

Kalida High School
Kalida Middle School
2016-2017

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WELCOME

Welcome to Kalida High School. The staff and I are pleased to have you as a student and will do our best to help make your experience here as enjoyable and successful as you wish to make it. To help provide a safe and productive learning environment for students, staff, parents and visitors, the Board of Education publishes this updated Student/Parent Handbook annually to explain students' rights, responsibilities and consequences for misbehavior.

Parents are encouraged to take a few minutes to review and discuss the information in this Handbook with their school-age children.

Thank you for taking the time to become familiar with the important information in this Handbook. If you have any questions, please contact the principal.

Adopted by the Board of Education on May 11, 2016.

MISSION STATEMENT

The mission of education is to prepare students of all ages to meet, to the best of their abilities, the academic, social, civic, and employment needs of the twenty-first century, by providing high-quality programs that emphasize the lifelong skills necessary to continue learning, communicate clearly, solve problems, use information and technology effectively, and enjoy productive employment.

To this end, therefore, the Kalida Local Schools believe:

1. That the primary mission of public education involves three tasks: first, to develop in each student the ability to communicate and to be communicated with; second, to acquaint the student with those facts, ideologies and techniques upon which modern cultures have been built; and third, to foster in each student the desire to arrive at independent conclusions after an open-minded consideration of all available information.
2. That the school has equal responsibility with the home, church, and community to point up and reinforce those moral, spiritual, and patriotic values upon which our own culture has been built.
3. That the school can best fulfill this shared responsibility on an incidental basis rather than in formal classes designed specifically for this purpose, since every class presents many opportunities to effectively reinforce our own morals.
4. That life in a technological world requires continual and ample readjustment and careful re-evaluation, but we believe that the necessary changes can best be made from a firm base of established human values.

Kalida Board of Education

Mr. Greg von der Embse	President	greg.vonderembse@kalidaschools.org
Mrs. Emily Peck	Vice President	emily.peck@kalidaschools.org
Mr. Gerry Vorst	Member	gerry.vorst@kalidaschools.org
Mr. Brad Niemeyer	Member	brad.niemeyer@kalidaschools.org
Mr. Craig Schmenk	Member	craig.schmenk@kalidaschools.org

Central Office (419-532-3534)

Mr. Karl Lammers	Superintendent	supt@kalidaschools.org
Mrs. Cindy Webken	Treasurer	treas@kalidaschools.org
Mrs. Julie Recker	EMIS Coordinator/Assistant Treasurer	julie.kahle@kalidaschools.org
Mr. Jeremy Okuley	Administrative Director of Technology	tech@kalidaschools.org

High School Office (419-532-3529) – Attendance (419-532-3543)

Mr. Chris Pfahler	Principal	chris.pfahler@kalidaschools.org
Mrs. Carol Kahle	Secretary	carol.kahle@kalidaschools.org
Mrs. Nancy Grote	Attendance Secretary	nancy.grote@kalidaschools.org
Mr. Adam Huber	Athletic Director	adam.huber@kalidaschools.org
Mrs. Carol Bockrath	Athletic Secretary	carol.bockrath@kalidaschools.org

Guidance Office (419-532-3504)

Mr. Jeff Clement	Counselor	jeff.clement@kalidaschools.org
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Junior High School/High School Faculty

Mrs. Brenda Burgei	Mathematics	brenda.burgei@kalidaschools.org
Mrs. Kelly Dubé	Intervention Specialist	kelly.dube@kalidaschools.org
Mrs. Mary Gerding	English	mary.gerding@kalidaschools.org
Mr. Neil Gerding	Social Studies	neil.gerding@kalidaschools.org
Mrs. Mary Glick	Vocal Music	mary.glick@kalidaschools.org
Ms. Kaylan Griffith	English	kaylan.griffith@kalidaschools.org
Mrs. Beth Grime	Science	beth.grime@kalidaschools.org
Mr. Adam Huber	Mathematics	adam.huber@kalidaschools.org
Mrs. Stacy Knueve	Business/Computers	stacy.knueve@kalidaschools.org
Mr. Jacob Litwiller	Instrumental Music/Band Director	jacob.litwiller@kalidaschools.org
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Ms. Danielle Storey	Spanish	danielle.storey@kalidaschools.org
Mrs. Melanie Thorbahn	Intervention Specialist	melanie.thorbahn@kalidaschools.org
Mrs. Blyth Turnwald	6 th Grade/Math	blyth.turnwald@kalidaschools.org
Mrs. Darla Warnecke	Science/Biomedical	darla.warnecke@kalidaschools.org

2016-2017 BELL SCHEDULES

<u>Regular Schedule</u>				<u>1-Hour Delay</u>			
Period 1	7:55 - 8:42	(47)	Period 1	8:55 - 9:33	(38)
Period 2	8:45 - 9:32	(47)	Period 2	9:36 - 10:14	(38)
Period 3	9:35 - 10:22	(47)	Period 3	10:17 - 10:55	(38)
Period 4	10:25 - 11:12	(47)	Period 5	10:58 - 11:36	(38)
Period 5 (class)	11:15 - 12:02	(47)	Period 6	11:39 - 12:17	(38)
Period 5 (lunch)	11:15 - 11:45	(30)	Period 4	12:20 - 12:58	(38)
Period 6 (class)	11:48 - 12:35	(47)	Period 7	1:01 - 1:39	(38)
Period 6 (lunch)	12:05 - 12:35	(30)	Period 8	1:42 - 2:20	(38)
Period 7	12:38 - 1:25	(47)	Period 9	2:23 - 3:05	(42)
Period 8	1:28 - 2:15	(47)				
Period 9	2:18 - 3:05	(47)				
<u>2-Hour Delay</u>				<u>3-Hour Delay, add 1-Hour</u>			
Period 1	9:55 - 10:27	(32)	Period 1	10:55 - 11:27	(32)
Period 2	10:30 - 11:02	(32)	Period 5	11:30 - 12:02	(32)
Period 5	11:05 - 11:37	(32)	Period 6	12:05 - 12:37	(32)
Period 3	11:40 - 12:12	(32)	Period 2	12:40 - 1:12	(32)
Period 6	12:15 - 12:47	(32)	Period 3	1:15 - 1:47	(32)
Period 4	12:50 - 1:22	(32)	Period 4	1:50 - 2:22	(32)
Period 7	1:25 - 1:57	(32)	Period 7	2:25 - 2:57	(32)
Period 8	2:00 - 2:32	(32)	Period 8	3:00 - 3:32	(32)
Period 9	2:35 - 3:05	(30)	Period 9	3:35 - 4:05	(30)

KALIDA HIGH SCHOOL SONG (ALMA MATER)

Let's give a cheer for Kalida High School
 Let us pledge to her anew
 Others may like black and crimson
 But for us it's Maroon and White

Let all our troubles be forgotten
 Let High School spirit rules
 We'll join to give a royal effort
 For the good of our old school

Kalida High School! Kalida High School!
 The pride of every boy and girl
 Come on you old grads
 Join us young lads
 Kalida High School now we cheer
 Rah! Rah!

Now is the time boys
 To make a big noise
 No matter what the people say
 For there's naught to fear
 The gang's all here
 So Hail Kalida High School Hail

KALIDA FIGHT SONG

Onward team of Kalida High
 For the team, for you will never die
 For the honor of the Maroon and White
 We'll face our foes to win this game tonight

Go our team right down the floor
 Strive our team to raise the score
 We're here to cheer you on tonight
 So fight, team, fight!

KALIDA LOCAL SCHOOLS CALENDAR

2016-2017

Thursday,	August 18	Teacher Workday
Tuesday,	August 23	First Day for Students
Monday,	September 5	No School - Labor Day
Monday,	September 12	2 Hour Delay/Staff Development
Thursday,	October 27	End of 1 st Quarter
Friday,	October 28	Quarter Break/No School
Monday,	November 21	Parent Teacher Conferences K-12 (5:00-9:00) – School in Session
Tuesday,	November 22	Parent Teacher Conferences K-12 (11:00-7:00) – Teachers Only
	November 23-25	No School – Thanksgiving Break
Thursday,	December 22	No School – Christmas Break Begins
Tuesday,	January 3	Classes Resume
Friday,	January 13	End of 2 nd Quarter
Monday,	January 16	No School–Dr. Martin Luther King, Jr.
Monday,	February 20	No School - Presidents' Day
Friday,	March 17	End of 3 rd Quarter
Friday,	April 14	No School – Easter Break
Monday,	April 17	No School – Easter Break
Tuesday,	May 23	End of 4 th Quarter Last Day for Students
Wednesday,	May 24	Teacher Workday
Sunday,	May 28	Graduation Class of 2016

MAKEUP DAYS [IF WEATHER/CALAMITY DAYS ARE USED]

#1- Friday,	October 28, 2016	Teacher Workday – Wednesday, May 24
#2- Monday,	February 20, 2017	Teacher Workday – Wednesday, May 24
#3- Monday,	April 17, 2017	Teacher Workday – Wednesday, May 24
#4- Wednesday,	May 24, 2017	Teacher Workday – Thursday, May 25
#5- Thursday,	May 25, 2017	Teacher Workday – Friday, May 26

FOREWORD

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the important information contained in this Handbook and keep the Handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to your teachers or the building principal. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of May, 2016. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building principal and on the District's web site, kalidaschools.org.

EQUAL EDUCATION OPPORTUNITY

This District provides an equal educational opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer:

Mr. Karl Lammers, Superintendent
419-532-3534

Complaints will be investigated in accordance with the procedures described in this Handbook. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

SCHOOL HOURS

School begins at 7:55 a.m. and ends at 3:05 p.m. for all junior high and high school students. In the morning the buses will arrive between 7:30 and 7:55 a.m. Students who do not ride a bus should plan to arrive between 7:45 and 7:52 a.m. Students may not enter the building prior to 7:30 a.m. unless a supervised function begins before that time. Supervision of children by the Kalida staff begins at 7:45 a.m. Students who arrive between 7:30 a.m. and 7:45 a.m. must report directly to the Auditoria and sit quietly until the bell sounds at 7:45 to permit you to your classrooms. Students are to leave the school grounds promptly at the end of the day unless they have a scheduled activity that warrants them being on the premises.

Students who find it necessary to leave the building prior to regular dismissal time must sign out in the office and have the permission of the administration. Students who otherwise leave the building without proper authorization subject themselves to disciplinary action. In the event a student is missing from school without permission of the main office, parents will be notified immediately.

STUDENT RESPONSIBILITIES

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

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If for some reason this is not possible, the student should seek help from the principal, guidance counselor, or other staff member.

Adult students (age eighteen (18) or older) must follow all school rules.

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The school, however, may use the mail, email, telephone, text-message alerts, or hand-deliver the information. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child accomplish their educational goals.

We have high expectations for Kalida High School students. Good citizenship involves being courteous and respectful to others and their property, being punctual, cooperative, orderly and following all guidelines and procedures. Those who violate established rules and procedures will be treated fairly, firmly and swiftly. The right to due process will be afforded to every student. These general guidelines for good citizenship have been established for Kalida students:

1. The rights of others, their property and school property will be respected.
2. Proper language and dress will be expected of all students.
3. Appropriate behavior will be expected at all times: coming to school, during school, after school, and at school functions.

The policies described in this handbook are based on respect for individuals, respect for the rights of others, and respect for your school.

Please contact any teacher for academic help, or advice whenever you need it. Your principal and counselor are always available to you to help make this school year the best it can be.

STUDENT WELL-BEING

Student safety is the responsibility of both students and staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. If a student is aware of any dangerous situation or accident, they are to notify a staff person immediately.

State law requires that all students have an emergency medical authorization form completed, signed by a parent or guardian, on file in the school office.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office.

INJURY AND ILLNESS

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

A student who becomes ill during the school day should request permission from the teacher to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

SECTION I – GENERAL INFORMATION

ENROLLING IN THE SCHOOL

In general, state law requires students to enroll in the school district in which their parent or legal guardian resides.

Students that are new to the Kalida School District are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

- a birth certificate or similar document,
- court papers allocating parental rights and responsibilities, or custody (if appropriate)
- proof of residency,
- proof of immunizations,
- social security numbers.

Students enrolling from another accredited school must have an official transcript from their previous school in order to have credits transferred. The guidance counselor will assist in obtaining the transcript, if not present at the time of enrollment.

A student suspended or expelled by another public school in Ohio may be temporarily denied admission to the district's schools during the period of suspension or expulsion, even if that student would otherwise be entitled to attend school in the district. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state, and the period of expulsion or removal has not expired, may be temporarily denied admission to the district's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the district had the student committed the offense while enrolled in the district. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

If a student has been recently discharged or released from the custody of the Department of Youth Services (DYS) and is seeking admittance or re-admittance into the District, the student will not be admitted until the following records, which are required to be released by DHS to the Superintendent, have been received:

- an updated copy of the student's transcript;
- a report of the student's behavior while in DHS custody;
- the student's current IEP, if one has been developed for the child; and
- a summary of the instructional record of the child's behavior.

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based upon the student's needs and available class space. Schedules can be changed only with the recommendation of parents, teachers, counselor and principal. All changes must be made by the end of the second full week of the semester. All subjects dropped after the second full week of the semester may receive a "Withdrawal Failure" for the term and no reimbursement of course fees. Students may be denied course enrollment due to lack of available space or the need for the student to pass prerequisite courses. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

All students will register in the spring for the fall semester. Information concerning scheduling and registration will be explained carefully by counselors and administrators. Students must schedule classes as such so that they do not have more than *ten (10)* study halls scheduled in any single week. Students must keep graduation requirements and the requirements of colleges or other vocations in mind when scheduling classes.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without either a written request signed by the parent or guardian, or the parent or guardian coming to the office or calling the office requesting the release. No student will be released to a person other than a custodial parent or guardian without written permission signed by the custodial parent or guardian.

Permission to leave during the school day, for any reason, must be secured from the Principal or Counselor. Students who leave must sign out in the high school office and sign back in if they return during the same school day. No student will be allowed to sign out without parental permission. **Students signing out to go home for homework, books, or other items will be charged with a tardy.** If a student must leave school due to an illness or an emergency, the parents will be notified at once. Failure to comply with these rules may result in a disciplinary action.

WITHDRAWAL/TRANSFERS FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents and in compliance with Ohio School Law. A student who withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver's license, if s/he is under the age of eighteen (18).

Parents must notify the Principal about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within fourteen (14) days of the parents' notice or request.

IMMUNIZATIONS

Students must be current with all immunizations required by law including, but not limited to, poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from Ohio immunization requirements. Kindergarten students must be immunized against Hepatitis B and chicken pox. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting Ohio requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or waivers should be directed to the school principal.

EMERGENCY MEDICAL AUTHORIZATION

A complete Emergency Medical Authorization Form must be on file with the School in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization form is provided at the time of enrollment or at the beginning of each school year.

These must be on file by the Friday of the second full week of school. Athletes must also have a copy on file in the Athletic Director's office.

USE OF MEDICATIONS

Students who must take prescribed medication during the school day must comply with the following guidelines:

1. Parents should, with their physician's counsel, determine whether the medication schedule could be adjusted to avoid administering medication during school hours.
2. The appropriate form must be filed with the building principal before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.

3. All medication must be registered with the Principal's Office and must be delivered to school in the containers in which they were dispensed by the prescribing physician or licensed pharmacist.
4. Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the Principal's Office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours. In the case of epinephrine auto-injectors ("epi-pens"), in addition to written permission and submission of proper forms, the parent or student must provide a backup dose to the school office. Students are strictly prohibited from transferring emergency medication, epi-pens, or inhalers to any other student for their use or possession.

Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance.

5. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered, or at the end of a school year.
6. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
7. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

Non-prescribed (Over-the-Counter) Medications

No staff member will dispense non-prescribed, over-the-counter (OTC) medication to any student without prior parent authorization. Parents may authorize administration of a non-prescribed medication on forms that are available from the Principal's Office. Physician authorization is not required in such cases.

If a student is found using or possessing a non-prescribed medication without parent authorization, s/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant, if the appropriate form is completed and on file in the Principal's office.

A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice.

Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be only for the contagious period as specified in the School's administrative guidelines.

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

The School District has an obligation to protect staff and students from Noncasual-contact, communicable diseases. When Noncasual-contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency), Hepatitis B, and other disease that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at school and students and staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

CONTROL OF BLOOD-BORNE PATHOGENS

The School District seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to blood-borne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

Students may be exposed to blood-borne pathogens in situations, including, but not limited to the following:

1. Engaging in activities with other students in the school environment (e.g., physical education class) where physical injuries or other actions that can cause bleeding or exposure to saliva and other body fluids may occur.
2. Working with equipment in the school environment that can cause cuts or similar injuries that produce bleeding.
3. Participating in extracurricular activities (i.e., athletic activities) where physical injuries or other actions that can cause bleeding may occur.

Whenever a student has contact with blood or other potentially infectious material, s/he must immediately notify his/her teacher, who will contact the school principal and assist the student in completing the requisite documents (e.g., Form 8453.02 F1-Exposure Report).

The parents of a student who is exposed will be contacted immediately regarding the exposure and encouraged to have the student's blood tested for Hepatitis B and HIV either by his/her physician or the Putnam County Health Department. The student's parents are encouraged to consult with the student's physician concerning any necessary post-exposure treatment.

The parents of the student who caused the exposure will also be contacted immediately and advised to have the student's blood tested for Hepatitis B and HIV virus either in cooperation with his/her physician or the Putnam County Health Department.

INDIVIDUALS WITH DISABILITIES

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

The laws define a person with a disability as anyone who:

- A. Has a mental or physical impairment that substantially limits one or more major life activities;
- B. Has a record of such an impairment; or
- C. Is regarded as having such an impairment.

The District has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined eligible, affording access to appropriate educational accommodation.

Additionally, in accordance with State and Federal mandates, the District seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment".

A student can access special education services through the proper evaluation procedure. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. . . More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the Principal or Guidance Counselor at 419-532-3529.

PROTECTION AND PRIVACY OF STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information.

The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found in the Superintendent's office.

Other than directory information, access to all other student records is protected by (FERPA) and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual

or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student request that prior written consent be obtained.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside services providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the building principal or guidance counselor. You will be given an appointment with the appropriate person to answer any questions and review the requested student records.

Parents have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent must request the amendment of a student record in writing and if the request is denied, the parent will be informed of his/her right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or the student's parents;
- B. mental or psychological problems of the student or the student's family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the students or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any material used in conjunction with any such survey, analysis, or evaluation. Please contact the Principal to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a

reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose; and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and PPRA@ED.Gov.

STUDENT ASSIGNMENT BOOKS

Students in grades 6-8 will be issued a hard-copy assignment book. They are responsible for their own assignment book. The assignment book is a tool given to students to help enhance student organization and education and it must be used properly. The assignment book contains all of the hall passes for the year as well as a daily calendar. If students want to leave class for any reason they must have their assignment book with them. The teacher may deny the request to leave class.

If an assignment book is lost, damaged or destroyed the student must report it to the office staff and wait one week before another will be issued. Students must pay five dollars (\$5.00) to replace it. We will only order a limited number of assignment books so please do not count on being able to purchase a replacement. Once we have sold out of assignment books passes will only be issued by the principal or guidance counselor in special circumstances.

STUDENT FEES AND FINES

All students are responsible for the paying of required fees for items such as workbooks, labs, class dues, fines, etc. Final exams, grade cards, and diplomas will be withheld until all financial and other school related obligations are met. Book bills will be passed out the second week of school. Failure to meet financial obligations will follow the student each year. A student will not participate in the graduation ceremony at Kalida High School, nor will a transcript be provided, until all financial obligations have been met from kindergarten through twelfth grade. If there is a problem, the parent needs to contact the building principal.

Students will be provided necessary textbooks and course of instruction without cost.

Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. Students can avoid late fines by promptly returning borrowed materials.

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities may solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules apply to all fund raisers:

1. Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
2. Students may not participate in a fund-raising activity for a group in which they are not members without the approval of the student's counselor or school administrator.
3. Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

Students may not sell any item in school without the prior approval of the Principal. Violation of this policy may lead to disciplinary action.

STUDENT VALUABLES

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School is not liable for any loss or damage to personal valuables.

LOCKERS

All students are assigned a locker for their personal belongings. Lockers are to be kept clean at all times.

Students are to keep their locker locked at all times. The school will not be responsible for articles stolen from your locker. Extremely valuable articles may be placed in the Principal's Office during the school day. **Do not give your locker combination to anyone!**

Student lockers remain the property of the school and may be opened and examined at any time without notice to the student. Periodic inspections may include the use of canines trained in detecting the presence of drugs and other contraband, when the Superintendent has reasonable suspicion that illegal drugs or other contraband may be present in the school. Canine detection will be conducted in collaboration with local law enforcement authorities.

HALLS AND PASSES

Three minutes are set aside for changing classes. If students move directly to the next class, there is plenty of time. Students are encouraged to stop at their lockers only when necessary and should plan ahead for the items they will need from class to class. Most of the problems associated with students getting to class on time are due to socializing. Yelling, running, or other inappropriate behavior is not permitted.

Teachers will have passes unique to their classrooms that will allow students to go to the office or the restroom or other locations within the building. Students in the hallway must be in possession of a pass.

STUDY HALLS

A study hall is used to complete homework, study school related material, prepare for tests, or reading. The following rules shall apply:

1. Students are to be in an assigned seat.
2. No talking without the permission of the study hall monitor.
3. No playing cards, radios, CD players, etc.
4. No eating.
5. One student at a time may sign out to the restroom.
6. Students may be permitted to go to the library and should present a pass from a teacher sending them to the library at the beginning of the study hall period.
7. Students are to leave the room neat for the next class and push chairs under the table when they leave.
8. **Students will not be permitted to sleep in study hall.**

NEWS ARTICLES/PICTURES

From time to time, student's pictures may be taken by photographers and local newspapers to be used in school press releases, school publications, and the school district website and social media pages. If parents object to having their child's picture and name used, please indicate this intention on the Emergency Medical Form or notify the school in writing.

TEXTBOOKS

The Kalida Local Schools Board of Education furnishes books to each student. Students are responsible for books assigned to them. For their own protection, students should sign their name in ink in the place provided in each book when it is issued to them. If students lose, mutilate, or damage a book, they must pay for the damage or loss.

MEAL SERVICE

The School participates in the National School Lunch Program and makes lunches available to students. The cost of the school lunch for students in grades 5 & 6 is \$2.35; the cost for students in grades 7-12 is \$2.50. Each student will be assigned a Meals Plus account and money may be deposited on the account at any time. Students whose Meals Plus balance falls below \$5.00 in the hole will not be permitted to purchase a school lunch or additional food items until they have deposited money on their account that brings their balance to a positive amount. Ala carte items are available for students in grades 9-12. All students must eat in the school cafeteria. Students are allowed to pack their own lunch, but it must be brought in at the beginning of the day. **Deliveries or special orders of food will not be allowed.** Students may not eat outside of the cafeteria without the permission of the Principal. No student may leave school premises during the lunch period without specific written permission from the Principal.

Students will be expected to behave with respect and dignity in the cafeteria. Students must obey the directions as given by the cafeteria staff and/or cafeteria monitors. Inappropriate behavior will result in disciplinary action. Before leaving the cafeteria, students will discard all trash in the appropriate place, return their trays to the proper area, and push their chairs in. Lunch period is the only time during the day that students are allowed to eat or drink (other than water) in the school

building, unless permission is obtained for special events scheduled by teachers, staff or administration.

Applications for the School's Free and Reduced-Priced Meal program are distributed to the youngest student in the family enrolled in Kalida Schools. If a parent does not receive an application form and believes that their family is eligible, contact the principal.

Students and their parents may access their account balances by following the link on the school website under the *Resources* tab or by typing in the following link:

Kalidaschools.org/mpbalance/balance.asp

Students and parents may also sign up for email or text message alerts for weekly account balances or negative balances by following the link on the school website under the *Resources* tab or by typing in the following link:

Kalidaschools.org/mpbalance/sms/form.php

SAFETY AND SECURITY

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. As many unneeded outside doors as possible are locked during the school day.
- F. Portions of the building that will not be needed after the regular school days are closed off.

FIRE, TORNADO, AND SAFETY DRILLS

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. The School conducts tornado drills during the tornado season following procedures prescribed by the State. The alarm system for tornadoes consists of the public address system. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

Safety drills will be conducted in accordance with the Ohio Revised Code. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

Students should know the fire drill exits from all rooms in which they might be attending classes. The aim is to leave the building in a quiet and orderly fashion and in a minimum amount of time. Exit without excessive noise and no running or shoving.

Students should learn the procedures for a tornado, severe weather, fire, and lockdown in each classroom. Each emergency situation drill should be taken seriously with the understanding that someday, this may not be a drill.

EMERGENCY CLOSING AND DELAYS

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify students and their families using the text message alert system. Parents and students may sign up for these text-message alerts by accessing the following website: <http://www.ohioalerts.org/Kalida> and selecting from the options available. Many radio and TV stations subscribe to these alerts also and will broadcast school closings as they receive them.

TV station, WLIO -Channel 35 is contacted directly by the Kalida superintendent when school is delayed or cancelled.

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

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan is available for inspection at the Board offices upon request.

VISITORS

Visitors, particularly parents, are welcome at the School. Visitors must report to the office upon entering the School to sign in and obtain a pass. Any visitor found in the building without signing in or possessing a pass shall be reported to the Principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School in order to schedule a mutually convenient meeting time.

Students may not bring visitors to school without prior written permission from the Principal.

USE OF THE LIBRARY

Mission Statement

The mission of the Kalida Middle/High School library is to create a student-centered library media center which prepares students to become effective users of ideas and information and to provide access to a variety of resources and literature to support and enrich the school district's curriculum and reading initiatives.

Information for Students:

1. The library is your resource for materials for school assignments as well as for recreational reading.
2. Hours of operation: 7:00 a.m. – 3:30 p.m. on school days. No pass needed for the library before and after school.
3. Sign in and out on the appropriate sheet at the Circulation Desk when entering. Also, Middle School students—please present your handbook for a signature when exiting the library.
4. Number of checkouts allowed/checkout period: Up to 10 books may be checked out for up to 4 weeks.
5. Overdue, damaged and lost materials: There is a 5 cent per day charge for overdue books. All lost or damaged books will be charged as deemed by the librarian.

6. No food or drink is allowed in the library or lab area.
7. If a student misuses the library, the librarian has the option of denying privileges.
8. Accelerated Reader quizzes may be taken from 7:00 a.m. – 3:05 p.m. Please inform the adult librarian you are taking an AR quiz before you sit down at the computer to take the quiz.
9. Only students in grades 9-12 may sit in the leisure/collaboration area of the main part of the library—please do not rearrange the furniture without the librarian’s permission.
10. Students may check out iPod Nanos with audiobooks from the library. Students and parents must read and sign the iPod Nano agreement form and students must complete an orientation with Mrs. Scherer on iPod use and care. iPod Nanos/audiobook requests are to be made at least one day in advance of check out.

STUDENT USE OF PRINTERS AND SCHOOL EQUIPMENT

Printing to school printers is for school-related work only. Students should evaluate the length, content, and accuracy of material **before** printing. If you are unsure, ask the library staff.

Students must receive teacher permission before using any equipment or materials in the classroom. Students must seek permission from the Principal prior to using any other school equipment or facility. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use.

LOST AND FOUND

The lost and found area is in the High School Office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

USE OF OFFICE TELEPHONES

Office telephones may not be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

Telephones are available in the School for students to use when they are not in class. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

USE OF WIRELESS COMMUNICATION DEVICES

Possession of a cellular telephone or other wireless communication device (WCD) by a student is a privilege, which may be forfeited by the student if s/he turns it on, uses it, or allows it to be visible during the school day or on school-sponsored trips. Prohibited uses of the WCD during specified times includes making and/or receiving calls, sending text messages, taking pictures and/or making recordings.

Students participating in extracurricular activities and athletics must contact their coach or sponsor for his/her rules involving WCD use after school hours or on after-school bus trips. Coaches and sponsors will set their rules and enforce consequences involving the use and/or misuse of these devices.

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such

conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in serious criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.

Use of a WCD in an unauthorized manner or in violation of these rules may result in loss of this privilege, additional disciplinary action (e.g., warnings, parental notification and conferences, suspension, expulsion), confiscation of the WCD. If a WCD is confiscated, it will only be returned to the student's parent/guardian after the student complies with any other disciplinary consequence that is imposed, and/or referral to law enforcement if the violation involves an illegal activity.

The District is not responsible for the loss, theft, damage, or vandalism to student WCD as well as other student property. Students and parents are strongly encouraged to take appropriate precautions, if students are permitted to have a WCD in their possession, to make sure the WCD is not left unattended or unsecured.

ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without receiving prior approval from the Principal. The Principal will attempt to respond to a request for approval within 1 school day of its receipt. The School has a central bulletin board located in the main entrance area that may be used for posting notices after receiving permission from the Principal.

DANCES

All High School (grades 9-12) dances are closed to younger students and all Junior High School (grades 7-8) dances are closed to older students. The Homecoming and Prom are especially for the enjoyment of High School students and younger pupils will not be allowed to attend. All dances will be chaperoned by faculty and parents as needed. High School students wishing to bring a guest who is not a Kalida High School student to a dance must submit a "Dance Guest Form" signed by the principal of the school in which the guest attends.

BONUS FRIDAY

Middle School students in grades 7 & 8 who meet the following requirements will be invited to participate in Bonus Friday activities held on a scheduled school-day afternoon at the end of each nine week grading period. Activities will be determined by the principal and junior high teachers. Invitations will be extended to students who have:

1. Received all passing grades for the previous grading period (no "F's")
2. Shown exemplary behavior and have completed all assignments in a timely fashion. (No detentions for the previous grading period.)
3. Had no unexcused absences for the previous grading period.
4. Earned the required points for the nine weeks on the Accelerated Reader Program.

Students in grades 5 & 6 who meet the above requirements will participate in a Bonus Friday activity that will be designed by their teachers and will take place at the school.

ASSEMBLIES AND PROGRAMS

Assemblies will be held periodically to provide various programs for students. Students should move quickly and quietly to their assigned places in the gymnasium or auditoria. They are expected to conduct themselves as mature young adults. Your behavior is a reflection upon each student as an individual, your parents, your community, and your school. Common courtesy demands the full attention of all students. Improper actions, talking, noise, etc. will result in the loss of assembly privileges.

SECTION II - ACADEMICS

COURSE OFFERINGS

A complete and up-to-date list of course offerings at Kalida High School, along with a complete curriculum guide may be found at the following website:

kalidaschools.org/CGuide.pdf

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School's co-curricular and extra-curricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips.

Attendance rules apply to all field trips.

Students who violate school rules may lose the privilege to go on field trips.

Students may also be denied participation in field trips if any of the following conditions exist:

1. Student fails the course during the previous nine weeks.
2. Student is currently failing the course.
3. Student was suspended during the grading period the field trip was to be taken.

GRADES

Grade Point Average

To calculate a grade point average (G.P.A.), assign a weighted point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half credit course with an earned grade of a C would be $.5 \times 2 = 1$. Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned to determine the G.P.A. This can be done by grading period, semester, annually or for a series of school years.

Grading Scales

All teachers at Kalida Middle/High School will use one of the following grading scales:

<u>Scale 1 – Default</u>		<u>Scale 2 – Dual Enrollment/AP Scale</u>	
A	95 – 100 (6)		
A-	92 – 94 (3)	A	90 – 100 (11)
B+	89 – 91 (3)		
B	86 – 88 (3)	B	80 – 89 (10)
B-	83 – 85 (3)		
C+	80 – 82 (3)		
C	77 – 79 (3)	C	70 – 79 (10)
C-	74 – 76 (3)		
D+	71 – 73 (3)		
D	68 – 70 (3)	D	60 – 69 (10)
D-	65 – 67 (3)		
F	0 – 64	F	0 – 59

Grades are calculated to the third decimal place when rounding. For example the lowest A grade is a 91.495, which is rounded to a 92% (A-). A 91.494 is rounded to a 91%(B+).

Semester and Final averages are determined in the following manner:

Example:

	1 st 9 weeks percent	x2	89.392%(B+)	x 2 =	178.784
	2 nd 9 weeks percent	x2	73.467%(D+)	x 2 =	146.934
+	Semester Exam %	x1	85.092%(B-)	x 1 =	85.092

$$\begin{aligned}
 & \text{1st Semester total \% points/5 =} \\
 & \qquad \qquad \qquad \text{1st Semester Average} \qquad \qquad \qquad = \quad 410.810/5 \\
 & \qquad \qquad \qquad \qquad \qquad \qquad \qquad \qquad \qquad \qquad \qquad = 82.162\%(C+) \\
 & \qquad \qquad \qquad \text{Letter Grade Posted} \qquad \qquad \qquad \qquad \qquad \qquad = \qquad \qquad \qquad C
 \end{aligned}$$

	3 rd 9 weeks percent	x2	93.487%(A-)	x 2 =	186.974
	4 th 9 weeks percent	x2	96.994%(A)	x 2 =	193.988
+	Final Exam percent	x1	94.025%(A-)	x 1 =	94.025

$$\begin{aligned}
 & \text{2nd Semester total percentage points/5 =} \\
 & \qquad \qquad \qquad \text{2nd Semester Average} \qquad \qquad \qquad = \quad 474.987/5 \\
 & \qquad \qquad \qquad \qquad \qquad \qquad \qquad \qquad \qquad \qquad \qquad = 94.9974\%(A) \\
 & \qquad \qquad \qquad \text{Letter Grade Posted} \qquad \qquad \qquad \qquad \qquad \qquad = \qquad \qquad \qquad A
 \end{aligned}$$

	1 st 9 weeks percent	x2	89.392%(B+)	x 2 =	178.784
	2 nd 9 weeks percent	x2	73.467%(D+)	x 2 =	146.934
	Semester Exam %	x1	85.092%(B-)	x 1 =	85.092
	3 rd 9 weeks percent	x2	93.487%(A-)	x 2 =	186.974
	4 th 9 weeks percent	x2	96.994%(A)	x 2 =	193.988
+	Final Exam percent	x1	94.025%(A-)	x 1 =	94.025

$$\begin{aligned}
 & \text{Full Year total percentage points/10 =} \\
 & \qquad \qquad \qquad \text{Final Average} \qquad \qquad \qquad \qquad \qquad \qquad \qquad \qquad \qquad = \quad 885.797/10 \\
 & \qquad \qquad \qquad \qquad \qquad \qquad \qquad \qquad \qquad \qquad \qquad \qquad \qquad \qquad \qquad = 88.5797\%(B+) \\
 & \qquad \qquad \qquad \text{Letter Grade Posted} \qquad \qquad \qquad \qquad \qquad \qquad \qquad \qquad \qquad = \qquad \qquad \qquad B
 \end{aligned}$$

The use of the +/- notations is to allow students and parents to see where they fall on the range of scores for each letter grade. Semester and Final grades will not contain these notations and the letter grades A=4, B=3, C=2, D=1, and F=0 will be used to calculate grade point averages.

Students in grades 6, 7, and 8 do not take semester and final exams, therefore no exam grade will be figured into their semester and final averages. All four nine-weeks grades will be weighted equally and averaged to determine semester and final grades.

Grading Periods

Students will receive a report card at the end of each nine-week period indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, reasonable efforts will be made to notify the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

PROMOTION, ACCELERATION, AND RETENTION

Promotion to the next grade (or level) is based on the following criteria:

- A. current level of achievement based on instructional objectives and mandated requirements for the current grade
- B. potential for success at the next level
- C. emotional, physical, and/or social maturity necessary for a successful learning experience in the next grade

A student may be accelerated (either by whole-grade or by subject area) when his/her performance and measured ability significantly exceeds that of his/her grade level peers. Students can be nominated for acceleration by teachers, administrators, parents, and the student him/herself.

Decisions regarding acceleration are based on the following criteria:

- A. achievement of grade/course objective and any applicable State-mandated requirements for the grade/course in which the student is currently and any grade(s)/course(s) in the student will skip
- B. achievement of instructional objectives for the present grade/course as well as the succeeding one(s)
- C. potential for success in the accelerated placement based on sufficient proficiency at current level
- D. social, emotional, and physical maturation necessary for success in an accelerated placement

A student may be retained at his/her current grade level based on the following criteria:

- A. failure to demonstrate proficiency in mathematics and reading or the core subjects of mathematics, reading, language arts, science, or social studies.
- B. failure to achieve the instructional objectives at the current grade level that are requisite for success at the next grade level
- C. scoring at the below basic level on any State-mandated assessment test

A student will be retained if s/he is truant (absent without excuse) for more than ten percent (10%) of the required attendance days of the current school year AND has failed two (2) or more of the required curriculum subject areas in the current grade.

Even if s/he falls in the preceding category, a student may be promoted if the Principal and the teachers of the classes that the student failed agree that the student is academically prepared to be promoted.

No student will be promoted to the ninth grade unless s/he has completed a one-year course in American History.

GRADUATION REQUIREMENTS

Regular Diploma

Normally, students will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student must pass all assessment tests required by the Ohio Department of Education (ODE) for graduation, meet the school requirements for basic course-work, and earn the total number of minimum credits. For students enrolled in special education, the criteria for graduation and the extent of participation in the State-mandated assessment tests will be determined by their IEP team.

At least 21 credits are required for graduation from Kalida High School. The minimum requirements include the following:

English	4.0 units	
Health	0.5 units	
Physical Education	0.5 units	
Mathematics	4.0 units	(Must include 1 unit of Algebra II or its equivalent)
Science	3.0 units	(Must include 1 unit Biological Science, 1 unit Physical Science, plus one additional unit of science)
Social Studies	3.0 units	
Fine Arts	1.0 units	(Includes any of the visual or performing arts)
Economics/Financial Lit.	0.5 units	(The Money Matters course fulfills this requirement)
Electives	4.5 units	(These electives may come from any of the programs of study available to our students)
TOTAL	21.0 units	

Credit will be earned by:

- A. completing coursework;
- B. pursuing one or more educational options in accordance with the District's Credit Flexibility Program.

In addition, the State of Ohio requires that students in grades 12 (class of 2017) pass the 5 sections – reading, writing, math, social studies, and science - of the Ohio Graduation Test.

As an alternate to the requirement that students attain passing scores on all graduation tests required by the ODE in order to be eligible to graduate, students can meet the State requirements if the following conditions are met:

- passing 4 out of 5 tests and missed passing the fifth test by 10 points or less
- a 97% attendance rate in each of the last 4 school years, excluded excused absences
- no expulsions in the last 4 years
- a grade point average of at least 2.5 out of 4.0 in the subject area not passed
- completion of the high school curriculum requirement in the subject area not passed
- participation in District intervention programs with a 97% attendance rate or a comparable outside program
- a letter of recommendation for graduation from each of the student's high school teachers in the subject area not passed and the high school principal.

Ohio Department of Education Honors Diploma

The Honors Diploma is awarded by the **Ohio Department of Education**. The Ohio Department of Education adopted this criteria for graduating with honors.

The requirements are listed below. Students must meet seven (7) of the eight (8) criteria listed in order to qualify for the Honors Diploma.

1. Earn four units of English
2. Earn four units of math (Algebra I, Algebra II, Geometry, and another higher level)
3. Earn four units of science (must include Physics and Chemistry)
4. Earn four units of social studies
5. Earn three units of one foreign language or two units each of two foreign languages
6. Earn one unit of fine arts (Art, Band, Chorus)
7. Earn a 3.5 GPA through the last grading period of the senior year
8. Obtain ACT composite score of 27 (or SAT 1210).

It is the student's responsibility to maintain contact with his/her Counselor to ensure that his/her graduation requirements are being met.

Kalida High School Honor Graduates

Kalida High School will honor students who achieve a cumulative grade point average of 3.5 by the end of either the seventh or eighth semester. The grade point average will be rounded to the nearest hundredth of a point. The lowest GPA to qualify would be 3.4950. The honor graduates will be divided into two categories based on when they achieved honor status. The two categories will be seven semester honor graduates and eight semester honor graduates.

Seven Semester honor graduates will have achieved the above status by the end of the seventh semester of their senior year. These students will be recognized in the local newspaper, will be recognized in the graduation program, and will be recognized at the Academic Banquet. Post-Secondary Options classes taken and completed prior to the end of the seventh semester will count toward earning honors graduate status. A student who achieves honor graduate status by the end of the seventh semester will not have this status removed if their final cumulative GPA falls below the minimum of 3.4950.

Eight Semester honor graduates will be recognized in the graduation program. Any Post-Secondary Options begun or completed after 7.5 semesters will not count toward earning honors graduate status. Eight semester honor graduates will not be recognized in the newspaper or any other media publication; although they may possibly be recognized in school sponsored or owned publications. Eight semester honor graduates will not be recognized at the Academic Banquet. This policy is separate from the Honors Diploma sponsored by the Ohio Department of Education.

Early Graduation

Students who wish to apply for early graduation should apply to the high school principal. Early graduation will be permitted if the student fulfills the graduation requirements and conditions for graduation. Students who choose early graduation may participate in the graduation ceremonies of their designated class.

Accessing College-Career Search Programs

To aid in the college-career search process, Kalida High School has acquired access to two internet based programs to assist students and parents. Each program has a separate internet address as well as access codes specific to Kalida High School. Both offer tools to help high school students take ownership of the college planning process by letting them find scholarship money, prepare for exams, search for colleges, and explore career interests. Both sites are excellent to search for information about careers and colleges as well as other tools like test prep links that will help students study for college admission tests like the ACT, SAT, and AP exams. Please follow the instructions below to get started on using one or both of the programs.

*Peterson's Student Edge

Internet address: www.mystudentedge.com

Click on "New User"

Enter the following access code for Kalida High School: YLZBCXFC

Complete the information on the screen to create your own account

*Ohio Career Informational System

Internet address: www.ocis.org

Enter the following for the username and password:

Username: KalidaHS

Password: ohicis03 (letters must be lower case)

After entering the above username and password, you can start using the program immediately. However, if you would like to personalize it so that a student or parent can save information, click on the blue "Create My Portfolio" on the upper right side of the screen. This will allow an individual to create his or her own username and password to open the system.

EDUCATIONAL OPTIONS

Kalida High School provides alternative means by which a student can achieve the goals of the District, as well as his/her personal educational goals.

A list of the approved Educational Options is available in the Guidance Office.

In order to participate in an Educational Option, the student must first submit an application for approval by April 1 for any full year course, and by November 1 for any second semester course. Students under the age of 18 may only participate with the written consent of their parent or guardian. Applications are available in the High School Guidance Office. Credit will be granted upon the successful completion of an approved program and will be placed on the student's transcript. Student performance shall be evaluated as either pass or fail, or by awarding letter grades

COLLEGE CREDIT PLUS

Any student in grades 9 through 12 may enroll in a College Credit Plus program provided s/he meets the requirements established by law and by the District. A student will be denied high school credit for any portions of or for the entire class if taken during a period of expulsion. Student participation requires written consent of the Superintendent and, for students under 18, written consent of the parents or attendance in counseling services offered with this educational option. Any interested student should contact the guidance counselor to obtain the necessary information.

RECOGNITION OF STUDENT ACHIEVEMENT

Students who display significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the Guidance Counselor.

Honor Roll

Students who earn all A's for the nine weeks will be on the All-A honor roll. Students earning all A's and/or B's will be on the A/B honor roll for the nine weeks.

Athletic Awards

Requirements for athletic awards are developed by each head coach with the approval of the Athletic Director. Student athletes interested in such awards should consult with the appropriate coach.

HOMEWORK

Homework will be assigned. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the assessment tests and graduation.

COMPUTER TECHNOLOGY AND NETWORKS

The District provides Internet services to its students. The District's Internet system has a limited educational purpose, and has not been established as a public access service or a public forum. Student use of the District's computers, network and Internet services/connection ("Network") are governed by the following principles and guidelines, and the Student Code of Conduct. Student users have no expectation of privacy in the content of their personal files and records of their online activity while on the Network.

Parents and students are advised that the Board may not be able to technologically limit access through the Board's Internet connection to only those services that have been authorized for the purpose of instruction, study and research related to the curriculum. Because it serves as a gateway to any publicly available file server in the world, the Internet opens classrooms and students to electronic information resources that have not been screened by educators for use by students of various ages. The District utilizes a Technology Protection Measure, which is a specific technology that will protect against (e.g., filter or block) access to visual displays/depictions that are obscene, pornographic, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the Technology Protection Measure may be configured to protect against access to other material considered inappropriate for students to access.

The District further utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that are not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The District supports and respects each family's right to decide whether to apply for independent student access to the Internet.

Students are encouraged to use the Network for educational purposes. Use of the Network is a privilege, not a right. When using the Network, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Students are responsible for good behavior on the District's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. Unauthorized or inappropriate use of the Network, including any violation of these rules, may result in cancellation of the privilege, disciplinary action consistent with the Student Code of Conduct, and/or civil or criminal liability. Prior to accessing the Network, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors. Parents are encouraged to discuss their values with their children so that students can make decisions regarding their use of the Network that is in accord with their personal and family values, in addition to the Board's standards.

Smooth operation of the Network relies upon users adhering to the following guidelines. The guidelines outlined below are not exhaustive but are provided so that users are aware of their general responsibilities.

- A. Students are responsible for their behavior and communication on the Network.
- B. Students may only access the Network by using their assigned Network account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their account/address/password. Students may not go beyond their authorized access.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the Network.
- D. Students may not use the Network to engage in "hacking" or other illegal activities (e.g., software pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography; fraud; sale of illegal substances and goods).
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- F. Any use of the Network for commercial purposes (e.g., purchasing or offering for sale personal products or services by students), advertising, or political lobbying is prohibited. This provision shall not limit the use of the Network by students for the purpose of communicating with elected representatives or expressing views on political issues.
- G. Use of the Network to engage in cyberbullying is prohibited. "Cyberbullying" involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal Web sites, Facebook accounts, Myspace accounts, and defamatory online personal polling Web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others." For further information on cyberbullying, visit <http://www.cyberbullying.ca>

Cyberbullying includes, but is not limited to the following:

- 1. posting slurs or rumors or other disparaging remarks about a student or school staff member on a web site or on weblog;
- 2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
- 3. using a camera phone to take and send embarrassing photographs/recordings of students or school staff members without their permission, or post these images on video sharing sites such as YouTube or Facebook;
- 4. posting misleading or fake photographs of students or school staff members on web sites.

To the extent permitted by the First Amendment, instances of cyber-bullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct.

- H. Students are expected to abide by the following generally-accepted rules of network etiquette:

1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Network. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive or disrespectful language in communications through the Network (including, but not limited to, public messages, private messages, and material posted on web pages).
 2. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
 3. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending him/her messages, the student must stop.
 4. Do not post information that, if acted upon, could cause damage or a danger of disruption.
 5. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial web sites.
 6. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
 7. Never agree to get together with someone you "meet" on-line without parent approval and participation.
 8. Check e-mail frequently and diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
 9. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any e-mail that contains pornography. Students should not delete such messages until instructed to do so by a staff member.
- I. Malicious use of the Network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Network in such a way that would disrupt its use by others. Students must avoid intentionally wasting limited resources. Students may not bypass or attempt to bypass the District's Technology Protection Measure. Students must immediately notify the teacher, principal, or technology coordinator if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access.
 - J. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions/acknowledgement of authorship must be respected. Rules against plagiarism will be enforced.
 - K. Downloading of information onto the Board's hard drives is prohibited, without prior approval from the teacher, principal, or technology coordinator. If a student transfers files

from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.

- L. Students must secure prior approval from a teacher or the technology coordinator before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs."
- M. Students are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication (e.g., instant messaging) (other than e-mail) without prior approval from a teacher or the technology coordinator. All such authorized communications must comply with these guidelines.
- N. Privacy in communication over the Internet and the Network is not guaranteed. In order to verify compliance with these guidelines, the Board reserves the right to monitor, review, and inspect any directories, files and/or message residing on or sent using the Network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- O. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board makes no warranties of any kind; either expressed or implied that the functions or the services provided by or through the Network will be error-free or without defect. The Board is not responsible for any damage a user may suffer, including, but not limited to, loss of data, service interruptions, or exposure to inappropriate material or people. The Board is not responsible for the accuracy or quality of information obtained through the Internet. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials. The Board will not be responsible for financial obligations arising through the unauthorized use of the Network. Students or parents of students will indemnify and hold the Board harmless from any losses sustained as the result of misuse of the Network by the student. Use of the Network by students will be limited to those students whose parents have signed a release of claims for damages against the Board.
- P. File-sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on the Network.
- Q. Students may not establish or access web-based e-mail accounts on commercial services through the Network (e.g., Gmail, Hotmail, Yahoo mail, etc.).
- R. Since there is no central authority on the Internet, each site is responsible for its own users. Complaints received from other sites regarding any of the District's users will be fully investigated and disciplinary action will be taken as appropriate.
- S. Preservation of Resources and Priorities of Use: Computer resources are limited. Because space on disk drives and bandwidth across the lines which connect the Network (both internally and externally) are limited, neither programs nor information may be stored on the system without the permission of the technology coordinator. Each student is permitted reasonable space to store e-mail, web, and personal files. The Board reserves the right to require the purging of files in order to regain disk space. Students who require access to the Network for class- or instruction-related activities have priority over other users. Students not using the Network for class-related activities may be

"bumped" by any student requiring access for class-or instruction-related purpose. The following hierarchy will prevail in governing access to the Network:

1. Class work, assigned and supervised by a staff member.
2. Class work, specifically assigned but independently conducted.
3. Personal correspondence (checking, composing, and sending email).
4. Training (use of such programs as typing tutors, etc.)
5. Personal discovery ("surfing the Internet").
6. Other uses – access to resources for "other uses" may be further limited during the school day at the discretion of the principal or technology coordinator.

TRANSMISSION OF RECORDS AND OTHER COMMUNICATIONS

Parents/Guardians have to complete and return to the District Form 8330 F4a in order to authorize the School to communicate student information to other entities.

STUDENT ASSESSMENT

Unless exempted through an Individual Education Plan, all students must score an acceptable level on the Ohio Graduation Test (Classes of 2016 & 2017); or earn acceptable cumulative scores on their Next Generation Assessments for grades 9-12.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests help the staff determine instructional needs.

Classroom tests are given to assess student progress and assign grades. These are selected or prepared by teachers to assess student achievement on specific objectives.

Vocational and interest surveys may be given to identify particular areas of student interests or talent. These are often given by the guidance staff.

College entrance testing information can be obtained from the Guidance Office.

SUMMER SCHOOL COURSES

Summer school courses are available to those students who fail courses during the school year. Summer school courses are offered through the Putnam County Educational Service Center, the Apollo Career Center, Lima City Schools or other pre-approved remedial school credit provider. Summer school courses are not designed to replace regular high school course work; rather, the purpose of summer school is to remediate the student who has achieved some minimal level of success in a course during the school year but has failed to receive a passing grade. Kalida High School students are permitted to use summer school to remediate a maximum of two courses during their high school career. Additional Summer School courses may be permitted to aid in acceptance to a vocational program. Summer school recommendations are sent out during the last week of the school year.

SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

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

The Board authorizes the following student groups that are sponsored by a staff member.

Student Council	Cats Who Care	Foreign Language Club	Yearbook
National Honor Society	Academic Club	Future Farmers of America	
Drama Club			

Extracurricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

Cross Country	Volleyball	Boys Soccer	Girls Soccer	Golf
Boys Basketball	Girls Basketball	Cheerleading	Baseball	Softball
Boys Track	Girls Track			

ATHLETICS

Kalida High School provides a variety of athletic activities in which students may participate provided they meet eligibility requirements established by the Board and by the Ohio High School Athletic Association (OHSAA). All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

ACADEMIC ELIGIBILITY

1. Current OHSAA Academic Eligibility Policy:

A. Grades 9-12

In order to be eligible for athletics in grades 9-12, a student must be currently enrolled and must have been enrolled in school the immediately preceding grading period.

During the preceding grading period, the student must have received passing grades in a minimum of five (5) one-credit courses or the equivalent, each of which counts toward graduation. Incoming 9th graders must have passed a minimum of five of all subjects carried the preceding grading period in which the student was enrolled.

B. Grades 7 & 8

A student enrolling in the seventh grade for the first time will be eligible for athletic purposes for the first grading period regardless of the previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be currently enrolled in school the immediately preceding grading period and received passing grades during that grading period in a minimum of five of those subjects in which the student received grades.

B. The eligibility or ineligibility of a student continue until the start of the fifth school day of the next grading period, at which time the grades from the immediately preceding grading period become effective. **EXCEPTION:** Eligibility or ineligibility for the first grading period commences with the start of the fall sports season.

2. Kalida Local Schools Academic Eligibility Policy for all extracurricular activities:

In addition to the OHSAA Academic Eligibility Policy

- A. In order to be eligible for extracurricular participation a student in grades 7-12 must have a grade point average of at least 1.0 for the preceding nine week grading period. A student enrolling in the seventh grade for the first time will be eligible regardless of previous academic achievement.
- B. In order to be eligible for extracurricular activities, a student in grades 7 -12 must have received no more than one (1) failing grade during the preceding nine weeks grading period.
- C. Provision for regaining eligibility. Students who lose their eligibility may regain their eligibility provided they have at least a 1.0 GPA at midterm time or receive no more than one "F" at midterm time. Eligibility status can be regained (five) 5 days after grades are due from the teachers. **This does not apply to athletic activities.**
- D. A student on an Individualized Educational Plan (IEP) is exempt from this portion of the policy, but **not** the OHSAA Policy.

SUSPENSION/NO PARTICIPATION GUIDELINE

It is the opinion of the Kalida Board of Education and administration that extracurricular activities are reserved for students who behave appropriately in school. Any student who is issued a suspension for inappropriate behavior may be denied participation in certain extracurricular activities during the nine weeks grading period that the student infraction occurred. The principal will make the final determination in regard to participation. Kalida High School Extra-Curricular Code will be followed for all athletes and participants in addition to the above guidelines.

STUDENT EMPLOYMENT

It is recommended that students not take jobs outside of school that could interfere with their success in school. If a student elects to maintain a job in addition to going to school, s/he must first contact his/her counselor to discuss any legal requirements and to obtain any required documents.

STUDENT ATTENDANCE AT SCHOOL EVENTS

Students are encouraged to attend as many after school events as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students participating in the event.

It is advised that students attending evening events as nonparticipants be accompanied by a parent or adult chaperone. The Board is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

SECTION IV - STUDENT CONDUCT ATTENDANCE

Regulations Governing Absence from School

Compulsory education in Ohio has been established by law for many years. Every child of compulsory school age shall attend a school that conforms to the minimum standards prescribed by the State of Ohio. (Section 3321.03 Ohio Revised Code) Compulsory school age in Ohio is between six (6) and eighteen (18) for the purpose of compulsory school attendance. (Section 3321.01 Ohio Revised Code) Kindergarten attendance is also mandatory.

Each parent, guardian, or other person having charge of any child of compulsory school age must send such child to school for the full time the school attended is in session. (Section 3321.04 Ohio Revised Code) According to these regulations a student may be given excused absence from school for the following reasons only:

The Putnam County Schools' policy and procedures in accordance with State Attendance Law provides attendance guidelines for parent(s), guardian(s), and school officials as follows:

The primary responsibility for a student's attendance rests with his/her parent(s) or guardian(s).

The parent/guardian, or their designee must notify school personnel when their child is absent by phone before 8:30 a.m. A written note or email notification must be presented to the attendance office upon the students return to school.

If the parent/guardian fails in their responsibility to notify school authorities on any day the schools are in session that their child is absent, the principal or the principal's designee is required to make a reasonable attempt to notify by phone the student's parent(s), custodial parent, guardian, legal custodian or other dependable adult so designated by the parent(s) that the child is absent. A written notice shall be mailed that the student was absent when the principal or the principal's designee was unable to make notification. Parent(s)/ guardian(s) shall provide the school with their current home and/or work telephone numbers and home addresses, as well as emergency telephone numbers.

An explanation of each past absence shall be made in writing by the parent or guardian to the school on the day the student returns to school following an absence if the school was not notified of the reason for the absence prior to the child's return. This excuse should include the date or dates of absence, reason for absence, and the signature of parent or guardian.

The following regulations are in keeping with the State Board of Education adoption governing school attendance. The State Board of Education made their adoptions within the framework of Section 3321.04 O.R.C. The adoptions of the State Board are binding upon the local school authorities empowered to issue excuses from school attendance. The primary responsibility of parents and the school administration is to have students in school. Additionally, under the provisions of **Senate Bill 181**, failure by a parent or guardian to make sure their truant child is attending school can result in a contempt of court charge. The penalties for a first offense would be a fine up to \$250 and 30 days in jail. For a third and subsequent offense, the fine would increase to up to \$1000 and 90 days in jail. The bill expands the definition of delinquent child, and permits joint filings against both the child and parent/guardian if the child is found to be a habitual or chronic truant. **The Missing Child Act requires that parents notify the school if their child will not be in attendance, and requires schools to notify parents if the child is not in school. In the event of an absence the parent or guardian should call the school prior to 8:30 a.m. at 419-532-3543 or 419-532-3529 to report the absence.**

School Attendance Policy

Regular attendance is a significant student responsibility at all grade levels. Many studies correlate regular attendance with success in school. Regular attendance means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interaction with others in class. Many important lessons are learned through active participation in classroom and other school activities that cannot be replaced by individual study.

Establishing a pattern of good attendance will benefit the student in school and in the workplace. Attendance is important in the development of a high quality work ethic, which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a person is his/her dependability in coming to work every day on time. This is a habit the School wants to help students develop as early as possible.

Students striving for perfect attendance should be aware that any arrival after 9:30 a.m. or early dismissal before 1:30 p.m. will result in a partial day absence and the student will not qualify for perfect attendance honors at the conclusion of the year.

Truancy

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. A student will be considered habitually truant if the student is absent without a legitimate excuse for 5 or more consecutive school days, for 7 or more school days in 1 month, or 12 or more school days in 1 school year. Furthermore, a student will be considered chronically truant if the student is absent without a legitimate excuse for 7 or more consecutive school days, for 10 or more school days in 1 month, or 15 or more school days in 1 school year.

If a student is habitually or chronically truant and the student's parent fails to cause the student's attendance, a complaint will be filed with the Judge of the Juvenile Court in compliance with State law and Board Policy 5200. Habitual or chronic truancy can also result in:

- A. assignment of the student to a truancy intervention program;
- B. provide counseling to the student;
- C. request or require the student's parent to attend a parental involvement program;
- D. request or require a parent to attend a truancy prevention mediation program;
- E. notify the Registrar of Motor Vehicles of the student's absences;
- F. take appropriate legal action;
- G. assignment to an alternative school.

Excused Absences

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests:

- A. Personal illness (a written physician's statement verifying the illness may be required);
- B. Illness in the family necessitating the presence of the child;
- C. Quarantine of the home;

- D. Death in the family;
- E. Necessary work at home due to absence or incapacity of parent(s)/guardian(s);
- F. Observation or celebration of a bona fide religious holiday;
- G. Such good cause as may be acceptable to the Superintendent;
- H. Service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725.

Unexcused Absences

Unexcused absences include, but are not limited to:

- A. Oversleeping
- B. Missing the bus
- C. Shopping
- D. Baby-sitting
- E. Car problems
- F. Hair appointments
- G. Out-of-school suspensions

Students with an excessive number of absences due to personal illness (**more than 3 days per nine-weeks grading period**) may be required to present a written physician's statement in order to be excused any further absences. Students who miss school because of a medical appointment (doctor, hospital, eye doctor, dentist, orthodontist, chiropractor, etc.) are required to bring a medical excuse to the attendance office when they return to school. If a medical excuse is not presented to the attendance office, these absences will be counted as personal illness. Students with an extended illness or physical impairment under a physician's care are also required to present a written statement from a physician as to the reason for a student's absence.

All work missed because of an excused absence may be made up. Students may not make up work missed due to an **unexcused** absence.

Notification of Absence

If a student will be absent, the parents must notify the School at 419-532-3543 by 8:30 a.m. and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible after the student's absence. When no excuse is provided, the absence will be unexcused and the student will be identified as truant for that school day. If the offered excuse for a student's absence is questionable or if the number of student absences is excessive, the school staff will notify the parents of the need for improvement in the student's attendance.

A skipped class or part of the school day will be identified as an unexcused absence and students will not be permitted to make-up missed class work. The student will also be subject to disciplinary action.

Students with a health condition that causes repeated absences must provide the administration with an explanation of the condition from a registered physician.

Prearranged Absences

Including: Family Vacations, Hunting, Athletic Events, State Tournaments, Job Interviews, College Visitations

Students are to use the following procedure for all prearranged absences:

- A. Submit a note from his/her parents prior to the first day of absence indicating the dates the child will not be attending school. The note must state the reason for the absence.
- B. The principal or attendance secretary will sign the note and issue the student a prearranged absence form.
- C. The student will take the form to his/her teachers so they are informed of the absence. The teacher will initial and/or make comments as appropriate.
- D. **A total of five (5) days of absence for family vacations, funerals, hunting, athletic events and tournaments, job interviews, and college visits will be excused per year.**

The note is then turned in to the office for approval. If a student does not follow all procedures, the absence will be unexcused. A final decision to grant or deny any student's request will be made by the principal. The rationale for making such decisions will include the reason for requesting the absence, the student's attendance record, and the student's academic record.

Family Vacations

It is recommended that parents not take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal to make necessary arrangements.

Funerals and Other Family Emergencies

Students needing to be absent from school for funerals or other family emergencies must make arrangements with the principal and the days missed will be included in the five day limit.

Hunting

Students must present to the principal a valid hunting license. Students must then present a note signed by the parent stating the student will be going hunting. The excuse must also state that the student's parent or guardian will be accompanying them and the dates of the absence from school. This note must be presented to the principal or attendance secretary prior to the date requested for absence. The prearranged absence procedure must be followed. Students may be excused a maximum of two (2) days for hunting.

Athletic Events

Only the following students will be excused for athletic events scheduled during the school day:

1. Those participating for Kalida High School
2. Varsity players on the team but not participating (with prior parental permission)
3. Brothers/Sisters of a student participating (with prior parental permission)
4. Other students may be excused but the procedures for pre-arranged absences will apply.

State Athletic Tournaments

Students desiring to attend the state O.H.S.A.A. athletic tournaments will be excused only if:

1. They have prior permission from the administration.
2. They submit the parent's written permission indicating the student is attending the tournament with their parents.

Job Interviews

Kalida High School recognizes the importance of securing employment after graduation. This necessitates job hunting and subsequent job interviews. Arrangements for the privilege of finding a job should be made in advance with the principal or attendance office. Students should follow the procedure for a prearranged absence as they would for a family vacation.

College Visitation

Juniors or Seniors interested in visiting college campuses must make prior arrangements with the principal, guidance counselor, or attendance office. College visits will count as an excused absence from school. All college visitations are subject to the five day limit.

Homebound Instruction

The School may arrange for individual instruction at home for students who are unable to attend school because of an accident, illness, or disability. Such instruction may be arranged upon receipt of documentation of the student's condition from a physician. For more information, contact the principal.

Make-up of Tests and Other School Work

Students who are absent from school with an excuse shall be given the opportunity to make-up missed work. The student should contact their teachers as soon as possible to obtain assignments.

With the implementation of our Learning Management System, Schoology, a student's first resource for missing assignments would be to log into Schoology and check the homework pages of your teachers. If the homework is not posted then you may have your parent/guardian request assignments covering the absence or projected absence. They should call the school by 8:30 a.m. if they want to pick up the assignments later that day. Parents or guardians are asked to pick up their student's assignments between 3:05 and 3:45 p.m. in the office. If such a request is made by the parent/guardian, the student should attempt to have those assignments completed prior to returning to class.

Make-up work is the student's responsibility. It is his/her responsibility to contact each teacher to make up missed assignments. As a general rule, students will be allowed the same number of days to make up their work as the number of days missed. In case of an extended illness, special arrangements will be made. If make-up work is not completed, no credit will be given. Failure to assume this responsibility may result in failing grades for the incomplete work.

Any time a student knows he/she will absent (e.g., field trip, family vacation, etc.) arrangements to make up work should be made with teachers prior to the absence. This work is expected to be completed upon the student's return to school, and work assigned when the student returns to class is expected to be completed as scheduled.

If a student misses a teacher's test due to an excused absence, s/he should make arrangements with the teacher to take the test at another time. If s/he misses a State-mandated assessment test or other standardized test, the student should consult with the test coordinator to arrange for administration of the test at another time.

Suspension from School

Absence from school due to suspension shall be considered an authorized absence.

A suspended student will not be allowed to make-up school work missed due to suspension and will receive no credit for work assigned on days missed. Tests may not be made up.

Unexcused Absences

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State.

If a student under the age of 18, has 10 or more consecutive or 15 total days of unexcused absence during a semester, s/he will be considered habitually absent and will be reported to the Judge of the Juvenile Court and to the Bureau of Motor Vehicles for suspension of his/her driver's license, if appropriate, as a result of this excessive absence.

TARDY POLICY

Students are expected to arrive at school and each of their classes on time. Students who are late to school in the morning are to report to the office, sign in, and receive a tardy slip prior to reporting to class. A student receiving three tardy occurrences during a semester grading period will receive one after school detention. Five tardy occurrences during a semester grading period will earn one Saturday School and be counted as one unexcused absence. All other tardy occurrences are to be dealt with by the classroom teacher. Students reporting to school prior to 9:30 a.m. will be considered tardy. Students reporting after that time will be considered absent and will be charged with a partial day absence. Any student who requests to leave to go home and get homework will be given a tardy for the time that they left school.

Students who are tardy to school more than 3 times during a nine-weeks grading period shall be disciplined according to the Student Code of Conduct.

COUNTY ATTENDANCE POLICY

The Putnam County Educational Service Center employs an attendance officer to work with students who have an excessive amount of unexcused absences. All Putnam County schools follow this procedure for students with unexcused absence:

3 Days of unexcused absence: Local school sends a letter of concern about attendance.

- Copy of letter to County Attendance Officer
- Possible home visit or phone call from County Attendance Officer

4 days in a row of unexcused absence: Possible home visit and phone call from County Attendance Officer.

- Warning letter from County Attendance Officer.

5 days of unexcused absence: Home visit and/or phone call from County Attendance Officer

- Warning letter from County Attendance Officer

NOTE: One warning letter will be sent per student per school year.

5 days in a row or 7 days in one month or 12 days in one school year of unexcused absence:
Filing of truancy complaint with Juvenile Court.

NOTE: Suspensions are unexcused absences, but are not considered for truancy issues.

CODE OF CONDUCT

A major component of the educational program at Kalida High School is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with Federal, State and local laws and rules and Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify the student's behavior when a student's behavior does not fall within these parameters.

School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.

Expected Behaviors

Students are expected to:

- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family, and in the school.

Classroom Environment

It is the responsibility of students, teachers, and administrators to maintain a classroom environment that allows:

- a teacher to communicate effectively with all student in the class; and
- all students in the class the opportunity to learn.

Dress and Grooming

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

Students should consider the following questions when dressing for school:

- Does my clothing expose too much?
- Does my clothing advertise something that is prohibited to minors?
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing?
- Am I dressed appropriately for the weather?
- Do I feel comfortable with my appearance?

Examples of inappropriate dress include, but are not limited to: clothing or accessories that display inappropriate language/graphics or drug/alcohol/tobacco language/graphics, boxer shorts (underwear) or shorts of an in-appropriate length (above the finger tips when arms are hanging to the side of the body), gang related or apparel depicting violence, tank or spaghetti strap tops, exposed undergarments, saggy pants below the hip bone, mesh tops or tops made of see-through material, pajamas, heavy chains, studded/spiked jewelry, tops exposing midriff, clothing with inappropriate cuts or slits or any other clothing deemed inappropriate by the administration. Students may not wear hats, head coverings or jackets of any kind in the building during the school day unless permitted to do so by the principal.

The principal reserves the right to change the dress code to reflect changes in style. If a student violates the dress code, the student may be asked to turn an objectionable shirt inside out (if applicable), or remove the objectionable decal/button/insignia (if applicable). If a change of clothing is required, a parent or guardian will be called to bring in proper clothing. A student in violation of the dress code will not be permitted to return to class until the situation is rectified. Any classes missed during this time will result in the absence being considered to be unexcused. It is the student's responsibility to make every effort to follow the school's dress code. A student in violation of the dress code may be assigned discipline consequences according to the discipline code.

Students who are representing Kalida High School at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, field trips and other such groups or activities.

Gangs

Gangs that initiate, advocate or promote activities that threaten the safety or well-being of persons or that are disruptive to the school environment will not be tolerated.

Incidents involving initiations, hazing, intimidations or related activities that are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures that symbolize gang membership or causing and/or participating in activities that are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the principal.

Care of Property

Students are responsible for the care of their own personal property. The School is not responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student and/or his/her parents will be required to pay for the replacement or repair. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

BULLYING, HARASSMENT AND INTIMIDATION.

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse. The Board of Education will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while en route to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

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

Harassment, intimidation, or bullying means any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s). Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional wellbeing. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyber bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

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

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

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

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

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

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

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

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

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

Complaints

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

Privacy/Confidentiality

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

Reporting Requirement

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

Immunity

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

Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Education and Training

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

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

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

R.C. 3313.666, 3313.667 State Board of Education Model Policy (2007) Revised 11/14/07

ZERO-TOLERANCE POLICY ON VIOLENT OR DISRUPTIVE BEHAVIOR AND EXCESSIVE TRUANCY

The primary objective for public schools is to educate students in a safe environment. This objective is undermined by violent, disruptive, or inappropriate behavior, and excessive truancy. In compliance with Section 3313.534 of the Ohio Revised Code and in order to facilitate the learning process, the Board adopts this Zero Tolerance Policy, which expressly prohibits all violent, disruptive, or other inappropriate behavior by District students, and excessive truancy. In addition, the Board has established strategies which range from prevention to intervention to help eliminate violent, disruptive, or inappropriate behavior, and excessive truancy.

Under this policy, students must refrain from any and all violent, disruptive, or inappropriate behavior, and excessive truancy. Students must comply with all school rules and regulations, which include the District's student conduct policy and policy on student truancy. Likewise, students must follow the directives of all teachers, administrators, and other school personnel. This policy applies to students at the same times and places that the District's student conduct policy applies to students.

Students who fail to adhere to this policy will face appropriate disciplinary action, which may range from a warning to a suspension to an expulsion to permanent exclusion depending on the particular circumstances including the severity of the offense, the student's prior record, the threat posed to the well-being and property of others, and any other circumstances that may be aggravating or extenuating in the specific case. The Board actively will cooperate in the prosecution of students who commit acts violating any laws of the State of Ohio or any of its political subdivisions. The Board, in cooperation with the District's attendance officer, will also affirmatively pursue students who are excessively truant. Students are expected to report any suspected violation of this policy to the school principal.

The District's student conduct policy lists some, but not all, of the types of conduct for which students may face disciplinary action under the policy.

STUDENT DISCIPLINE CODE

Each of the behaviors and/or types of misconduct described below are prohibited and may subject the student to disciplinary action including, but not limited to, student conference, parent/guardian notification, parent/guardian conference, detention, in-school discipline, suspension and/or expulsion from school. Furthermore, any criminal acts committed at or related to the School will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

1. Abuse of Computer Hardware, Software, or Internet

A student shall not abuse the school district's computer hardware or software or otherwise violate the Internet Use Policy agreement.

2. Aiding or abetting violation of school rules

Assisting other students in the violation of any school rule. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

3. Arson

Intentional or purposeful destruction or damage to school or district buildings or property by means of fire. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

4. Attendance – persistent absence or tardiness

Attendance laws require students to be in school all day or to have a legitimate excuse for their absence. Penalties for unexcused absences can range from detention to a referral to court and/or revocation of the student's driver's license.

5. Bomb Threats, and other false alarms and reports

Making a bomb threat (i.e., intentionally giving a false alarm of a bomb) against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year. Additionally, intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm is prohibited. It should be remembered that false emergency alarms or reports endanger the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the building. What may seem like a prank, is a dangerous stunt that is against the law and will subject the student to disciplinary action.

6. Burglary

Entering a building or a specific area of a building without consent and with intent to commit a crime, or entering a building without consent and committing a crime.

7. Careless or Reckless Driving

Driving on, or exiting, school property in such a manner as to violate the law and/or endanger persons or property.

8. Damaging property (Vandalism)

Defacing, cutting, or otherwise damaging property that belongs to the school, district, other students, employees or others) and disregard for school property.

9. Dishonesty – falsification of school work, identification, forgery

Falsifying signatures or data, or refusing to give proper identification or giving false information to a staff member. This prohibition includes, but is not limited to, forgery of hall/bus passes and excuses, as well as use of false I.D.'s.

Plagiarism and cheating are also forms of falsification and will subject the student to academic penalties as well as disciplinary action.

10. Displays of affection/sexual activities

Affection between students is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Sexual activity of any nature is prohibited and will result in disciplinary action.

11. Disruption of School

A student shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other conduct, cause the disruption or obstruction of any lawful mission, process, or function of the school. Neither shall the student engage in such conduct for the purpose of causing a disruption or obstruction of any lawful mission, process, or function of the school if a substantial and material disruption or obstruction is reasonably certain to result from his/her urging.

12. Extortion

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law.

13. Fighting

Engaging in adversarial physical contact (differentiated from poking, pushing, shoving or scuffling) in which one or the other party(ies) or both contributed to the situation by verbally instigating a fight and/or physical action. Promoting or instigating a fight (i.e., contributing to a fight verbally or through behavior).

14. Gambling

Gambling (i.e., playing a game of chance for stakes) includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on any school activity in which they are involved may also be banned from that school activity.

15. Harassment and/or Aggressive Behavior (including Bullying/Cyberbullying)

The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment and/or aggressive behavior (including bullying/cyberbullying) toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, and any speech or action that creates a hostile, intimidating, or offensive learning environment. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Individuals engaging in such conduct will be subject to disciplinary action.

Conduct constituting sexual harassment may take different forms, including but not limited to, the following:

- A. Verbal harassment or abuse;
- B. Pressure for sexual activity;
- C. Repeated remarks with sexual or demeaning implications
- D. Unwelcome touching;
- E. Sexual jokes, posters, cartoons, etc.;
- F. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or safety;

- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

Conduct constituting harassment on the basis of race, color, national origin, religion, or disability may take different forms, including, but not limited to, the following:

- A. **Verbal:**
The making of offensive written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's race, color, national origin, religious beliefs, or disability.
- B. **Nonverbal:**
Placing offensive objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures based upon a person's race, color, national origin, religious beliefs, or disability.
- C. **Physical:**
Any intimidating or disparaging action such as hitting, pushing, shoving, hissing, or spitting, on or by a fellow staff member, students, or other person associated with the District, or third parties, based upon the person's race, color, national origin, religious beliefs, or disability.

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

Any student who believes that s/he is the victim of any of the above actions or has observed such actions by another student, staff member, or other person associated with the District, or by third parties should contact the District's Anti-Harassment Complaint Coordinator(s)

The Complaint Coordinators are available during regular school hours to discuss a student's concerns related to harassment and/or bullying/cyberbullying, to assist a student who seeks support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student.

The student may report his/her concerns to the Anti-Harassment Complaint Coordinators either by a written report, telephone, or personal visit. In reporting his/her concerns, the student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and or bullying/cyberbullying and the nature of the harassing and/or bullying/cyberbullying incident(s). The Anti-Harassment Complaint Coordinators will promptly compile a written summary of each such report that will be forwarded to the Principal.

Each report will be investigated in a timely manner and as confidentially as possible. The District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent

permitted by law. All individuals involved in an investigation as either a witness, victim or alleged harasser and/or bully/cyberbully will be instructed not to discuss the subject outside of the investigation.

If an investigation reveals that a harassment and/or bullying/cyberbullying complaint is valid, appropriate remedial and or disciplinary action will be taken promptly to prevent the continuance of the harassment and/or bullying/cyberbullying or its recurrence.

Given the nature of harassing and/or bullying/cyberbullying behavior, the School recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment and/or bullying/cyberbullying allegations or charges.

Some forms of sexual harassment of a student may reasonably be considered child abuse that must be reported to the proper authorities.

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

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of harassment and/or aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as harassment and aggressive behavior. Making intentionally false reports about harassment or aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Anyone having further questions concerning prohibited behaviors and/or the complaint process should request a copy of Board policies and administrative guidelines 5517 and 5517.01.

16. Hazing

Performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption or risk by an individual subjected to hazing shall not lessen the prohibitions contained in this rule.

Hazing by any individual, school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Hazing activities are prohibited at any time in school facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property.

All incidents of hazing must be reported immediately to any of the following individuals: the building principal or other administrator; teacher; coach; student club advisor/supervisor, and/or Superintendent. Students who engage in hazing may also be liable for civil and criminal penalties.

17. Improper Dress

Clothing may not include words or visuals that are lewd, obscene, disruptive, abusive, or discriminatory, or that advertise drugs, alcohol or tobacco. Dress or grooming that is disruptive

of the classroom or school atmosphere is not allowed. Shoes must be worn at all times for health and safety reasons.

18. Insubordination

Students are expected to comply with the reasonable directions of staff. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member, or acting in defiance of staff members.

19. Interference, disruption or obstruction of the educational process

Any actions or manner of dress that materially and substantially disrupts or interferes with school activities or the educational process, or which threaten to do so are unacceptable. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

20. Knowledge of dangerous weapons or threats of violence

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.

21. Lighting or Possession of Incendiary Devices

Unauthorized possession or igniting of matches, lighters and other devices that produce flames.

22. Misconduct against a school official or employee, or the property of such a person, regardless of where it occurs.

The Board prohibits misconduct committed by a student against a school official or employee, including, but not limited to, harassment (of any type), vandalism, assault (verbal and/or physical), and destruction of property.

23. Misconduct off school grounds

Students may be subject to discipline for their misconduct even when it occurs off school property when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the District. Misconduct is defined as any violation of the Student Discipline Code.

24. Physically assaulting a staff member/student/person associated with the District.

Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally bullying, inflicting or attempting to inflict bodily harm upon another person. Physical assault of a staff member, student, or other person associated with the District, regardless of whether it causes injury, will not be tolerated. Any intentional, harmful or potentially harmful physical contact or bullying initiated by a student against a staff member will be considered to be assault. Assault may result in criminal charges and may subject the student to expulsion.

25. Possession and/or use of explosives and/or fireworks

Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat (including, but not limited to explosives and chemical-reaction objects such as smoke bombs and poppers). Additionally, possessing or offering for sale any substance, combination of substances or article prepared to produce a visible and/or audible effect by combustion, explosion, deflagration or detonation.

26. Possession of electronic equipment

The School will supply any electronic equipment or devices necessary for participation in the educational program. Students shall not use or possess any electronic equipment on school property or at any school sponsored activity without the permission of the classroom teacher, activity supervisor, or principal. Examples of prohibited devices include but are not limited to radios, "boom-boxes", headphones, CD/MP3 players, portable TV's, electronic games/toys, pagers, wireless communication devices, beepers, other paging devices, and the like. Unauthorized electronic equipment will be confiscated from the student by school personnel and disciplinary action will be taken.

27. Possession/use of tobacco (including electronic cigarettes)

Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products in school, on school grounds, on school buses, and at any interscholastic competition, extra-curricular event, or other school-sponsored event. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, electronic cigarettes or any other matter or substance that contains tobacco or nicotine.

28. Possession of Pornography

Possessing sexually explicit material.

29. Possession/use of drugs and/or alcohol

Possessing, using, transmitting or concealing, or being under the influence of any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, look-alikes, over the counter stimulants or depressants, anabolic steroids, or drug-related paraphernalia.

If a building principal has a reasonable individualized suspicion of drug or alcohol use, s/he may request the student in question to submit to any appropriate testing, including but not limited to, a Breathalyzer test or urinalysis. In such circumstances, the student will be taken to a private administrative or instructional area on school property for such testing with at least one other member of the teaching or administrative staff present as a witness to the test. If a student refuses to take the test, s/he will be advised that such denial leaves the observed evidence of alcohol or drug use unrefuted thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test.

30. Profanity and/or Obscene Language

A student shall not use profanity or obscene language, either written or verbal, in communication with any other person. This rule includes the use of obscene gestures, signs, pictures and/or publications.

31. Refusing to accept discipline

Students failing to comply with disciplinary penalties may face enhanced penalties for such action.

32. Terroristic Threat

Threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another.

33. Theft, or knowingly receiving or possessing stolen property

Unauthorized taking of property of another person or receiving or possessing such property. Students caught stealing will be disciplined and may be reported to law enforcement officials.

Students should not bring anything of value to school without prior authorization from their classroom teacher or principal. The School is not responsible for personal property.

34. Threatening (verbally, in writing or otherwise expressed) a staff member/student/person associated with the District.

Any oral or written statement or otherwise expressed action that a staff member, student, or other person associated with the District reasonably feels to be a threat will be considered a verbal assault. Profanity directed toward a staff member in a threatening tone may also be considered a verbal assault. Confrontation with a student or staff member that bullies, intimidates, or causes fear of bodily harm or death is also prohibited.

35. Trespassing

Although schools are public facilities, the law allows the Board to restrict access to school property. Being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a Board-owned vehicle; or unauthorized access or activity in a Board-owned computer, into district, school or staff computer files, into a school or district file server, or into the Network. When a student has been removed, suspended, expelled, or permanently excluded from school, the student is prohibited from being present on school property without authorization of the principal.

36. Unauthorized use of school or private property

Students must obtain permission to use any school property or any private property located on school premises. Any unauthorized use of school property, or private property located on school premises, shall be subject to disciplinary action.

37. Unauthorized use of vehicles

Occupying or using vehicles during school hours without parental permission and/or school authorization.

38. Unauthorized use of Wireless Communication Devices

Possession of a cellular telephone or other wireless communication device (WCD) by a student is prohibited during the school day. Prohibited uses of the WCD includes making and/or receiving calls, sending text messages, taking pictures and/or making recordings.

39. Use of an object as a weapon

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

40. Use and/or possession of a firearm

Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the Superintendent using the guideline(s) set forth in Board Policy 5772.

Firearm is defined as any weapon (including a starter gun) that will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in the Federal Gun-Free Schools Act of 1994). Firearms include any unloaded firearm and any firearm that is inoperable but that can be readily operated.

Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an object and that it is a firearm or knowingly displaying or brandishing the object and indicating it is a firearm.

41. Use and/or possession of a weapon

A weapon is any device that may be used for offensive or defensive purpose, including but not limited to conventional objects such as guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion.

A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for, or is readily capable of causing death or serious bodily injury.

42. Violation of bus rules (see Section V – Transportation)

Students on a bus are under the authority of, and directly responsible to, the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the bus driver is sufficient reason for refusing transportation services or suspending transportation services to any student.

43. Violation of individual school/classroom rules

Each learning environment has different rules for students. These rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules within each learning environment, all of which will be consistent with this Code.

44. Violent Conduct

Students may be expelled for up to one school year for committing an act at school, on other school property, at an interscholastic competition, extracurricular event, or any other school program, or directing an act at a Board official or employee, regardless of where or when that act may occur, or their property that would be a criminal offense if committed by an adult and results in serious physical harm to person(s) or property.

DISCIPLINE

If a student does not abide by the rules of our school, he or she will face the consequences of these actions. In addition, students who damage property, either accidentally or purposefully will be held responsible for paying for the damage.

It is important to remember that the School's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

The School is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm and consistent for all students in the School.

Because it is not possible to list every misbehavior that may occur, misbehaviors not listed above will be responded to as necessary by staff.

Two (2) types of discipline are possible, informal and formal.

INFORMAL DISCIPLINE

Informal discipline takes place within the School. It includes:

- writing assignments;
- change of seating or location;
- pre-school, lunch-time, or after-school detention;
- in-school discipline;
- Saturday school.

Detentions

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one day's notice. The student or his/her parents are responsible for transportation. Detentions will be a study time with no sleeping or talking. A student who skips a detention will have the punishment doubled. A student who skips a doubled detention will be assigned a Saturday School. The Principal or any teacher can assign a detention. Parents will be notified after each detention. A detention form will be sent home with the student and one will be mailed home. The sixth detention will result in the student being assigned a Saturday School.

Community Services

The student will be required to stay after school from 3:10-3:40 and perform community service for the district or for other agencies that may need help. The principal or his designee can assign community service.

Time Out

Emergency removal from class will place the student temporarily in the office or conference room. The student will be unexcused from the class(es) missed while in Time Out.

In-School Suspension

This suspension results in the relocation of student within the school building for a period of time. The Principal or Superintendent will assign the student to a monitored In-School Suspension area in the school or at the Alternative Opportunity Center where he/she will spend the school day studying and working exclusively on school work. Parents will be notified of their child's assignment to the Alternative Opportunity Center.

Saturday School

The Principal may assign a student to an extra school day on Saturday from 8:00 a.m. to 11:00 a.m. for disciplinary and/or academic problems. Students must bring materials to study and be prompt. Parents will be notified of their child's assignment to Saturday School. Assigned students will attend a continuous three hour period. Each student shall arrive with sufficient educational materials to be busy during this three hour study period.

Failure to timely serve Detention, In-School Discipline, or Saturday School assignment(s) may lead to suspension from school. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

The following rules apply to Detention, In-School Discipline, or Saturday School:

- Students are required to have class assignments with them.
- Students are not to communicate with each other unless given permission to do so.
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- Students shall not be allowed to put their heads down or sleep.

- No electronic communication devices, radios, CD/MP3 players, cards, magazines, or other entertainment/recreational articles or devices shall be allowed in the room.
- No food or beverages shall be consumed.

Transportation to and from Saturday school is the student/parent's responsibility.

FORMAL DISCIPLINE

Formal discipline involves removal of the student from school. It includes emergency removal for up to three (3) school days, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days or the number of days remaining in a semester, whichever is greater, and permanent exclusion. Suspensions and expulsions may carry over into the next school year. Any student who is expelled from school for more than twenty (20) days or for any period of time if the expulsion will extend into the following semester or school year will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion. The Superintendent at his/her discretion may require/allow a student to perform community service in conjunction with or in place of an expulsion. The Superintendent may impose a community service requirement beyond the end of the school year in lieu of applying the expulsion to the following school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

Students being considered for suspension are entitled to an informal meeting with the building administrator prior to removal. Also, students being considered for expulsion are entitled to an informal meeting with the Superintendent or designee prior to removal. During the informal meeting, the student will be notified of the charges and given the opportunity to respond.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules.

If a student commits a crime while under the School's jurisdiction, s/he may be subject to school disciplinary action as well as action through local law enforcement.

DUE PROCESS RIGHTS

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

Suspension from School

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal hearing, the Principal will determine whether or not to suspend the student. If the decision is made to suspend the student, s/he and his/her parents will be given written notification of the suspension within one (1) day setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within five days after receipt of the suspension notice, to the Superintendent. The request for an appeal must be in writing.

During the appeal process, the student shall not be allowed to remain in school.

If the appeal is heard by the Board's designee, the appeal shall be conducted in a private hearing. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or his/her representative requests otherwise. A verbatim transcript will be made and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

Emergency Removal

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Superintendent, principal or assistant principal may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises.

If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing within one (1) school day. No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extracurricular activity for less than one school day, and is not subject to further suspension for expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day, then a hearing will be held within three (3) school days after the removal is ordered. Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject to an out of school suspension, the student will have the opportunity to appear at an informal hearing before the principal, assistant principal, Superintendent or a designee, and may challenge the reasons for the removal or otherwise explain his/her actions.

Within one (1) school day of the decision to suspend, written notification will be given to the parent(s)/guardian(s) or custodian(s) of the student. This notice will include the reasons for the suspension, the right of the student or his/her parent(s)/guardian(s) or custodian(s) to appeal to the Board or its designee, and the student's right to be represented in all appeal proceedings. If it is likely that the student may be subject to expulsion, the hearing will take place within three (3) school days and will be held in accordance with the procedures outlined in the Student Expulsion Policy. The person who ordered or requested the removal will be present at the hearing. In an emergency removal, a student may be kept from class until the matter of the alleged misconduct is resolved either by reinstatement, suspension or expulsion.

Expulsion from School

When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may be removed immediately. A hearing will be scheduled no earlier than three (3), nor no later than five (5) school days after the notice is given. Parents may request an extension of time for the hearing. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the hearing.

In accordance with Board Policy 5610, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The

expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student and the student's parents will be provided with written notice within one (1) school day of the imposed expulsion. The notice will include the reasons for the expulsion, the right of the student, or the student's parent(s)/guardian(s) or custodian(s) to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee, and the right to request that the hearing be held in executive session.

Within fourteen days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas

Students serving expulsions will not be awarded grades or credit during the period of expulsion. Expulsion for certain violations including use or possession of alcohol or drugs, may result in revocation of student's driver's license. When a student is expelled, the Superintendent will notify any college in which the expelled student is enrolled under the Postsecondary Enrollment Option at the time the expulsion is imposed.

Permanent Exclusion

State law provides for the permanent exclusion of a student, 16 years of age or older who engages in certain criminal activity. Permanently excluded students may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school:

- A. conveying deadly weapons onto school property or to a school function;
- B. possessing deadly weapons onto school property or at a school function;
- C. carrying a concealed weapon onto school property or at a school function;
- D. trafficking in drugs onto school property or at a school function;
- E. murder, aggravated murder on school property or at a school function;
- F. voluntary or involuntary manslaughter on school grounds or at a school function;
- G. assault or aggravated assault on school property or at a school function;
- H. rape, gross sexual imposition or felonious sexual penetration on school grounds, or at a school function, when the victim is a school employee;
- I. complicity in any of the above offenses, regardless of the location.

This process is formal and may follow an expulsion with the proper notification to the parents.

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (I.D.E.I.A.), and, where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973.

Suspension of Bus Riding/Transportation Privileges

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing. After that informal hearing,

the Principal [or assistant principal or other administrator] will decide whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year.

If a student's bus riding/transportation privileges are suspended, s/he and his/her parents will be notified, in writing within one day, of the reason for and the length of the suspension.

SEARCH AND SEIZURE

Administrators may search a student or his/her property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law, and may be taken, held or turned over to the police. The School reserves the right not to return items that have been confiscated.

INTERROGATION OF STUDENTS

The School is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the School believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property.

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning.

If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and s/he (or a designated guidance counselor) will remain in the room during questioning. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or a designated guidance counselor) will remain in the room during questioning.

If law enforcement or children's services agency removes a student from school, the building administrator will notify a parent.

STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.

- A. Material cannot be displayed if it:
 1. is obscene to minors, libelous, or pervasively indecent or vulgar;
 2. advertises any product or service not permitted to minors by law;
 3. intends to be insulting or harassing;
 4. intends to incite fighting; or
 5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

B. Material may not be displayed or distributed during class periods, or between classes.

Permission may be granted for display or distribution during lunch periods, and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to display.

SECTION V – TRANSPORTATION

Bus Transportation to School

The School provides transportation for all students who live farther than walking distance from school. The transportation schedule and routes are available by contacting the superintendent at 419-532-3534.

Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal.

The principal may approve a change in a student’s regular assigned bus stop to address a special need. Parents should send a note to the principal stating the reason for the request and the duration of the requested change.

Bus Conduct

Students who are riding to and from school on District-provided transportation must follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.

Students must comply with the following basic safety rules:

Prior to loading (on the road and at school)

Each student shall:

- be on time at the designated loading zone (2 minutes prior to scheduled stop);

- stay off the road at all times while walking to and waiting for school transportation;
- line up single file off the roadway to enter;
- wait until the school transportation is completely stopped before moving forward to enter;
- refrain from crossing a highway until the driver signals it is safe to cross;
- properly board and depart the vehicle;
- go immediately to your assigned seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. Drivers will not wait for students who are not at their designated stops on time.

During the trip

Each student shall:

- remain seated while the school transportation is in motion;
- keep head, hands, arms, and legs inside the school transportation at all times;
- not push, shove or engage in scuffling;
- not litter in the school vehicle or throw anything in, into, or from the vehicle;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other riders;
- not eat or play games, cards, etc.;
- not use nuisance devices (e.g., laser pointers) on the bus in a way that disrupts the safe transportation of students and/or endangers students or employees;
- not tamper with the school vehicle or any of its equipment (including, but not limited to emergency and/or safety equipment).

Exiting the school vehicle

Each student shall:

- remain seated until the vehicle has stopped;
- cross the road, when necessary, at least 10 feet in front of the vehicle, but only after the driver signals that it is safe;
- be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

Videotapes on School Buses

The Board of Education has installed video cameras on school buses to monitor student behavior.

If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the Principal and may be used as evidence of misbehavior.

Penalties for Infractions

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

Transportation of Students by Private Vehicle

When transportation by District vehicle is either not available or feasible, there may be a need to provide transportation to students by private vehicle. However, no students will be permitted to ride in a private vehicle unless written consent is provided by each student's parent using Form 8660 F2 – Parental Consent for Transportation by Private Vehicle. Upon request, parents of participating students will be given the name of the driver, the owner of the vehicle, and the description of the vehicle.

Self-Transportation to School (Automobiles)

Parking on school grounds is a privilege that can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility and liability for any transportation to and from school not officially provided by the School.

When the School provides transportation, students shall not drive to school-sponsored activities.

High school students who drive to school must park their cars in designated parking spots in the school parking lot. Students must vacate their cars immediately upon arrival at school and shall not return to them until dismissal. Permission to park upon school property may be withdrawn at any time. Only students who have their driver's licenses at the beginning of the year may park in the concrete parking lot. As students earn their driving privileges throughout the year, they must park in the asphalt parking lot across the street. There is no parking in the bus parking lot during the school day.

All vehicles entering school property are subject to search.

HALL PASS

Date	Depart	Destination	Return	Teacher

HALL PASS

Date	Depart	Destination	Return	Teacher