excessive noise, throwing items, etc., will be dealt with as stated in this handbook.
6. A student will follow this year's JVS calendar. Special programs at MTHS may require his/her attendance. If changes are made, MTHS will notify him/her immediately. A JVS student will be expected to sign-in upon his/her return to MTHS. If not, a student will forfeit the privilege to attend the next program.

GENERAL CONDUCT

It is hard for any large group of people to function in harmony without a code of conduct, especially a high school where students have so much close contact with each other. Respect for the school's code of conduct will make your high school years more enjoyable and profitable.

Students can and will be disciplined for improper conduct in or around school grounds, on the bus, bus stops, or while at school activities in the same manner as outlined in the "Code of Discipline."

CAFETERIA

Miami Trace High School operates on a closed lunch period. The lunch periods are during the 5th, 6th & 7th periods in the daily schedule. All students are expected to go to the cafeteria or gym during their lunch periods. This is up to the discretion of lunch duty personnel. Students are not permitted in front of the building or in the parking lot. Students are not to be in the gym lobby or the parking lot without permission. Students are not allowed in the library during their lunch periods unless they have a pass from a teacher. Students should not leave personal items (purses, coats, etc.) in the main lobby during lunch periods. They should be stored in their lockers.

Restrictions while in the gym include: students should use restrooms prior to entering the gym area, students are to sit on bleachers, students are not to crowd near exits prior to the end of the period, and students should be aware that classrooms, locker rooms, offices, and the field house are off limits during lunch periods.

It is recommended that each student eat a complete lunch purchased in the cafeteria; however, a student may bring his/her lunch from home. A student bringing his/her lunch may purchase milk, additional items, and drinks. A la carte items are available in each serving line.

Courtesy and good manners shall be evident at all times. The classroom sections are closed to student use during each of the lunch sections. Students must obtain permission from a hall monitor to enter classroom areas during lunch time. Students are to walk and to go quietly to and from the cafeteria. Students are responsible for leaving the tables clean. Throwing food items or disturbing other people's food will result in ISD or cleaning up the mess. Eating utensils and trays are to be taken to the dishwashing counter.

LIBRARY

Students are urged to consider the library as one of the most important resources for their education. It must be kept in mind that the library is for reading books and gathering information, not for socializing. Students must refrain from talking and must behave at all times in a courteous and dignified manner. Improper behavior may cancel library privileges and cause disciplinary action to be taken.

The library will be open from 7:30 a.m. until 3:00 p.m. on days that school is in session. Admission to the book side of the library is through the W207 door and to the computer lab side through the W209 door. A STUDENT MAY COME TO THE LIBRARY: (1) On a pass from the classroom teacher TO DO RESEARCH. (Five students at a time for up to the entire class period); (2) From study hall in a group of no more than six students at a time for twenty minutes to BROWSE, RESEARCH, CHECK OUT MATERIALS, OR TAKE AN SRC TEST: (3) With the whole class accompanied by your classroom teacher.

CIRCULATION PROCEDURES: (1) Students may check out three items at a time, but only one SRC book at a time and/or three vertical file articles at a time; (2) Overnight reference books and magazines are due by 8:00 a.m. the next morning; (3) No fines are charged for overdue books. A notice will be given to the student the day after the due date for overdue books. If students do not return books that are five days overdue, a demerit will be assigned. Grade cards may be held for students with overdue items at the end of each quarter; (4) A student must pay for any item(s) that he/she loses or damages.

LIBRARY POLICIES: (1) Bring all materials needed; (2) Enter and leave with permission only from library personnel and in an orderly manner; (3) Ask permission before rearranging any furniture; (4) Return all materials to their proper places; (5) No acts of disrespect;

(6) Follow directions; (7) Use time wisely.

CONSEQUENCES: (1) A verbal warning is given to the student for a first offense; (2) On the second offense, the student's name is written on file and he/she is sent back to study hall or class for one week; (3) On a third reprimand, the student is sent back to study hall or class for one month; (4) On the fourth reprimand, the student loses all library privileges for the remainder of the semester. SEVERE CLAUSE: The student will be sent to the assistant principal for immediate discipline.

AUDITORIUM

Periodically, assemblies will be held in the auditorium as a contributing and important part of school life. MT often has guests in the audience as well as speakers and entertainers, therefore impressions formed by those guests rests solely with the student body. When the speaker approaches the podium, all students should be quiet and give their full attention to the program. To a large degree, student behavior will determine the frequency of future assemblies presented at Miami Trace.

Please move quickly and quietly to the auditorium with your homeroom teacher as seats may be assigned accordingly. Don't bring dishonor to your school by displaying poor behavior, attending an assembly is a **PRIVILEGE** you can lose. Homeroom teachers have been asked to sit with their groups. Seniors will be dismissed first after all assemblies.

SPECTATOR CONDUCT

Students' actions at athletic events, home or away, are a direct reflection upon their school and community. It is important to show and promote good sportsmanship at these events. Therefore, the Board of Education prohibits noisemakers, signs, banners, confetti, and permits only coaches, players, cheerleaders, and officials on the playing surface before, during, or after a game.

Student cheers are to be positive in nature. They should applaud the team's efforts and not degrade the efforts of the opponents or the officials.

SMOKING AND TOBACCO PRODUCTS

Students are not permitted to smoke or use tobacco products including nicotine, electronic type cigarettes or vape. Students known to have been using tobacco products or possessing these products while at school or school sponsored events will be suspended for the first violation. Repeated violations will be dealt with more severely. Students are not permitted to bring tobacco products to school. A parental conference may be required for these offenses.

UNAUTHORIZED USE OF FIRE

Lighters, firecrackers, smoke bombs, and other incendiary devices are not permitted in or around school grounds at any time. Fire and safety regulations demand strict adherence.

DRUG FREE SCHOOLS: In accordance with federal law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs, and "drug look-a-likes" by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid or dangerous controlled substance as defined by state statute, or substance that could be considered a "look-a-like", mood altering substances, controlled substance and any other over the counter drugs. Compliance with this federal law is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbook, up to and including expulsion from school. When required by state law, the district will also notify law enforcement officials.

The district is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which he/she receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

HALLWAY CONDUCT

Students must not run, whistle, shout, push, or make any unnecessary noise when in the halls. Traffic should flow evenly and at a moderately, keeping to the right. Students must refrain from giving displays of affection, such as kissing, hugging, etc. A student is subject to correction by any adult staff member during the school day at any place. During classes, students are not to be in the halls for the first 15 minutes and last 15 minutes of class and must have a valid hall pass.

PDA

Public display of affection is prohibited. While at school students should not kiss, hug, or embrace other students. School is neither the place nor the time for excessive displays of affection.

CARE OF SCHOOL PROPERTY

Good citizenship requires that each student must do his/her part to make the school a clean and attractive place in which to work and to study. It is important to the total welfare of the school that students use self-discipline in the care of school property. Students are encouraged to report anyone who is damaging or defacing school property. Students who intentionally or accidentally damage, deface,

or steal school property shall be responsible, along with their parents, for paying for losses or damages. In addition, intentional acts may result in suspension from school.

CARE AND APPROPRIATE USE OF COMPUTER TECHNOLOGY AND NETWORKS

Students are responsible for appropriate/ethical use of the computers and any other equipment, as well as any networks that may be established. Guidelines include: (1) Take proper care and use of computer equipment; (2) Use appropriate language (profanity and obscenity will not be tolerated); (3) Avoid offensive or inflammatory speech; (4) Adhere to rules of copyright laws; (5) Do not use technology for any illegal activities; (6) Do not impersonate others on line; (7) Navigation through Internet sites shall be directed by classroom instructor/supportive staff; (8) Unauthorized access to the district network. Exemplary behavior is expected when using computers as a communication tool. Students failing to follow these guidelines are subject to loss of computer privileges and/or suspension.

CARE OF PERSONAL PROPERTY

It is recommended that students not bring C.D. players, MP3 players, iPods, radios or tape recorders to school. The use of these devices in the classroom or in the hallway is prohibited. They have become a problem with the educational process at Miami Trace High School. These items are high theft items with very little chance of finding the person stealing them. **Cell phones may not be used or visible during class time. Students must have all cell phone ringers turned off during the school day.** Cell phones have become a major problem in the school setting and we will not tolerate these disruptions. **Any cell phone in use during a class test or assessment will result in an automatic “0” for that test or assessment.**

CELL PHONES

(May result in...)

1ST offense: Warning/Removed and held in A.P. office and given to student at the end of the day.

2nd offense: Parents will need to come to school to retrieve the cell phone. If a parent cannot retrieve the phone, the phone will be held for a minimum of 48 hours. Phones taken on Thursday or Friday and not retrieved by parents will be returned on Monday.

3rd offense: ISD

Do not bring large amounts of money to school. If a fee or bill is to be paid, it is strongly suggested that payment be made by check or money order.

Any disappearance of electronic gadgetry WILL NOT be investigated by school personnel.

In the event of the disappearance, misplacement or theft of these items, please notify the Fayette County Sheriff’s Department (740-335-6170), the phone company, or an insurance representative after school hours.

RULES AND REGULATIONS

ADDRESSING TEACHERS

As a matter of courtesy and good manners, pupils should always address teachers and secretaries as Mr., Mrs., or Miss. A strong rapport exists between the students and faculty. Threats or disrespect to faculty members will not be tolerated.

DRESS CODE

Developing pride, consistency, conformity, and uniformity in the appearances of the student body is an example of the high standard of conduct emphasized by the “Miami Trace Way.”

The general appearance and dress of a student should be acceptable to all people concerned: parents, faculty, fellow students, and the community. Teaching good grooming and good health habits are considered a part of the education of a student. The preservation of a positive and safe educational atmosphere is also a factor in learning. For these and other reasons, the Miami Trace Board of Education has adopted the following dress code for Miami Trace High School.

Students shall not wear tank tops, halter tops, garments with spaghetti straps, strapless garments or low cut tops that expose cleavage. Garments that are “see through”, or expose one’s midriff are not acceptable. Sleeveless garments must extend to the ends of the shoulders and fit closely under the arms. Undergarments must not be visible.

Shorts, dresses and skirts must not be shorter than mid-thigh (fingertip length).

No clothing that is used for sleepwear. (pajamas, lounge pants, slippers, etc.)

Head coverings (hats, bandanas, hoodies, sweatbands, etc.) may not be worn on the head while at school.

Clothing that displays profanity, sexual innuendos, double meanings, weapons, violence or promotes alcohol or drug usage may not be worn.

Spiked/studded necklaces and bracelets, as well as adornments not intended as jewelry, are not to be worn.

Students may be asked to cover any tattoos or body art that may be deemed inappropriate or of sexual content.

No sunglasses are to be worn.

Pants must be worn on the hips with no undergarments or shorts showing. **There will be no holes in pants above mid thigh.**

Personal hygiene and cleanliness are to be stressed.

Wearing coats in classrooms is not permitted unless the room temperature drops to 65 degrees or fewer. At no time are coats permitted in the food serving area.

Gym bags, book bags, and back packs will not be permitted in classrooms. Students may use these for carrying items to and from school but during the school day they must be stored in their locker. Students should plan to go to their lockers during convenient opportunities.

The administration reserves the right to question the dress and appearance of any student and to require improvement before admission to class. Violations of the above code will result in action in accordance with the Board of Education adopted code of discipline. The building administration will require students to make appropriate corrections to abide by the dress code at school.

The best guide for proper dress is common sense. It is best supervised when it is done by parents and students themselves. An orderly school with a good learning atmosphere is the ultimate goal of an adopted dress code. It works best when all groups involved work together for the common good.

Note: In order for senior pictures to be included in the yearbook, students must adhere to the dress code in the yearbook photo.

DRIVING TO SCHOOL

A student choosing to drive to school must follow these guidelines or lose this privilege:

1. All cars driven to school by students must be registered and may be assigned a designated parking space.
2. After registering your vehicle you will be given a parking sticker. These stickers are to be displayed in any vehicle driven and parked on school property during the school day. A student is not permitted to visit his/her car during the day without permission from the principal or assistant principal.
3. The student shall not in any way interfere with buses coming or leaving the school.
4. Students are not to park along the main drive, **behind the building**, in fire lanes, either before, during, or after school. Avoid parking cars in any area designated with yellow paint.
5. **During school hours students are prohibited from driving in front of the school.** If students leave during school hours, they must exit onto Bloomingburg-New Holland Road from the south student parking lot or onto State Route 41 from the west student parking lot.
6. Students must exit the student parking lot in a safe, orderly manner.
7. Loitering in the parking lot is prohibited.
8. **Student vehicles may be subject to search if there is reason to believe that drugs, alcohol, stolen property or other contraband might be present in the vehicle.**
9. "Hot Rodding" and/or driving vehicles in an unsafe manner on school property will not be tolerated. Failure to follow these instructions may result in suspension of parking privileges.

BUS REGULATIONS

Miami Trace is one of the largest districts in the state in terms of miles traveled by buses. The safety of our students and drivers are a paramount concern to our community. Student conduct on the buses is a very serious matter and good behavior will be stressed.

The following information outlines the basic responsibilities of students while riding a Miami Trace school bus.

The rules and regulations are a necessity for us to operate in a safe manner and to get the buses to school on time.

School bus transportation is a privilege and not a right. Pupils must ride their assigned bus and must board and exit the bus at the designated stop. Any deviation from this rule must be approved by the assistant principal after receiving a written request from the parents. The request shall be taken to the assigned attendance reporting area before first period/homeroom and if approved, the student will receive a bus pass.

Students are expected to be at the bus stop when the bus approaches in the morning. Since the bus is on a tight schedule, the driver will not wait if the student is not prepared to board. Drivers should never be early and are not expected to be late, but they may be late due to reasons beyond their control. In case of poor weather or a late bus, one should listen to WCHO for information about delays.

If it is necessary to cross the road after leaving the bus, the student should wait for a clear sign from the driver and then cross in front of the bus.

Students are expected to enter and exit the bus in an orderly fashion. Changing seats while the bus is in motion is not permitted.

Noise on the bus shall be kept to a minimum at all times, and absolute quiet must be maintained at railroad crossings and other dangerous areas.

Students must keep the aisle free of any objects. Large objects may be transported in the back of the bus with permission of the driver.

Non-Miami Trace students can only be transported with the permission of the superintendent. The driver has the authority to enforce regulations.

Continued disorderly conduct or refusal to submit to the authority of the driver shall be sufficient reason for refusing transportation service to any pupil.

Students arriving late due to a school transportation problem will not be counted tardy and should report to the assistant principal's to receive a late pass.

The following actions are not acceptable while riding the bus: eating, drinking, littering, use of alcohol, use of tobacco, use of drugs, use of profane language, making obscene gestures, fighting, throwing objects, and the transportation of animals, firearms, ammunition, explosives, knives, glass jars, or dangerous objects.

Students are to conduct themselves in accordance with the bus rules and regulations at all times. The following code will be strictly followed: **As with the school discipline code, punishment given for misconduct may be different based on circumstances such as the discipline record of the student, the frequency of the offense and/or other offenses, or the severity of the offense.**

IN CASE OF INCLEMENT WEATHER OR LATE BUS, STUDENTS AND PARENTS WILL BE ADVISED BY THE ONE CALL SYSTEM OR BY CHECKING FACEBOOK.

VIDEO/AUDIO CAMERAS ON SCHOOL BUSES/SCHOOL VANS

Guidelines for "Surveillance on School Buses" are available at each building or from the county office.

BUS CODE

Minor infractions (including, but not limited to, the following):

- Students to be at bus stop 5 minutes before bus is scheduled to arrive
- Improper boarding and departing procedures
- Large objects may be transported but must be kept on the students' laps and clear of aisle
- Bringing, utilizing or displaying any article aboard bus of injurious or objectionable nature without proper authority
- Failure to remain seated facing forward
- Moving without permission or while bus is in motion
- Annoying, disrespectful comments to driver or other riders
- Hanging any object or thing out window
- Spitting or littering
- Unnecessary or loud noise which distracts driver
- Disrespect to the safety and property of others
- Eating food, drinking beverages
- Use of profanity or obscene gestures
- Insubordination

Penalty for school bus incident report with any one or combination of the above minor infractions:

1st	Warning
2nd	3 day bus suspension
3rd	5 day bus suspension
4th	10 day bus suspension
5th or more	Referred to administrative assistant for minimum 10 day suspension and possible bus expulsion.

Major infractions (including, but not limited to, the following):

- Fighting or other violent actions endangering others
- Throwing objects which contact driver, passengers, or front of bus
- Use/distribution/possession of weapons, explosives, or fire
- Use/distribution of tobacco
- Profanity directed at driver

- Rude, disrespectful, discourteous or offensive comments toward driver
- Possession, use, distribution of alcohol, drugs, drug surrogate
- Vandalism or destruction of property (student liable for restitution)
- Failure to follow bus rules after previous write-ups

Penalty for school bus incident report with any one or combination of the above major infractions:

1st	Minimum 5 days off/and/or school suspension
2nd	Minimum 10 days off/and/or school suspension/referral to administrative assistant
3rd	Immediate suspension from bus, pending a bus expulsion hearing with Superintendent

*At principal's discretion, one of above minor infractions may be handled with some type of school punishment (demerit, I.S.D., or O.S.S.).

*If a student exhibits good behavior for a long period of time (6 weeks), the penalty for minor infractions may be decreased or another warning issued.

In all bus incident reports, bus driver recommendations for punishment will be strongly considered.

School authorities are not obligated to investigate incidents on the bus. The bus driver is authorized to maintain control on the bus and their version of incidences will be acted on.

ATTENDANCE POLICY

I. Goal:

The goal of the Miami Trace school district is that no student should miss any days of school without legitimate

II. Attendance Guidelines

- The attendance policy will cover each semester that the student is enrolled;
- Each Student will be permitted a maximum of sixty (60) hours of absences per school year without independent verification; i.e. doctor excuse, etc.
- Until a student accumulates sixty (60) hours of absences in a school year, a note or a phone call from the parent or guardian will excuse the absence for one of the reasons listed below. If a note or phone call is not provided to the school by the parent or guardian within forty-eight (48) hours, i.e. two business days, of the student's return to school, the absence will be unexcused.

III. Legitimate Excusable Absences

After a student has accumulated sixty (60) hours of absences (excused or unexcused) in a school year, absences will only be excused under the following circumstances:

- Short Term Personal Illness:** For a student who has been absent for sixty (60) hours in a school year, any further absence for personal illness will require a doctor's excuse. **The doctor's excuse must be signed by the doctor and indicate that the student was seen by the doctor personally and state the reason for the student's inability to attend school.** Any absence greater than sixty (60) hours in a school year due to illness that is not accompanied by a doctor's excuse as described above will be unexcused. **A doctor's excuse must be provided to the school within forty-eight (48) hours, i.e. two business days, of the student's return to school or the absence will be unexcused.** If an excuse is not accepted by the school, the original will be returned to the student with a notation as to why it was refused, e.g., excuse not provided within the property time period, excuse not written by a doctor, etc.. A copy of the refused excuse will be maintained in the student's file.
- Long Term Personal Illness:** If the student suffers a long term illness requiring extended absence from school, a doctor's excuse must be provided to the school every twenty (20) school days. The doctor's excuse must indicate that the student was seen personally by the doctor, the reason for the student's continued inability to attend school, and provide specific dates which are to be excused. If an excuse is not accepted by the school, the original will be returned to the student with a notation as to why it was refused, e.g., excuse not provided within the property time period, excuse not written by a doctor, etc.. A copy of the refused excuse will be maintained in the student's file
- Chronic Illness:** Absences for a chronic medical condition (asthma, migraines, etc.) may be approved in advance by the student's healthcare provider, i.e. physician, nurse practitioner, or physician assistant, without the need for the student to be seen by the healthcare provider. Parents shall obtain this Waiver from the school nurse, administrator, or administrative assistant. Once approved by the healthcare provider and on file with the school, the parent shall provide written documentation for any absence of the specific chronic condition as long as the chronic condition is mentioned in the parent note. The Waiver is valid for August-December and shall be renewed for January-June.
- Head Lice:** Students who are excluded from school due to head lice are allowed fourteen (14) hours of excused absences with

two (2) occurrences per year, maximum. Days beyond the fourteen (14) hour limit or days beyond the two (2) permissible occurrences per year are unexcused.

- E. **Illness or Injury in the Family:** Independent verification by a physician explaining the nature and severity of the illness or injury to the family member requiring the student to be absent will be required within forty-eight (48) hours, i.e. two business days, of the student's return to school. If an excuse is not accepted by the school, the original will be returned to the student with a notation as to why it was refused, e.g., excuse not provided within the property time period, excuse not written by a doctor, etc.. A copy of the refused excuse will be maintained in the student's file.
- F. **Quarantine of the Home:** Absences will only be excused for the length of quarantine as determined by health officials. Verification from relevant health officials explaining the nature and length of the quarantine must be submitted within forty-eight (48) hours, i.e. two business days, of the student's return to school. If an excuse is not accepted by the school, the original will be returned to the student with a notation as to why it was refused, e.g., excuse not provided within the property time period, excuse not written by a doctor, etc.. A copy of the refused excuse will be maintained in the student's file.
- G. **Death in the Family:** Three days absence will be permitted, unless a parent or guardian offers a reasonable explanation that more school absences are necessary. The parent or guardian may provide a note to the school to advise the school of the absence, however under certain circumstances, the school may require additional documentation to confirm the student's absence was legitimate i.e. funeral service documentation, etc.
- H. **Observance of Religious Holidays:** Any student shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her truly held beliefs and the parent or guardian has notified the school in writing at least forty-eight (48) hours prior, , i.e. two business days, to the absence.
- I. **College Visits, Take Your Student to Work Day, Job Interviews, Job Shadowing, Armed Services Tests, and Professional Appointments:** The total of these absences may not exceed twenty-one (21) hours without the specific approval of the principal or superintendent. Students with excessive absences (thirty-five (35) or more hours in a quarter) may have such absences denied. The absence must receive prior approval by the school and verification of the student's attendance at the activity must be provided to the school within 48 (forty-eight) hours, i.e. two business days, of the student's return to be excused. For events that require absence for part of a day, the student's absence will only be excused for the time necessary to attend the event. College visits are for Juniors and Seniors only.
- J. **Court Appointments:** In the instance that the presence of the student is required in a court of law, the absence will be excused if documentation showing that the student's presence was required within forty-eight (48) hours, i.e. two business days, of the student's return to school.
- K. **Vacations: Vacations shall be excused only if pre-approved by the school principal. Students with excessive absences (thirty-five (35) or more hours in a quarter) may have such absences denied;**
- L. **Other:** The school superintendent or principal must approve, at their discretion, the excusal of absences not otherwise covered in this section.

IV. Unexcused Absences

- A. Any absence other than those described above.
- B. The school administration will make the final determination as to whether an absence is excused, but in general, unexcused absences include, but are not limited to:
 - a. Missing the school bus
 - b. Experiencing transportation problems at home or on the way to school
 - c. Remaining at home to complete school assignments
 - d. Missing school without legitimate illness
 - e. Oversleeping
 - f. "My mom didn't get me up"
 - g. Not having suitable clothing to wear to school
 - h. Working at a job during the school day without a proper work permit
 - i. Babysitting
 - j. Any form of recreation (unless pre-approved vacation days)
 - k. Personal business that can be done after school or on the weekends
 - l. "Helping at home" or "was needed at home"
 - m. "I had a game last night"
 - n. Pictures or portraits
 - o. Hunting season

V. Absence Notification Procedures

- A. **Immediate Notification:** As a result of the Missing Student Act, a student's parent/guardian is required to contact the school office between 7:00 a.m. and 10:00 a.m. on the day of the absence;
 - a. If the school does not hear from the parent/guardian, school officials are obligated to attempt to make contact with a

parent/guardian to verify the absence. We will attempt to contact you phone. If phone contact is unsuccessful, a postcard will be mailed to you.

b. A reported absence may still be determined to be unexcused according to the absence policy.

B. Ways of Reporting Absences: Absences will be considered reported if:

a. A parent or guardian calls the school the day of the absence and provides the reason for the absence;

b. A parent or guardian writes a note or provides other required documentation to the school listing the day(s) missed and the reason for the absence(s);

c. School officials make contact with a parent or guardian and receive a satisfactory explanation for the absence(s).

VI. Truancy Definitions and Intervention Procedures

A. If a student is absent without legitimate excuse for eighteen (18) hours in a school year, the parent or guardian will be notified by letter.

B. If a student is absent without legitimate excuse for thirty (30) hours without legitimate excuse, the student will be referred to the Miami Trace Absence Intervention Team.

C. Once a student is absent for thirty-eight (38) hours in a month or sixty five (65) or more hours in a year, the student's parent or guardian will be notified of the excessive absenteeism by letter. The school may, at that time, implement an intervention strategy that has been adopted by the school. (RC 3321.191(C)(1))

D. Under Ohio law, a student is considered habitually truant if the student is absent from school without legitimate excuse for thirty (30) consecutive hours, forty-two (42) hours in one school month, or seventy-two (72) hours in a school year. (RC 2151.011)

E. Once a student becomes habitually truant, the school will intervene with the student for a period of sixty (60) days. Said intervention may include the participation of an absence intervention team. (RC 3321.191(C)(2))

a. If the student accumulates significant absences or does not make progress during this sixty-day period, truancy charges will be referred to the Fayette County Juvenile Courts for court filing.

F. If a student is found to be excessively truant, they may have his/her driver's license suspended.

G. Charges may be brought against the parent or guardian of a truant student for Failing to Send a Child to School or Contributing to the Unruliness or Delinquency of a Minor. (RC 2919.24 & RC 3321.38)

VII. Procedures Prior to Becoming Habitually Truant

1. Every Unexcused Absence

a. If the school does not hear from the parent by 10:00 a.m., the school must attempt to contact the parent or guardian by telephone.

b. If phone contact is unsuccessful, a letter must be mailed to the parent or guardian.

2. Eighteen (18) Hours Unexcused

a. The school mails communication to the student's residence.

3. Thirty (30) Hours Unexcused

a. The student is referred to Absence Intervention Team.

b. Additionally, the school refers the information to Jack Anders (with the exception of Miami Trace Local Schools) who will send a letter to the parent or guardian.

4. Absent for Thirty-Eight (38) Hours in a Month or Sixty-five (65) or More Hours in a Year Whether Excused or Unexcused

a. School notifies the student's parent or guardian of the excessive absenteeism by letter within seven (7) days of the triggering absence.

b. The school may, at the time of notification, implement an intervention strategy as adopted by the School. (RC 3321.191 (C) (1)).

VIII. Procedures After Becoming Habitually Truant

1. Thirty (30) Consecutive Hours, Forty-two (42) Hours in One School Month, or Seventy-two (72) Hours in a School Year Unexcused (Threshold for Habitual Truancy)

a. Intervention Stage

i. The school must assign the student to an absence intervention team.

ii. The school must make three (3) reasonable, good faith attempts to notify the parent or Guardian within the first seven of these days.

iii. If the parent or guardian does not respond to the contact, the school must:

1. Investigate whether the failure to respond triggers mandatory reporting to Children's Services as required under RC 2151.421, and

2. Instruct the absence intervention team to develop an intervention plan for the student without the parent or guardian.

3. The school does not have to create an absence intervention team if the most recent chronic Absenteeism rate for the district is less than 5%

4. Despite this, the school must still intervene with the student for the sixty (60) day period described below, using the intervention strategies adopted by the school as required under RC 3321.191 (C)

- (1)
- iv. The absence intervention team **must** include an administrator, a school representative who knows the child personally, the student and the student's parent or guardian.
 - v. The absence intervention team **may** include a school psychologist , counselor, or social worker and representatives from local public or nonprofit agencies.
 - vi. The absence intervention team must create an absence intervention plan for that particular student within fourteen (14) days after the student is assigned to the team.
 - 1. The plan must state that the Safety and Attendance Coordinator shall file a complaint not later than sixty-one days after the date the plan was implemented if the child has refused to participate in, or failed to make satisfactory progress on, the intervention plan.
 - 2. The school must make reasonable efforts to provide the parent with written notice of the plan within seven (7) days after the plan is developed.
 - b. Other Time Considerations
 - i. If a student becomes habitually truant within the final twenty-one (21) days of the school year, the school may assign one (1) official to develop the plan with the student's parent or;
 - 1. The school must initiate the plan developed over the summer no later than seven (7) days after the first day of instruction.
 - ii. If the school does not opt for the above , the school may initiate the intervention process and toll the time periods when the school year ends and pick it back up on the first day of the next school year.
 - c. Submitting Charges to the Prosecutor's Office and Subsequent Proceedings
 - i. Charges **must** be submitted to the Prosecutor's Office under the following circumstances.
 - 1. The student is absent without legitimate excuse for thirty (30) or more consecutive hours or forty-two (42) or more hours within a school month during the sixty (60) day intervention period, or
 - a. The only exception to this is if the absence intervention team concludes that significant progress has been made on the plan despite the additional absences.
 - 2. The student refused to participate or did not make meaningful progress on the plan.
 - ii. After charges go to the court, the student may be placed in the diversion program.
 - iii. Once a student is adjudicated unruly for being habitually truant, violating a court order stemming from the adjudication is a delinquency offense.

ATTENDANCE/PUNCTUALITY POLICY

One of our school goals is to maintain high attendance rates at Miami Trace High School.

Good attendance is necessary to be successful in school. It contributes to continuity in instruction. Classroom attendance, participation, quality instruction and observations cannot be reconstructed through makeup work. Therefore, there is a direct correlation between attendance and achievement. Ohio Revised Code specifically states that school attendance is compulsory until age 18. It further holds parent/guardian and student responsible for non-attendance. The Ohio Department of Education recommends that students only be absent from school for illness, illness in immediate family requiring child to stay home as substantiated by a doctor, a death in the family, to assist parents in unavoidable circumstances, and a special religious occasion. Miami Trace Schools recognize that parents may choose to take their child out of school for vacation purposes. It is the responsibility of the students to contact their teachers for all assignments. It is recommended that this responsibility is initiated before the absence. Days missed due to vacation are not exempt from Miami Trace attendance policy.

Parent/Guardian Role in Attendance

1. Be aware of responsibilities regarding your child's school attendance.
2. Actively encourage attendance.
3. Notify school each day your child is absent by phoning 333-4700 between 7:30 and 10:00 a.m. Parents may request make-up school work at this time if the student has missed his/her second day in a row.
4. If no parent contact is made, the student is required to bring a note from parent/guardian explaining the absence within 48 hours

Students Role in Attendance

1. Be aware of responsibilities regarding your attendance and makeup work.
2. When parents send a note with you to school, drop off the note in the coat check room in the gym lobby before school.or with the assistant principal's secretary
3. Ask each teacher upon your return for any make-up work that needs to be completed.
4. Turn in to each teacher all make-up work assigned to you.

Permission to Leave School

Permission to leave school before the end of the day can be granted. If a student drives to school, they are to take a written request from his/her parent/guardian to the assistant principal's office where he/she will sign out. For any student who does not drive, the

parent/guardian, with ID, must sign out the student. These non-driving students will be retrieved from class by office assistants when parents arrive to sign them out. ALL STUDENTS LEAVING THE BUILDING MUST SIGN OUT IN THE ASSISTANT PRINCIPAL'S OFFICE, UNLESS PRIOR PERMANENT ARRANGEMENTS WERE MADE.

Late Arrival/Early Dismissal

Senior students who have been given permission to arrive at school late or leave school early due to their schedule can lose this privilege by not following our school procedures. The responsibility of signing the SIGN IN SHEET UPON ARRIVAL OR SIGNING OUT IN THE ASSISTANT PRINCIPAL'S OFFICE UPON LEAVING IS THE RESPONSIBILITY OF THE INDIVIDUAL STUDENT. Students who continually fail to follow this procedure can lose this privilege. It is the responsibility of these students to check the morning announcements upon their arrival to school and/or schedule changes, for example, school delays or early dismissals. If a student is late due to school delays, this will be counted against his/her absences. **The administration reserves the right to deny or revoke this privilege for any senior who has poor attendance.**

Determination of Absence

If a student signs in between 7:34 a.m. and 8:30 a.m., he/she is considered tardy; between 8:31 a.m. and 11:30 am he/she is considered ½ day absent in the morning; after 11:30 a.m., he/she is considered absent all day.

TARDIES

Punctuality to School

Continual tardies are unexcused resulting in disruption in the educational process. (see discipline code). ****On a student's 3rd tardy to school during a 9 weeks, parents will be notified. After a student's 4th tardy to school during a 9 weeks, each tardy turns into an unexcused absence or I.S.D. may be assigned At the conclusion of the 9 weeks, student's tardies to school will go back to "0".** Options that the court considers in these situations are mediation, diversion, probation, fines, or revoking of driving licenses.

Any student who is not in his/her first period class by the time the tardy bell rings and up to 8:30 a.m. at the end of first period is considered tardy. Students tardy to school are to sign in the assistant principal's office to obtain a blue pass to class.

Punctuality to Class

On a student's 4th tardy to a class and for each subsequent tardy during a 9 weeks, students may be assigned ISD. At the conclusion of the 9 weeks, student's tardies to class will go back to "0". Missing class more than 15 minutes will result in a period absence or truancy/skipping class unless there is an exception to the period absence policy.

Differentiation Between Excused and Unexcused Absence

If a student is absent from school and the determination is made that it is an excused absence, that entitles the student to request and makeup all daily work missed. A student has as many days as they were absent to make up work. A teacher may refuse to accept makeup work for assignments, projects, or tests if they were announced in advance.

If a student is absent and the determination of absence is unexcused (no note, no doctor's note, absence for unacceptable reason, suspension), the teacher may refuse to allow a student to make up any work.

SCHOOL CODE OF DISCIPLINE INTRODUCTION

The Board of Education believes that discipline in the school setting provides an atmosphere whereby the educational objectives may be met more readily. While self-discipline is the ultimate goal, experience has shown that limits and controls must be placed on individuals if schools or other institutions are to function in an orderly fashion. The Board of Education policy manual may be seen at the superintendent's office or at the principal's office at the high school.

In placing limits upon individual or group behavior, the Board in no way expects to impose limitations which might deprive a student of the basic constitutional rights. School policies are developed in an effort to protect liberty and property. When individuals are deprived of these protected interests, procedural due process will be provided.

STUDENT RIGHTS

The Board of Education recognizes that students possess not only the right to an education but the rights of citizenship as well.

In granting students the education to which they are entitled, the Board shall provide them with the nurture, counsel and custodial care appropriate to their age and maturity. At the same time, no student shall be deprived of the basic right to equal treatment and equal access to the educational program, due process, a presumption of innocence, free expression and association, and the privacy of his/her own thoughts.

Attendant upon the rights guaranteed to each student are certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority, and compliance with the rules and regulations of this district.

The Board realizes that as students differ in age and maturity, so they differ in ability to handle both the rights of citizens and the accompanying responsibilities. The exercise of each right shall be granted, therefore, with due regard for the degree of responsibility possessed by the student and the student's need for the continuing guidance and control of those responsible for his/her education.

A student who has reached the age of majority and establishes independent status possesses the full rights of an adult and may authorize those school matters previously handled by his/her parents.

Each student who has reached the age of majority shall assume the full responsibility of his/her performance in school, attendance and compliance with school rules and regulations.

VIDEO CAMERAS IN SCHOOL

The Board of Education authorizes the use of video cameras on district property to ensure the health, welfare, and safety of all staff, students, and visitors to district property, and to safeguard district facilities and equipment. Video cameras are in use in locations as deemed appropriate by the superintendent.

Students or staff in violation of Board policies, administrative regulations, building rules, or laws shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video recordings may become part of a student educational record or a staff member's personnel record. The district shall comply with all applicable state and federal laws related to record maintenance and retention.

HARASSMENT/BULLYING/INTIMIDATION

It is a violation of law and of school rules for any student to harass, bully, or intimidate another student or staff member.

If a student is the victim of any unwanted sexual actions, sexual comments, derogatory statements or actions concerning his/her gender, sexual orientation, religion, race, ethnic group, or disability, the student should report such behavior to the assistant principal's office and/or Stopit App.

All reports shall be kept confidential and shall be investigated as soon as possible by the high school administration or civil rights compliance officer.

Bullying is characterized by three types of aggression:

Physical – hitting, kicking, shoving, spitting, obscene gestures and sexual assaults.

Verbal - name calling, threats, taunting, and degrading comments.

Indirect – spreading hurtful rumors, excluding someone, getting one person to bully another.

SCHOOL VIOLENCE

Any student making a violent threat verbally to another student, staff member, or toward the school may be subject to disciplinary action in accordance with the school code of discipline. Any student making a written, violent threat to another student, staff member, or toward the school may be subject to suspension with the recommendation of expulsion. In either situation law enforcement officials may be contacted immediately after the discovery of the threat.

SEARCH AND SEIZURE

School authorities are charged with the responsibility of safeguarding the wellbeing of students in their care. In the discharge of that responsibility, school authorities may search the person or property (including privately owned vehicles) locker, or cell phone of a student, with or without the student's consent, whenever they have reasonable suspicion that a violation of law or school rules has taken place.

In accordance with Miami Trace Local Board Policy 5771 canine units, in cooperation with the Fayette County Sheriff's Department, may be used to check classrooms, lockers and vehicles for contraband. This may be done several times a year on an unannounced basis.

CORRECTIVE MEASURES

DEMERITS: Demerits may be assigned to students by any member of the adult staff at Miami Trace High School. These demerits will be assigned one at a time for incidents of behavior that disrupt the learning environment, minor violations of school policies, or refusal to follow reasonable rules established by Miami Trace personnel. Each time a student accumulates (5) five or more demerits, a more serious consequence may result. This may include in-school discipline (ISD), suspension, restitution, compositions, assignment to Fayette County Alternative School, or referral to the juvenile court system. Parents may be contacted after four demerits as a warning or notification of impending discipline unless improvements are shown. Parents will not be informed of each demerit, as students approaching the age of adulthood, should communicate that themselves.

IN-SCHOOL DISCIPLINE: The assignment of in-school discipline (ISD) is a major disciplinary action. This action can only be assigned by the principal or assistant principal. When students are assigned ISD, their parent/guardian will be contacted by telephone or letter.

While in ISD, students will be withdrawn from regular classes and isolated from the rest of the student body. Students will receive and are required to complete all classroom assignments for credit during ISD. Students may NOT be allowed to attend or participate in any school related activity while serving ISD until the ISD period has been completed. Failure to complete all assignments or obey ISD rules may necessitate additional time in ISD or out-of-school suspension.

FAYETTE COUNTY ALTERNATIVE SCHOOL: Miami Trace High School, in cooperation with the Fayette County Juvenile Court, has established an alternative school to eliminate the chronic and serious behavior offenders from the regular classroom where they pose a threat to educational integrity and/or physical safety of others. This school provides another discipline option to out-of-school suspension and expulsion.

1. Students must be referred to the Alternative School by the principal or assistant principal.
2. The minimum length of stay at the Alternative School is five days.

AT-HOME-SUSPENSION/OUT-OF-SCHOOL-SUSPENSION: The assignment of at-home-suspension/out-of-school suspension is also a major disciplinary action that may be assigned by the principal or assistant principal. A copy of this suspension will be placed in the student's permanent record. While serving an out-of-school suspension, based on teacher discretion, work may not be allowed to be made up, resulting in "O's" for all work missed. In most cases an out-of-school suspension will make a marked difference in a student's grades. Students may NOT be allowed to attend or participate in any school related activity until the suspension period has been completed.

EXPULSION: The most severe form of disciplinary action is that of removing a student from the school premises for a period of time by means of expulsion. Only the superintendent can expel a student from high school.

EMERGENCY REMOVAL: If a pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, then the superintendent, principal or assistant principal may remove a student from the premises during a curricular or extracurricular activity.

EXTENDED SUSPENSION/EXPULSION: With the enactment of H.B. 410, the superintendent of schools may not extend a suspension or expulsion into the following school year. The suspended or expelled student may be given the option to perform community service or alternative engagement activity in lieu of the suspension or expulsion.

Punishment for disciplinary violations may be treated differently depending upon whether those involved are first offenders, the age of the students involved, or the accumulation of violations or a series of school rules. Another factor in determining punishment is the degree factor of the offense. This list provides only examples of the ways that the administration can discipline students. Obviously all circumstances which arise cannot be listed.

The following is the code of discipline for Miami Trace High School:

CLASS 1 (Demerits)

BEHAVIORS

- Disruptive actions in class
- Horseplay (rough, potentially harmful, dangerous activity)
- Not in assigned area
- Rudeness to others
- Throwing, spitting, flipping objects
- Unprepared for class
- Violation of specific class or school rule
- Display of affection
- Profanity
- Cheating
- Dress code violation
- Leaving trash/waste
- Improper sign in, sign out procedures

CONSEQUENCE: May result in: demerit, restitution, correction, or teacher assigned alternative

CLASS 2 (ISD)

BEHAVIORS

- Skipping class
- Altering or forging notes, grades
- Obscene gestures, obscenity, continued profanity
- Truancy
- Unwarranted/Unauthorized Touching
- Unwarranted verbal contact (harassment)

- Defiance to staff
- Five documented tardies to class or five or more demerits
- Two removals/referrals from class for continuous disruptive behavior
- Destruction of personal property
- Second cheating offense
- Not following procedures after requests
- Theft/complicity to theft/assumption of ownership, possession of others' property
- Improper use of Technology/Cell Phones/Unauthorized Access to District Network/Computers

CONSEQUENCE: May result in up to five days ISD and necessary restitution (ISD may only be assigned for a total of 15 days)

CLASS 3 (OSS)

BEHAVIOR

- Fourth - class 2 offense
- Tobacco/Nicotine possession/use/distribution/Electronic Cigarettes
- Use/possession of fire, unauthorized fire, explosives, or other incendiary devices/Pepper Spray/Mace
- Disruption of ISD
- Insubordination, teacher disrespect
- Disruption of school, school function, or administrative duties
- Sale, possession, use, distribution of alcohol, drugs, drug surrogate, mood altering, enhancement, drug paraphernalia or controlled substance
- Possession of weapon
- Assault, battery or fighting/Unauthorized Bodily Touching
- Starting or initiating plans to create a crisis at Miami Trace or for any student and staff member
- Vandalism, destruction of school property
- Criminal/Felonious or misdemeanor conduct
- Harassment/Bullying/Intimidation
- Illegal use of Technology/Cell Phones/Unauthorized Access to District Network/Computers
- Obscene gesture/Indecent exposure

CONSEQUENCE – May result in: up to ten days OSS, special counseling, necessary restitution, expulsion, contact local law enforcement agencies.

Consequences given for misconduct may be different based on circumstances such as the discipline record of the student, frequency of the offense, or severity of the offense.

LOSS OF GRADUATION CEREMONY: Near the close of school, inappropriate attire or disruptive actions such as, but not limited to, vandalism, unauthorized use of fire, showing signs of consumption or possession of an unauthorized substance or beverage (including look-alikes) on or around school grounds, or any behavior resulting in ISD or suspension may result in denial of participation in the graduation ceremony. Failure to wear appropriate attire to the ceremony may result in the loss of participation.

Students will be suspended, expelled, or removed in accordance with the Discipline Code adopted by the Fayette County Board of Education in accordance with provisions of the Ohio Revised Code.

APPEAL TO BOARD: Students or their parent, guardian, or custodian may appeal their expulsion or suspension by a superintendent or principal to the Board of Education or to its designee. Such students or their parent, guardian, or custodian may be represented in all such appeal proceedings and shall be granted a hearing before the Board or its designee in order to be heard against such suspension or expulsion.

CHEMICAL ABUSE POLICY

The school recognizes the cultural phenomenon of chemical involvement by young people and have chosen to address the issue with a comprehensive chemical abuse program based on the following policy.

The school recognizes that students using mood-altering chemicals (drugs/alcohol) represents inappropriate behavior that interferes with the learning process and may indicate a primary medical problem (chemical dependency). It is, therefore, the policy of the school to intervene with students whenever behavior is observed or an incident occurs suggesting chemical use.

The school recognizes that chemical abuse by students is a cultural phenomenon that can best be addressed by cooperative efforts of the school, parents/guardians, and the community. The school will assist (intervene) in identifying chemical use, will help in referring the student/family for appropriate professional assistance, and will assist by supporting those students recovering.

The school recognizes that student chemical use is often accompanied by inappropriate behavior that may violate discipline policies. In all cases, disciplinary policies will be enforced and violation of law reported. A partial list of local assessment and treatment agencies include:

Fayette Recovery Center 141 S. Main Street Washington C.H., OH 43160 (740) 335-8228	Mental Health Center 1300 E. Paint St. Washington C.H., OH 43160 (740) 335-6935
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HOMEWORK/ASSIGNMENT ACCOUNTABILITY POLICY

Since homework is a valid extension of the school lessons, parents and students should expect that homework will be a recurring part of the learning experience beginning with kindergarten and continuing through high school.

Homework should help children learn by providing practice in the mastery of skills, experience in data gathering and integration of knowledge, and an opportunity to remediate learning problems. As such, homework shall include daily, as well as, long range assignments as appropriate for students learning needs and abilities.

Extended Friday – Students who have accumulated 3 missing assignments for 1 teacher, or 5 or more for multiple teachers, during a nine week, will be assigned an Extended Friday(s) until all work has been completed satisfactory. Failure to complete a summative assignment will result in being required to attend extended Fridays until the assignment is complete.

Note: Extended Friday will run from 2:50 P.M. – 4:50 P.M.

CHEATING POLICY

The faculty and administration at Miami Trace High School strive to maintain a high level of honesty and integrity among the students in the district. We believe that these characteristics are important qualities for all people to develop as they form their moral code of conduct. To assist in this development, the following guidelines have been established regarding student cheating. Cheating shall be defined as copying someone else's work, allowing someone else to copy your work, using "cheat sheets", doing someone else's work for them, and any form of plagiarism*. Both the person doing the copying and the person letting someone copy their work are equally at fault and will be punished the same.

Teachers will deal with incidents of cheating relating to homework, class work, and quizzes. They will use their own discretion when assigning penalties for these incidents. However, it is recommended that teachers give zero credit, demerit, and file a written report with the assistant principal of the incident or issue a similar type of penalty.

Incidents of cheating on tests, projects, term papers, text messages and like assignments may be handled in the following way:

- **1st offense** - written report, visit to the assistant principal (student-teacher-counselor conference) and a zero on the assignment;
- **2nd offense** - same as first offense with an "F" for the nine weeks, a parent-student-teacher-administrator conference, and/or 1-10 days ISD;
- **3rd offense** - same as second offense with possible removal from class with no credit.

The school reserves the right to discipline a student determined by the degree or severity of the infraction.

When an incident of cheating involves more than one student, all the students involved will be punished according to the rules mentioned above. It should be understood that written reports on cheating that become part of a student's permanent file may affect their quest for any honors bestowed by the school.

Plagiarism can be defined as copying someone else's words or ideas and passing them off as your own. This includes copying material from the World Wide Web, in Internet, books, videos and all copyrighted material without express permission and documentation. "Proper documentation" is a written acknowledgement such as the use of quotation marks, internal citations, and works cited pages that alert a reader to the fact that the words or ideas are not that of the writer.

NATIONAL HONOR SOCIETY

The National Honor Society is open to all junior and senior students exemplifying outstanding characteristics in four areas: scholarship, leadership, service, and character. Candidates new to the high school must have been in attendance at Miami Trace the equivalent of one semester. The selection of members to the chapter shall be by a majority vote of the Faculty Council, which consists of five faculty members appointed annually by the principal. A faculty rating of eligible students will be used to assist the council in the selection process. Students who are eligible scholastically (3.25 or better GPA) will be notified, and that for further consideration, they must complete a Student Activity Information form by the indicated deadline and return to the NHS advisor. Students must be taking a full schedule of classes with emphasis placed on Honors or Advanced courses. An 8-point system assists the Faculty Council to evaluate candidates in the areas of scholarship, leadership, and service. These four criteria are totaled and a cut-off point for considerations of membership is 24.5.

The minimum points for scholastic consideration is 6.50 (grade point average of 3.25, doubled). The minimum points for consideration in leadership, character, and service are 6.00 in each area.

The Faculty Council can review and may select candidates who do not meet minimum qualifications in the area(s) leadership and/ or service.

Candidates who meet the minimum requirements will be considered for selection to the National Honor Society by a majority vote of the Faculty Council. Those selected will be inducted through a special assembly in the Spring and are required to attend a banquet each year.

Members who fall below a 3.15 GPA or who fall below the standards of selection for leadership, character, or service shall be promptly warned in writing by the chapter advisor and shall be given a reasonable amount of time to correct the deficiency. A member does not have to be warned if involved in a flagrant violation of school rules or civic laws. In all cases of impending dismissal, a member shall have the right to a hearing before the Faculty Council. A member who has been dismissed may appeal the decision of the Faculty Council to the principal, to the superintendent, and to the Miami Trace Local Board of Education.

STUDENT GOVERNMENT

The purpose of the Student Government is to promote harmonious understanding between the student body and the faculty, and to provide a medium for student expression.

Membership shall consist of volunteers from any class. To be qualified a student must have a willingness to serve, 2.5 grade average and exhibit qualities of leadership, character, and service. Members of the Student Government may be removed from membership if they fall below academic standards, display behavior not acceptable with school policy, or lack of participation in activities.

ATHLETICS

Miami Trace offers many opportunities for participation in interscholastic competition. Boys may participate in football, basketball, baseball, track, wrestling, golf, soccer, cross country, bowling, swimming and tennis. Eleven interscholastic sports are open to girls - basketball, volleyball, track, softball, golf, cross country, gymnastics, soccer, bowling, swimming and tennis. Students enrolled in the high school are welcome to try out for any of these sports.

As a member of the Ohio High School Athletic Association, we must comply with regulations of this organization. A student must obey all the rules set by the coach of the sport in which he/she is participating and must be in good standing with the school and community at all times.

ACADEMIC ELIGIBILITY

Miami Trace High School is a member of the Ohio High School Athletic Association.

In order to be eligible, a student in grade 9, 10, 11 or 12 must have been enrolled in school the immediate preceding grading period (nine weeks) and have received passing grades during that grading period in subjects that earn a minimum of five credits per year toward graduation, excluding physical education and 1/4 credit physical training.

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

A student enrolled in the first grading period after advancement from the eighth grade must have passed a minimum of 5 of all subjects carried the preceding grading period in which the student was enrolled.

In addition to OHSAA requirements for eligibility, Miami Trace requires that students must maintain at least a 1.5 cumulative grade-point average. The first calculation of a student's cumulative grade point average will occur in January of his/her freshman year. A student who falls below the 1.5 cumulative GPA at the end of the semester will be ineligible for the following nine week grading period. At the conclusion of the grading period he/she may regain eligibility if his/her quarterly GPA meets or exceeds 1.50.

Summer school grades may not be used to substitute for failing grades from the last grading period of the regular school year.

Tutoring or examinations to complete the preceding grading period requirements is permissible provided that privilege is accorded to every student and the inability to complete required work on time is due to illness or accident verified by a physician.

ATHLETIC CODE OF CONDUCT

Students who accept the privilege of participation in interscholastic athletics must accept the responsibility of good sportsmanship and citizenship. A denial of participation from any athletic activity may be used for a student who does not accept this responsibility.

All athletes are subject to the rules and regulations set forth by the Miami Trace Board of Education and the Ohio High School Athletic Association, concerning conduct at school or at extra-curricular activities. The principal, assistant principal or athletic director may remove an individual from a team for violation of these rules. It is understood that, in addition to the statements below, students will be dealt with according to the Student/Parent handbook.

Any athlete who commits a felony while his/her sport is in season will result in dismissal from the team immediately and forfeiture of all rights as a team member.

Improper conduct by any student-athlete will not be tolerated. Any action by a student-athlete that results in a negative reflection upon the school, team, or community may lead to a denial of participation in athletics. The principal, athletic director, and head coach will

review these instances.

A due process hearing (appeal) can be granted to any athlete who has been denied participation, suspended or dismissed.

An appeal hearing may be requested by any athlete who has been denied participation, suspended, or dismissed from a team. The appeal should be made directly to the superintendent of the Miami Trace School District.

ATHLETIC ATTENDANCE POLICY

A student athlete must attend one half day in order to participate in practice or a contest. One half day for an AM attendance is 7:38 am to 11:30 am. One half day for a PM attendance is 11:30am to 2:30 pm.

MIAMI TRACE ATHLETIC DRUG TESTING POLICY

The athletic department began drug testing effective (August 1, 2008). The testing will occur for all athletes of a particular sport at the beginning of the season. Then random testing of the athletes may be conducted on a weekly basis throughout the season. Reasonable suspicion by the athletic director or a coach is also grounds for testing. A positive test will result in disqualification from the random testing program. The student athlete will then be tested each time testing is conducted.

MIAMI TRACE ATHLETIC DRUG/ALCOHOL POLICY

- I. Any student athlete who tests positive for drugs/alcohol or who is in possession of, use of, or under the influence of drugs/alcohol will receive the following:
 - A. First Offense:
 - B. The student athlete will not dress or participate in 30% of games/contests/matches/points/meets that would make up a maximum allowable OHSAA regular season in that sport.
 - C. The student athlete will be referred to an agency for a full screening and additional counseling must be completed by those athletes who qualify.
- II. Second Offense:
 - A. The student athlete will be suspended from participation in all athletic practices and contests (with the exception of a possible tryout period before a season begins) for sixty (60) calendar days.
 - B. She/he also must enter a rehabilitation program. The program must be completed or treatment must be ongoing before she/he can return to athletics. Again, proof of participation must be provided.
- III. Any additional offenses:
 - A. The athlete must continue treatment program and she/he will lose athletic eligibility for one calendar year.

ATHLETIC TOBACCO POLICY

- I. First Time Offense:
 - A. Five days denial from games or events. The student may still be allowed to attend and participate in all practices but will not be able to participate in any games or other athletic activities.
 - B. A drug/alcohol assessment will be recommended at the expense of the student during the five day period.
- II. Second Time Offense:
 - A. 30 days denial of participation from games or events. The student will still be allowed to attend and participate in all practices but will not be able to participate in any games or other athletic activities.
 - B. A drug/alcohol assessment and counseling session will be administered at the expense of the student during the 30 day period.
- III. Third Time Offense:
 - A. 60 days denial of participation from all practices and games. The student during this 60 day period will not be able to attend any athletic activities pertaining to Miami Trace.
 - B. A drug/alcohol assessment will be administered at the expense of the student during the 60 day period.
- IV. Fourth Time Offense:
 - A. The student will be denied participation from all athletic activities at Miami Trace for one year from the date of incident.

*All denial of participations or suspensions that occur during or at the end of a season will carry over into the next season that the athlete participates in. For first time offenses, the total number of events missed for the two different seasons would be determined by the Athletic Director, and the total games/contests/matches/points/meets missed would be rounded to the nearest whole number. For second time offenses, the time frame is the last team event that takes place in that season and the official starting date of the next season.

These rules and regulations, above and beyond those established for the general student body, govern all those who participate under the sponsorship of Miami Trace High School Athletic Department.

Head coaches are responsible for the discipline of their individual teams. They are to develop specific rules that are to be on file with the athletic director and are to be given to all team members by the specific head coach.

Membership in a sport begins with the first day of legal practice of that sport and ends with the last contest. When an athlete is suspended or quits one sport, he/she is not eligible to join another sports team until the end of the season of the sport from which he/she quit or was suspended. Awards and honors may be withheld from an athlete if a violation occurs after the last contest and before the team's post-season banquet.

CHEERLEADERS

The cheerleaders perform at all football games, basketball games and pep rallies. Tryouts for cheerleaders are held in the spring for fall and winter cheerleading under the supervision of the cheerleader advisors. At this time, a student may cheer for two sports during the year. All cheerleaders are subject to the rules of the Athletic Code of Conduct and the school discipline code. The students are selected on their cheering ability, personality and poise. Cheerleaders are required to obey rules and instructions established by cheerleader advisors to remain in good standing. Cheerleaders must be eligible based on the same OHSAA academic requirements for all student athletes. A competition squad may be established at the discretion of a board approved advisor.

MIAMI TRACE BOARD OF EDUCATION

(740) 335-3010

President	Mr. Mike Henry
Vice President	Mr. Rob Dawson
Board Members	Charlie Andrews Bruce Kirkpatrick David Miller

CENTRAL OFFICE

Superintendent	Mr. David L. Lewis
Treasurer	Mrs. Debbie Black
Asst. Superintendent/ Civil Rights Compliance Officer	Mrs. Kim Pittser
Special Education Supervisors	Mrs. Amy O'Dierno and Ms. Jackie Morris
Business Manager/ Transportation	Mr. Bill Franke
Food Service Coordinator	Mr. Gary Campbell
Technology Coordinator	Mrs. Amy Gustin
Safety/Attendance	Mr. Jack Anders

2018 - 2019 FACULTY

ADMINISTRATION	Mr. Rob Enochs, Principal, Mr. Bryan Sheets, Assistant Principal, Mrs. Katie Abbott, Curriculum and Ms. Jackie Morris, Special Education 6-12
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AGRICULTURAL EDUCATION	Mr. Bruce Bennett, Mrs. Amanda Swigert and Ms. Wendi Stachler-Miser
ART	Ms. Roberta Evans
ATHLETIC DIRECTOR	Mr. Aaron Hammond
CAREER-BASED INTERVENTION	Mr. Steve Bartlett
CREDIT FLEXIBILITY/ DROPOUT PREVENTION RECOVERY PROGRAM	Mrs. Christie Wilt, Director and Mrs. Debra Corbell-Grover
ENGLISH	Mrs. Mallory Bihl, Mrs. Amy Bush, Mrs. Valerie Hawvermale, Mrs. Andrea Johnson, Miss Morgan Olaker and Ms. Shari West
FAMILY & CONSUMER SCIENCES	Mrs. Elizabeth Arledge
FOREIGN LANGUAGE	Mrs. Meagan Strahler, Miss Rachel Darling and Mrs. Raquel Evans
GRAPHIC DESIGN	Mrs. Kayla Dettwiller
GUIDANCE	Mr. Matt Barga, and Mrs. Julie Reisinger
MATH	Mr. Ryan Barnard, Mr. Mike Bernard, Mr. Ben Fondale, Mr. Chris Miller, Mrs. Jacqui Montgomery, Miss Jenna Persinger and Mrs. Caitlin Francis
MUSIC	Mrs. Holly Stanley, Mr. Ken Hoffman, and Miss Taylor Evans
PHYSICAL EDUCATION/HEALTH	Mr. Jacob Garringer, Mr. James Hatert, Mr. Kyle McConnaughey, Mr. Matt Plat and, Mr. Jerry Williams
SCIENCE	Mr. Albert Jones, Mr. Phil McNamara, Mr. Cory Patton, Mrs. Stephanie Smith and Mrs. Joanna Stitt
SOCIAL STUDIES	Mr. Zach Albert, Mr. Glenn Custis, Mr. Tim Dettwiller, and Mr. Brent Noes
SPECIAL EDUCATION -	Mr. Max Gunn, Mrs. Robin Hart, Mrs. Rebekah Milstead, Mr. Rob Pittser, Miss Sara Randolph, Mr. Tyler Robertson, Mrs. Toni Speakman, Mr. Jeff Smallwood and Mrs. Amy Streitenberger
TECH ED. FOUNDATIONS	Mr. Dan Leland
MEDIA PRODUCTION	Mrs. Laura Hottinger

2018 - 2019 SUPPORT STAFF

AIDES	Mrs. Mel Burke, Miss Julie Kingery, Mrs. Heather Rose, Mrs. Amy Stuckey, Mrs. Bev Walters and Ms. Kim Weidman
COOKS/CASHIERS	Mrs. Kathy Entrekin, Miss Anna Marie Gourley, Mrs. Vickie Leeth, Mrs. Jo Marting, Mrs. Jomi

Smith and Mrs. Jackie Williams

CUSTODIANS Mr. Carl Clickner, Mr. Max Geer, Mr. Dave Gibbs, Mr. Dave Nichols, Mr. Jim Swayne and Mrs. Jackie Williams

SECRETARIES Mrs. Dawn Dawson, Mrs. Joni Henderson, Mrs. Heidi Jinks, Mrs. Nanci Sexten and Ms. Kim Spangler

MIAMI TRACE COURSE OFFERINGS 2018 - 2019

BUSINESS EDUCATION – Pre Introduction to Computer Applications, Computer Applications

CAREER BASED INSTRUCTION – CBI I and CBI II

ENGLISH – CP English 1, 2, 3 and 4, Honors English 1, 2, 3 and 4, Advanced English 1, 2, and AP English Language & Comp., AP English Lit. & Comp.

FAMILY AND CONSUMER SCIENCES – Personal Financial Management, Child Development, Principles of Food, Nutrition and Wellness, Food Science, Global Foods

FINE ARTS - Art I-II-III-IV; Marching and Pep Band, Symphonic, Concert and Jazz Band; Concert Choir, Symphonic Choir, Soundsations, Pink Panthers and Drama, Basic Design and Graphic Design 1 & 2

FOREIGN LANGUAGE - French I-II-III, IV, Spanish I-II-III-IV

MATH – Algebra 1, Geometry, Advanced. Geometry, STEM Geometry, Algebra 2, Honors Algebra 2, Adv. Algebra 2, STEM Algebra 2, Pre Calculus, Adv. Trigonometry, AP Calculus, Advanced Statistics

PHYSICAL EDUCATION/HEALTH - Health, Physical Education, Strength & Conditioning

SCIENCE – CP Physical Science, Honors Physical Science, CP Biology, Honors Biology, Adv. Biology, Chemistry 1, AP Chemistry 2, CP Environmental Science, CP Basic Anatomy, Honors Physics, AP Physics, Physiology, EOC Science

SOCIAL STUDIES - CP Comprehensive Social Studies, Honors Comprehensive Social Studies, CP American History, Honors American History, Adv. American History, CP Government & Economics, Honors Government & Economics, AP Government & Politics, Sociology, Psychology, EOC Social Studies

TECH ED FOUNDATIONS - Tech Lab 1, Tech Lab 2

AGRICULTURAL EDUCATION – Introduction to Agriculture, Food, & Natural Resources, Animal/Plant Science, Livestock Science, Agronomic Systems, Greenhouse and Management, Business Management for Ag./Environmental Systems, Ag/Environmental Systems Capstone – Shop, Mechanical Principles, Ag/Environmental Systems Capstone – Farm Management, Ag. Co-op

ADDITIONAL COURSES OFFERED - MITRA, Journalism and Speech, Video Production, Video Broadcast, Career Action Plan, College Action Plan

MTHS BELL SCHEDULES

7:20 – students admitted to the building

7:30 – bell rings for students to go to first period

7:34 – bell rings to begin first period/announcements

REGULAR BELL SCHEDULE			REASSESSMENT SCHEDULE		
1ST	7:34	8:20	1ST	7:34	8:15
			REASSESSMENT	8:19	8:55

2ND	8:24	9:08		2ND	8:59	9:38
3RD	9:12	9:56		3RD	9:42	10:21
4TH	10:00	10:44		4TH	10:25	11:04
5TH CLASS	10:48	11:32		5TH CLASS	11:08	11:47
5TH LUNCH	10:48	11:18		5TH LUNCH	11:08	11:38
6A CLASS	11:22	12:06		6A CLASS	11:42	12:21
6B CLASS	11:36	12:20		6B CLASS	11:51	12:30
6TH LUNCH	11:36	12:06		6TH LUNCH	11:51	12:21
7TH CLASS	12:10	12:54		7TH CLASS	12:25	1:04
7TH LUNCH	12:24	12:54		7TH LUNCH	12:34	1:04
8TH	12:58	1:42		8TH	1:08	1:47
9TH	1:46	2:30		9TH	1:51	2:30

PM ACTIVITY SCHEDULE		
8TH	12:58	1:28
9TH	1:32	2:01
HR/ACTIVITY	2:05	2:30

1 HOUR DELAY SCHEDULE			1 HOUR EARLY DISMISSAL		
1ST	8:34	9:13	1ST	7:34	8:13
2ND	9:17	9:53	2ND	8:17	8:54
3RD	9:57	10:33	3RD	8:58	9:35
4TH	10:37	11:13	4TH	9:39	10:15
5TH CLASS	11:17	11:54	5TH CLASS	10:19	10:55
5TH LUNCH	11:17	11:47	5TH LUNCH	10:19	10:49
6A CLASS	11:51	12:28	6A CLASS	10:53	11:29
6B CLASS	11:58	12:35	6B CLASS	10:59	11:36
6TH LUNCH	11:58	12:28	6TH LUNCH	10:59	11:29
7TH CLASS	12:32	1:09	7TH CLASS	11:33	12:10
7TH LUNCH	12:39	1:09	7TH LUNCH	11:40	12:10
8TH	1:13	1:50	8TH	12:14	12:50
9TH	1:54	2:30	9TH	12:54	1:30

2 HOUR DELAY SCHEDULE			2 HOUR EARLY DISMISSAL		
1ST	9:34	10:06	1ST	7:34	8:06
2ND	10:10	10:39	2ND	8:10	8:39
3RD	10:43	11:12	3RD	8:43	9:12
4TH	11:16	11:45	4TH	9:16	9:45
5TH C/L	11:49	12:18	8TH**	9:49	10:18
6TH C/L	12:22	12:51	5TH C/L	10:22	10:51
7TH C/L	12:55	1:24	6TH C/L	10:55	11:24
8TH	1:28	1:57	7TH C/L	11:28	11:57
9TH	2:01	2:30	9TH	12:01	12:30

****8th period is before 5th, 6th and 7th**

SEMESTER EXAMS TEST DATES 2018 - 2019

1st Semester - TBA

2nd Semester

Tuesday, May 21

Wednesday, May 22

Thursday, May 23 (Last day of school)

STATE TEST WINDOWS

Dec. 3 - Jan. 11 - EOC

Mar. 11 - Mar. 22 - SLO

April 23 - May 10 - EOC

ACT DATES 2018 - 2019 at MTHS

Sept. 8, 2018 (not at MT)

Oct. 27, 2018 (at MT)

Dec. 8, 2018 (at MT)

Feb. 9, 2019 (not at MT)

April 13, 2019 (at MT)

June 8, 2019 (at MT)

July 13, 2019 (not at MT)

SENIOR DATES FOR CLASS OF 2019

Final Exams: Thursday, May 16 - periods 5-9 & Friday, May 17 - periods 1-4 (NOT OPEN CAMPUS)

Graduation meeting, Luncheon and Elementary Walk-Through - after 4th period exam on May 17th.

Graduation Practice - Wednesday, May 22 - TBA

Graduation – Friday, May 24

7:00pm

2018 - 2019 MIAMI TRACE CALENDAR

Saturday, August 11	Rally in the Alley
Monday, August 13	High School Open House 5pm - 7pm
Monday, August 13	Staff Professional Day
Tuesday, August 14	Staff Work Day
Wednesday, August 15	Opening Day for Students
Monday, September 3	No School – Labor Day
Wednesday, September 12	2 hr. delay - Staff Professional Development
Friday, September 14	First Interim Period Ends
Monday, September 17	College Day at MTHS
Monday, September 17	Fay. Co. College Fair @ MT from 6:30 - 8:00pm
Thursday, September 20	Fall Picture Day
Thursday, September 20	Parent-Teacher Conference 4-7:30pm
Wednesday, September 26	Homecoming Bonfire
Friday, September 28	Homecoming Football Game vs McClain
Saturday, September 29	Homecoming Dance
Friday, October 5	No school for students - Staff Professional Development
Wed., October 10	PSAT
Thursday, October 18	End of First Grading Period
Friday, October 19	No School - COTA Day
Thursday, November 1	Parent - Teacher Conference 4-7:30pm
Friday, November 2	Americanism Test
Monday, November 12	Veterans Day Assembly
Wednesday, November 14	2 hour delay – Staff Professional Development
Friday, November 16	Second Interim Period Ends
Mon.,Nov. 19 - Fri., Nov. 23	No School - Thanksgiving Break
Mon., Dec. 17 - Mon.,Jan. 1	No School – Christmas Break
Tuesday, January 2	School Resumes for students and staff
Friday, January 11	Second Grading Period Ends/2 hr delay - Staff Work
Wednesday, January 16	2 hour delay - Staff Professional Development
Monday, January 21	No School - Martin Luther King Jr. Day
Wednesday, January 23	Second Grading Period Reports Sent Home
Thurs., January 31	Parent - Teacher Conference 4-7:30pm
Friday, February 8	No School - Staff Professional Development
Friday, February 15	Third Interim Period Ends
Monday, February 18	No School – Presidents' Day
Wednesday, February 20	ACT/Juniors
Thursday, February 28	Parent - Teacher Conference 4-7:30pm

Friday, March 22	Third Grading Period Ends
Wednesday, April 17	Fourth Interim Period Ends
Thurs., April 18 - Mon., April 22	No School - Easter Break
Saturday, April 27	Junior/Senior Prom
Thursday, May 23	Fourth Grading Period Ends
Friday, May 24	Staff Work Day
Friday, May 24	Graduation 7:00 pm

If Miami Trace Schools cancels 7 or more days of school due to calamity, any of the following dates may become make-up days: Jan. 21, Feb. 18, May 23, May 24, Apr. 18, Apr. 22, Apr. 19

*Any of the above dates are subject to be changed by district administration

CHILD NUTRITION PROGRAM

School meals provide a learning situation for your child. Children are introduced to a variety of foods and also learn the responsibility of caring for money, taking turns in a democratic manner, and helping to keep the cafeteria clean. Learning and using good manners are also stressed. We welcome parents to stay for lunch any time they visit the school, so they may gain a better understanding of our Child Nutrition Program. If a parent is planning to stay for lunch, he/she should notify the office secretary by 10:00 A.M. in order to plan for additional meals. Any parent who has any questions concerning the Child Nutrition Program may call the Food Service Coordinator at (740) 335-3010.

NATIONAL SCHOOL LUNCH PROGRAM

The Miami Trace Local School district participates in the National School Lunch Program. Under this program all schools who participate must make free and reduced price meals available to eligible students. The menus are designed so that over a period of one week, school lunches will provide children with approximately one-third of the nutrients they need according to the recommended dietary allowances and one-fourth for breakfast. The menus are planned using available government commodity food products from the United States Department of Agriculture as well as purchased food products.

In order to increase the acceptance and consumption of nutritious foods, we have the opportunity to use the government program “Offer versus Serve” option at all of our schools. This provision is intended to reduce food waste by allowing children to choose three of the five meal components offered each day. To promote milk consumption, we offer a variety of 1% white, low fat chocolate and strawberry milk.

THE FREE AND REDUCED PRICE LUNCH PROGRAM

Free and reduced price meals are available to students who qualify and meet the eligibility guidelines. Students who qualified the previous school year are automatically qualified for the first 30 days of the new school year. **However, after 30 days, a new application must be completed to continue meal benefits.** Applications will be sent home with your child the first day of school. If you do not receive one, call the school office and request that one be sent home to you. **The applications are also available on the school website.**

Applications are accepted any time during the school year. Parents who have a change of employment or income any time during the year may apply for benefits.

LUNCH AND BREAKFAST PRICES

Our food service program must be self-supporting through the payment for student meals. We do our best to keep the lunch prices reasonable and offer the highest quality meals and service to your child each day.

Each meal includes five components: an entrée with two-three oz. of meat or meat alternative (cheese/peanut butter etc.) and one-two servings of bread, a serving of fruit and a serving of vegetables and an 8 oz. container of milk. To make a meal, students must take at least three of the five components – including 1 fruit or 1 vegetable component. We encourage students to take all five components to receive the greater value for the cost.

See menu or website for current lunch and breakfast prices. Pricing is subject to change with Board approval.

HOW TO PAY FOR SCHOOL MEALS

The Miami Trace Local School District has a computerized point-of-sale (POS) system that makes paying for meals very easy. Families don't need to worry about sending money every day and being concerned about it getting lost.

Benefits of using the Point-of-Sale (POS) System

- *Staff and Students receive faster service in checkout lines.
- *Full-pay, reduced and free meals status accounts are handled in the same manner.
- *Detailed information and meal account reports are available to families.
- *Accurate records for state and federal reporting purposes are generated

How can I pre-pay money for my child's account?

Your student's meal account operates as *Debit System*, meaning money should be placed on your student's meal account *prior* to the days your child needs to purchase lunch.

To ensure your child's STUDENT MEAL ACCOUNT is properly credited, please place your student's prepay money in an envelope with the following information included on top:

- *Student Name and Student's Grade
- *Student's Teacher
- *Amount included

Checks should be payable to *Miami Trace Local School District*. Please write student's name on your check.

EZ Pay System

If you are interested in utilizing our online EZ Pay System to place money in your child's lunch account, please see the information on our district website.

May my child pay cash for a lunch?

Yes. Cashiers will accept cash. But please allow us to remind you again that when students use their meal accounts, service is much faster.

May anyone use my meal account, such as a brother or sister?

No. Only one person to whom the account has been assigned may use the account. However, we can transfer money from one sibling to another. Please send a detailed note along with your check when asking for one check amount to be deposited into more than one account.

What is the Charging Policy?

We do not permit charges for meals or ala carte items.

How will I know when the meal account is getting low on funds?

You may call the school cafeteria and speak with the kitchen manager or cashier to obtain the balance on your child's STUDENT MEAL ACCOUNT.

We welcome the opportunity to work with parents if the household is facing financial difficulties.

If you still have questions about your student's account, the cashier can give you a printout of the month's transactions or you may contact Mr. Gary Campbell, Food Service Coordinator at 740-335-3010.