

**STUDENT/PARENT HANDBOOK**

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Welcome to Ottoville Local School District. On Behalf of the administration, The Board of Education and all the members of the staff, we are pleased to have you as a student and will do our best to make your experience here productive and successful.

**Phone Directory**

Superintendent/Elementary	419-453-3357
Elementary School Secretary	419-453-3357
HS/MS Principal	419-453-3358
HS/MS Secretary	419-453-3358
Guidance Counselor	419-453-3013
Director of Technology	419-453-3012

**Note: This Student/Parent Handbook is based in part on policies adopted by the Board of Education and on Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. For more information about the Board Policies referenced in this Table of Contents, contact the Superintendent or access the policies on the District’s website: [www.ottovilleschools.org](http://www.ottovilleschools.org).**

**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. This handbook contains important information that you should know. Please take time to become familiar with the following information and keep the handbook available or be able to reference it on our website for 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 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 June 2020. If any of the policies or administrative guidelines referenced herein is revised after June 2020, the language in the most current policy or administrative guideline prevails. Current copies of Board policies and administrative guidelines are available from the principal/superintendent.

**MISSION OF THE SCHOOL**

*The mission of the Ottoville Local School District is to provide an appropriate educational program and learning environment, which will effectively*

- ❖ *meet the educational needs of its students and citizens*
- ❖ *help its students accomplish educational goals, which are significant, durable and/or transferable.*

**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 identified below.

**Ottoville Local School District Superintendent 419-453-3357**

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 DAY**

<b>Ottoville Elementary</b>		<b>Ottoville MS/HS High School</b>	
7:55	Warning Bell	7:58	Tardy Bell
7:58	Tardy Bell	8:00 - 8:40	Period 1
10:52	9-12 Lunch	8:43 - 9:23	Period 2
11:28	5 –8 Lunch	9:26 -10:06	Period 3
12:05	K –4 Lunch	10:09-10:49	Period 4
3:00	Dismissal	10:52-11:32	Period 5
		11:28-12:08	Period 6
		12:11-12:51	Period 7
		12:54 - 1:34	Period 8
		1:37 - 2:17	Period 9
		2:20 - 3:00	Period 10

\*Times may be subject to change!

### **STUDENT RESPONSIBILITIES**

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

Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from school office personnel or a teacher.

- ❖ Adult students (age eighteen (18) or older) must follow all school rules.
- ❖ If residing at home, adult students are encouraged to include their parents in their educational program.

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 other avenues to ensure contact. 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 better accomplish his/her educational goals.

### **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, s/he must notify a staff person immediately. State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the School office.

Students with specific health care needs should deliver written notice about such needs along with physician documentation 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 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, unless enrolling under the District's open enrollment policy.

New students must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- ❖ 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 number

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another 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 presented at the time of enrollment.

A student who has been 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.

### **SCHEDULING AND ASSIGNMENT**

#### **Ottoville Elementary School**

The Principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the Principal.

#### **Ottoville MS/HS**

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the Guidance Office. 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.

#### **EARLY DISMISSAL**

No student will be allowed to leave school prior to dismissal time without either: (a) a written request signed by the parent or guardian; or (b) the parent or guardian coming to the School office to request the release. No student will be released to a person other than a custodial parent(s) or guardian without written permission signed by the custodial parent(s) or guardian.

#### **WITHDRAWAL/TRANSFER 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 State 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 or have an authorized waiver from State immunization requirements. Kindergarten students must be immunized against Hepatitis B and chicken pox. Any student in Grades 7 and 12 must be immunized according to State Requirements. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized waiver. Any questions about immunizations or waivers should be directed to the Putnam County Health Department.

#### **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 on/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.

#### **USE OF MEDICATIONS**

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

- ❖ Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- ❖ The appropriate form must be filed with the respective 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.
- ❖ All medications 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.
- ❖ 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. Students are strictly prohibited from transferring emergency medication 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.
- ❖ If, for supportable reasons, the Principal wishes to discontinue the privilege of a student self-administering a medication, except for the possession and use of asthma inhalers, the parent(s) shall be notified of the decision in sufficient time for an alternative means of administration to be established.
- ❖ 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.
- ❖ The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- ❖ The building principal will maintain a log noting the personnel designated to administer medication, as well as the date, and the time of day that administration is required. This log will be maintained along with the physician's written request and the parent's written release.

#### **Nonprescribed (Over-the-Counter) Medications**

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

By written notice parents may also authorize that their child may self-administer nonprescribed medication.

If a student is found using or possessing a nonprescribed medication without parent authorization, the student will be brought to the School office while the student's parents are contacted for authorization. The medication will be confiscated until written authorization is received.

*Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and may 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 complete 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 may 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 communicable 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 a 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 may be requested to have their child's blood checked for HIV and HBV when the child bleeds at school and students or staff members are 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 a disability. This protection applies not just to the student, but also to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law.

#### **HOMELESS STUDENTS**

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited

English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the liaison for homeless students at 419-453-3358.

### STUDENT RECORDS

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

Directory information includes:

- ❖ records that are directly related to a student
- ❖ records that are maintained by an educational agency or institution or by a part acting for the agency or institution (Sec. 99.3 of the Family Educational Rights and Privacy Act).

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written 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 Administrative Guidelines Handbook which is available 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 service 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 superintendent's office. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students 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 or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

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 an 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:

- ❖ Political affiliations or beliefs of the student or the student's parents
- ❖ Mental or psychological problems of the student or the student's family
- ❖ Sex behavior or attitudes
- ❖ Illegal, anti-social, self-incriminating or demeaning behavior
- ❖ Critical appraisals of other individuals with whom respondents have close family relationships
- ❖ Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers
- ❖ Religious practices, affiliations, or beliefs of the student or his/her parents
- ❖ 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 materials used in conjunction with any such survey, analysis, or evaluation.

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:

- ❖ 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
- ❖ 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

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:  
[FERPA@ED.Gov](mailto:FERPA@ED.Gov); and [PPRA@ED.Gov](mailto:PPRA@ED.Gov).

#### **STUDENT FEES AND FINES**

Students will be provided necessary textbooks for courses of instruction without cost. In accordance with State law, Ottoville Local School District charges specific fees for some materials and activities used in the course of instruction:

Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, and 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.

- ❖ Fees may be waived in situations where there is financial hardship.
- ❖ Students can avoid late fines by promptly returning borrowed materials.
- ❖ Failure to pay fines, fees, or charges may result in the withholding of grade cards, internet access for grades, school dances, receiving a diploma, participating in graduation ceremonies, receiving a transcript and going on field trips or class trips.

#### **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:

- Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- Students may not participate in a fund-raising activity for a group in which they are not members without the approval of the students' advisor.
- Students may not sell any item or service in school without the prior approval of the Principal. Violation of this policy may lead to disciplinary action.

#### **STUDENT VALUABLES**

Students are encouraged not to 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 will not be liable nor will it investigate for any loss or damage to personal valuables brought on to school grounds or at a school activity.

#### **LOCKERS**

All students are assigned a locker for their belongings. Lockers are to be kept clean at all times. The school is not responsible for articles stolen from your locker. 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 and other contraband may be present in the school. Canine detection will be conducted in collaboration with local law enforcement authorities.

#### **MEAL SERVICE**

The School participates in the National School Lunch Program and makes lunches available to students for a fee determined by the Board of Education. A la carte items are available. Students may also bring their own lunch to school to be eaten in the school's cafeteria but it must be brought at the beginning of the day. No student may leave school premises during the lunch period or receive deliveries or special orders of food from outside sources without.

Applications for the School's Free and Reduced-Priced Meal program are distributed upon request. If a student does not receive an application form and believes s/he is eligible, contact the high school principal's office.

It is the responsibility of the parents to provide for lunch for their children while at school. However, it is important to provide that children receive the nutrition they need to stay focused during the school day. This procedure shall apply in the event that a child neither has a lunch nor the funds to purchase a lunch.

Any student (Grades K - 12) may charge five (5) meals in succession and five (5) alternative meals. An alternative meal consists of a cheese or peanut butter sandwich and milk. Prior to meal service the student's teacher may be given a note to let the student know they will be receiving an alternative lunch that day and to allow them to attempt to contact their parent one (1) more time to pay the student's charged balance. (NEOLA 8500)

#### **SAFETY & SECURITY – SURVEILLANCE CAMERAS**

Surveillance cameras are used on the outside and inside of the school building. They run 7 days a week, 24 hours a day.

All visitors must report to the office when they arrive at school.

All visitors are given and required to wear a building pass while they are in the building.

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.

Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.

As many unneeded outside doors as possible are locked during the school day.

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. 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. The School conducts tornado drills during the tornado season following procedures prescribed by the State. The alarm system for tornadoes consists of warning issued through the PA system.

### **EARLY DISMISSAL**

No student may leave school prior to dismissal time without a parent either submitting a signed written request, a phone call or by coming to the School Office to personally request the release. No student will be released to a person other than a custodial parent(s) or guardian without a permission note signed by the custodial parent(s) or guardian or a phone call.

### **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 the following radio and television stations:

#### **WLIO TV Lima Station**

In addition, delays and closings will be posted on the **school district webpage** and/or by signing up for **text/e-mail alerts** on the on the district webpage at: **[www.ottovilleschools.org](http://www.ottovilleschools.org)**

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 will be made 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. Any visitor found in the building without signing in 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 permission from the Principal.

### **USE OF THE LIBRARY**

The library is available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian. Books may be checked out for a period of two weeks. To check out any other materials, contact the librarian. In order to avoid late fees, all materials checked out of the library must be returned to the library within two weeks. Fines will be charged at the rate of five (5) cents per calendar day.

#### **High School Library**

- ❖ Everyone must sign in to the library and sit in the seat that has been assigned.
- ❖ Leaving the library to go to the restroom, locker, and office or to a classroom is at the discretion of the staff member.
- ❖ The library is not study hall. Students may not get out of their seats to talk. Homework and class assignments should be completed in study hall, not the library. The librarian may limit the number of times a day a student may be in the library.
- ❖ Students who receive a warning letter are not permitted to use the library for the remainder of the quarter.

### **USE OF SCHOOL EQUIPMENT AND FACILITIES**

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 and Elementary offices. 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 TELEPHONES**

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Students are not to use telephones to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

While students may possess cellular phones on school property, students are prohibited from turning on their phones or allowing them to be visible during the school day unless authorized by a staff member for classroom use.

## ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without receiving prior approval from the Principal.

## SECTION II – ACADEMICS COURSE OFFERINGS

Course offerings are on the school website under High School and Class Offerings or contact the Guidance Office.

### 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.
- ❖ While the District encourages the student's participation in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.
- ❖ Students who violate school rules may lose the privilege to go on field trips.
- ❖ Students who have fines or bills outstanding may lose field trip privileges.

### GRADES

Ottoville Local School District has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. Grades indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas when determining a grade and will so inform the students at the beginning of the course. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The School applies the following grading system:

100 to 94 = A = Excellent achievement  
93 to 85 = B = Good achievement  
84 to 75 = C = Satisfactory achievement  
74 to 65 = D = Minimum-Acceptable achievement  
Below 65 = F = Unacceptable achievement  
\*Grades are calculated to three decimal places:  
for example, a 93.495% is an A- and a 93.494% is a B+

F = Failure

I = Incomplete

P = Acceptable achievement

- ❖ As a general rule, a student will receive an F for a final grade if a course is dropped after the 1<sup>st</sup> nine weeks. (Exceptions must be approved by the Guidance Counselor and Principal.)
- ❖ The school district will have the right to follow the grading scale of universities to accommodate college classes.

### Grade Point Average

To calculate a grade point average (G.P.A.), assign a 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 attempted to determine the G.P.A. This can be done by grading period, semester, and year or for a series of school years.

### 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:

- ❖ current level of achievement
- ❖ potential for success at the next level
- ❖ emotional, physical, and/or social maturity

A student may 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.

Students in grades K-8 who pass 3 of the five core subjects of Math, Reading, English, Science or Social Studies will be promoted to the next grade. Students in grades 6, 7 and 8 who do not pass 3 of the 5 core areas may earn credit by attending and passing core areas in summer school. All costs for credit recovery classes during the school year or summer school is the student's responsibility.

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.

#### **HIGH SCHOOL GRADUATION REQUIREMENTS**

Normally, a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student must pass all assessment tests, meet the school requirements for basic course-work, and earn a minimum of 21 credits during their high school career. For students enrolled in special education, their IEP team will determine the criteria for graduation and the extent of participation in the State-mandated assessment tests. Can use ODE website: <http://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements>

Specific high school course requirements are:

- ❖ English 4 credits
  - ❖ Health 1/2 credit
  - ❖ Phys. Ed. 1/2 credit
  - ❖ Mathematics 4 credits (1)
  - ❖ Science 3 credits (2)
  - ❖ Social Studies 3 credits (3)
  - ❖ Electives 7 credits (4)
1. Including Algebra II or its equivalent.
  2. Science units must include 1 unit of physical sciences, 1 unit of life sciences and 1 unit of the following sciences: chemistry, physics, or other physical or life sciences.
  3. Social studies must include 1 unit of American History and 1 unit of American Government.
  4. Elective units must include 1 unit or 2 half units of Business/Technology, Fine Arts, Foreign Language, Home Economics, Industrial Arts or Band.
  5. All students must receive instruction in economics and financial literacy during grades 9-12 and must complete at least 1 credit of a fine arts course.
  6. Credit required for sophomore status is 4.5 credits, junior status is 9, and senior rank is 14.5.

#### **HONORS DIPLOMA**

Students who complete the college preparatory curriculum will qualify for an Honors Diploma by meeting all but one of the following criteria.

- ❖ four units of English
- ❖ four units of Mathematics that include Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content
- ❖ four units of Science, including two units of an advanced/lab science class
- ❖ four units of Social Studies
- ❖ either three units of one Foreign Language or two units each of two Foreign Languages
- ❖ one unit of fine arts
- ❖ maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year.
- ❖ obtain a composite score of 27 on the America College Testing (ACT) tests or an equivalent composite score of 1210 on the Scholastic Assessment Tests (SAT)

\*\*Please refer to the Ohio Department of Education for the most current requirements.

#### **GRADUATION**

There is no constitutional right given to seniors to attend graduation exercises. Students can be given any earned diploma separately or by mail. Reasons why seniors may be denied participation in the graduation ceremony are as follows but not limited to:

1. Suspension or expulsion from school occurs because of student conduct code violation(s). The misconduct that results in a suspension or expulsion does not have to be on school grounds. "Misconduct by a pupil that occurs off property owned or controlled by the district but is connected to activities or incidents that have occurred on property owned or controlled by the school district" and "misconduct by a pupil that, regardless of where it occurs, is directed at a school district official or employee, or the property of such official or employee."
2. Student has not earned enough credits to allow him/her to graduate.
3. Student failed a required subject(s) even though the student earned enough credits. This determination could go right down to the last week of school based on the student's performance on final tests, final assignments and final exam.

4. Student has not fulfilled all necessary requirements to earn the right of graduation.
5. Student had excessive absenteeism. School policy would permit the student to fail based on poor attendance.
6. Student owes the school district money for a book bill, fine or other possible debt situation.
7. Student has not turned in all school owned or school related books, materials and equipment.

#### **EDUCATIONAL OPTIONS/ COLLEGE CREDIT**

Ottoville Local School District 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 the Superintendent. Students under the age of eighteen (18) may only participate with the written consent of their parent or guardian. Applications are available in the 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.

\*The student is responsible for the initial cost of the course/s and at the successful passing the course and a transcript is shown Ottoville School will reimburse the cost of the course.

Any student in grades 9 through 12 may enroll in a postsecondary program provided s/he meets the requirements established by law and by the District. A student may be denied high school credit for any portions of or for the entire class if taken during a period of expulsion. Any interested student should contact the guidance office 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 Principal or designee.

#### **Honor Roll**

Students must have a GPA of 3.00 to be on the honor roll.

#### **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.

#### **Academic Letters**

A student shall be awarded a school letter for excellence in scholarship if s/he meets any of the following criteria:

- ❖ A sophomore who has a cumulative grade point average of 3.50 after 3 semesters.
- ❖ A junior who has a cumulative grade point average of 3.50 after 5 semesters.
- ❖ A senior who has a cumulative grade point average of 3.25 after 7 semesters.
- ❖ To be eligible for a scholastic Monogram, a scholastic bowl team member must qualify for one of the six spots on the Putnam County Tournament Team. To qualify, a member must be one of the top six scorers during the year. This is based on points scored per game. Any senior who qualifies for the Tournament Team will also receive a gold school medal.

#### **Graduation Speakers**

Student speakers for graduation will be chosen from the top four student grade point averages (G.P.A) based on the first seven (7) semesters of high school. If a student declines the opportunity to be one of the speakers, the student with the next highest grade point average will be asked. The Principal and the Superintendent may deny any student this privilege if in their opinion the student is lacking in attitude and/or character. Should this be the case, the student with the next highest grade point average will be asked.

A student must attend Ottoville High School at least six (6) quarters to qualify as a graduation speaker. There will be four graduation speakers for graduation ceremonies. If senior class enrollment exceeds eighty (80) students, five graduation speakers shall be selected.

#### **HOMEWORK**

The assignment of homework can be expected. Student grades can 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**

This document constitutes the School District's Computer Network and Internet Acceptable Use Policy for Ottoville Local School and applies to all persons who use or otherwise access the Network and/or Internet, whether with District or personal equipment or whether on-site or by wireless or other remote access ("Users").

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**Definitions.** For purposes of this Policy,

- the term "Network" shall mean the District's group of interconnected via cable and/or wireless computers and peripherals.
  - the term "Use" of the Network shall mean any and all actions of a User which create traffic on the Network
1. **Purpose and Use:** The School District is providing Users access to its Network to support and enhance the educational experience of students and to facilitate work duties of employees. Access to system computers and the Network is a privilege, not a right. The District reserves the right to withdraw access at any time for any lawful reason. The District reserves the right to determine what constitutes an improper use of system computers or the Network, and is not limited by the examples of misuse given in this Policy. Users may violate this Policy by evading or circumventing the provisions of the Policy, alone or with others. If Users have any doubt about their obligations under this Policy, including whether a certain activity is permitted, they must consult with the Director of Technology to be informed whether or not a use is appropriate.
  2. **Users Bound by Policy in Accepting Access:** The User consents to the terms of this Policy whenever he or she accesses the Network. Users of the Network are bound to the terms of this Policy regardless of whether or not a copy was received and/or signed for by the user.
  3. **Personal Responsibility:** Users are responsible for their behavior on the Network just as they are in a classroom, school hallway, or other School District property. Anonymous use is not permitted and access (including passwords) may not be shared or transferred. If a User suspects that a password is not secure, he or she must inform Director of Technology immediately. Any improper use of your account, even if you are not the User, is your responsibility.
  4. **Reporting Misuse of the Network:** Users must report any misuse of the Network to Director of Technology. "Misuse" means any apparent violation of this Policy or other use, which has the intent, or effect of harming another person or another person's property.
  5. **Violating Policy with Personal Equipment:** The use of personal equipment and/or personal Internet access to violate this Policy or to assist another to violate the Policy is prohibited. Personal equipment used to violate this Policy on school property is subject to search related to the violation and seizure for a period of up to thirty (30) days.
  6. **Discipline for Violation of Policy:** Violations of each of the provisions of this Policy are considered violations of the Student Code of Conduct (or if an employee, of the contract of employment), and each violation is a separate infraction. Violations may result in disciplinary action for students up to and including suspension or expulsion and/or referral to law enforcement, or up to termination and referral to law enforcement for employees. The District reserves the right to seek reimbursement of expenses and/or damages arising from violations of these policies. Disciplinary action relating to employees is always subject to the provisions of any applicable collective bargaining agreement.
  7. **Waiver of Privacy:** By accepting Network access, Users waive any and all rights of privacy in connection with their communications over the Network or communications achieved through the use of District equipment or software. Electronic mail (e-mail) and other forms of electronic communication (including instant messaging of all forms and SMS messages originating from email) are not guaranteed to be private. The District owns all data in the system. Systems managers have access to all messages for purposes of monitoring system functions, maintaining system efficiency, and enforcing computer/network use policies and regulations, District policies, and state and federal laws. Illegal activities or suspected illegal activities may be reported to the authorities.
  8. **Confidentiality and Student Information:** Users are responsible for maintaining security of student information and other personally identifiable data that they access, even if they access such data accidentally or without permission, and for upholding FERPA (20 U.S.C. § 1232g), the student confidentiality law (Ohio Revised Code Section 3319.321), the Ohio Privacy Act (Chapter 1347 of the Ohio Revised Code), and any other applicable privacy policies and regulations.

9. **District-Owned Equipment:** Desktop computers, laptops, portable devices, and other equipment belonging to the District are your responsibility. Any misuse, failure, damage or loss involving such equipment must be reported to Director of Technology. You may be held financially responsible for the expense of any equipment repair or replacement.
10. **Unacceptable Uses of the Network:** All Users must use the Network in an appropriate and responsible way, whether their specific actions are described in this Policy or not. Examples of unacceptable uses include, but are not limited to, the following:
- **OFFENSIVE OR HARRASSING ACTS:** Creating, copying, viewing, transmitting, downloading, uploading or seeking sexually explicit, obscene, or pornographic materials. Using language inappropriate to the school environment, including swearing, vulgarities or language that is suggestive, obscene, profane, abusive, belligerent, harassing, defamatory or threatening. Engaging in harassment, stalking, or other repetitive unwanted communication or using the Internet in support of such activities.
  - **VIOLATIONS OF PRIVACY:** Unauthorized copying, modifying, intruding, or attempts to copy, modify or intrude, into the folders, files, data, work, networks, passwords or computers of others, or intercepting communications intended for others. Copying, downloading, uploading, or transmitting student or School District confidential information.
  - **CREATING TECHNICAL PROBLEMS:** Knowingly performing actions that cause technical difficulties to the system, other users or the Internet. Attempting to bypass school Internet filters or to “hack” into other accounts or restricted information. Uploading, downloading, creating, or transmitting a computer virus, worm, Trojan horse, or other harmful component or corrupted data. Removing, altering, or copying District software for personal use or for the use of others.
  - **USE OF OUTSIDE SERVICES:** Outside e-mail systems may be used for personal e-mail, subject to the loss of privacy rights as stated in this Policy. No District business shall be conducted on outside e-mail services unless a copy of each such communication is copied or forwarded to the User’s District account for archiving.
  - **VIOLATING LAW:** Actions that violate state or federal law or encourage others to do so. Offering for sale or use, soliciting the purchase or provision of, or advocating the use of any substance that law or District Policy prohibits the possession or use of.
  - **VIOLATING COPYRIGHT:** Uploading, downloading, copying, redistributing or republishing copyrighted materials without permission from the owner of the copyright. Users should assume that materials are protected under copyright unless there is explicit permission for use.
  - **PERSONAL USE:** Personal shopping, buying or selling items, soliciting or advertising the sale of any goods or services, or engaging in or supporting any kind of business or other profit-making activity.
  - **POLITICAL USE:** Creating, transmitting or downloading any materials that support or oppose the nomination or election of a candidate for public office or the passage of a levy or a bond issue. Soliciting political contributions through the Network or conducting any type of official campaign business.
  - **GENERAL MISCONDUCT:** Using the Network in a manner inconsistent with the expectations of the Ottoville Local Schools for the conduct of students and employees in the school environment. Uses that improperly associate the School District with Users’ personal activities or to activities that injure the District’s reputation. Uses that mislead others or violate the standards of academic or personal integrity, including but not limited to plagiarism, disseminating untrue information about individuals or groups, or using another’s password or some other user identifier.
11. **Specific Limits on Communication Over the District Network:**
- ***Expressing Opinion:*** The Network has been created at public expense and exists for purposes relating to education and administration. It is not the intention of the District to allow the public, staff, or students to use the Network, including the web hosting or linking ability, for purposes of expressions of private opinions, or to support private or public causes or external organizations.

- **Large Group Mailings:** The sending of messages to more persons than is necessary for educational or school business purposes is a misuse of system resources and User time. These mass e-mails should be limited.
  - **Personal E-mail:** Limited personal use of District e-mail by employees to communicate with family, friends, and colleagues who are willing recipients is permitted as a personal convenience, but must not impact paid work time and is subject to all of the provisions of this Policy.
  - **Electronic Signatures:** Users shall not legally verify documents or use “electronic signatures” in any way unless they have been trained in an approved verification or signature system approved by the Administration. Users asked to legally verify or electronically sign documents should report the situation to the Superintendent.
12. **System Security and Integrity:** The District reserves the right to suspend operations of the Network, in whole or in part, at any time for reasons of maintaining data security and integrity or any other lawful reason. The District reserves the right to block or filter any web sites, e-mail addresses, servers or Internet domains.
  13. **No Warranties Created:** By accepting access to the Network, you understand and agree that the School District, any involved Information Technology Centers, and any third-party vendors make no warranties of any kind, either express or implied, in connection with provision of access to or the use of the Network. They shall not be responsible for any loss or deletion of data. They are not responsible for the accuracy of information obtained through electronic information resources.
  14. **Updates to Account Information:** You must provide new or additional registration and account information when asked in order for you to continue receiving access to the Network. If, after you have provided your account information, some or all of the information changes, you must notify Director of Technology or other person designated by the School District to receive this information.
  15. **Records Retention and Production:** Users must comply with all District directions regarding the retention and management of e-mail or documents. The District retains the right to receive a copy of a record from an Employee User’s private computer if for some reason it exists only on that computer. Retains the right to receive a copy of a record from an Employee User’s private computer if for some reason it exists only on that computer.

**Web Sites:** Web sites created through the Network and/or linked with the School District’s official web site must relate specifically to District-sanctioned activities, programs or events. [Such web sites must be created according to the District’s publication “*Guidelines for the Development and Maintenance of Web Sites and Web Pages.*”] [Such web sites must be created according to District guidelines available from Director of Technology. Web sites created using the Network or the School District’s equipment, or web sites created as part of a classroom or club assignment or activity are the sole and exclusive property of the School District in perpetuity without any ownership rights existing in the page creator(s).

#### **STUDENT ASSESSMENT**

Unless exempted, each student must attain state requirements on all portions of the State-mandated assessment test as a requirement for graduation. The test will be administered twice a year until the student passes all parts of the test. Students are only required to retake those parts of the test they have not yet passed. While the School District does schedule make-up dates for testing, students should avoid unnecessary absences. 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. The guidance staff often gives these.

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

#### **SECTION III - STUDENT ACTIVITIES SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

The Ottoville Local School District 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 many student groups that are sponsored by a staff member or adult adviser. Authorized groups include:

##### **National Honor Society**

The Ottoville Honor Society is a part of the National Honor Society and as such will follow all standards set forth by the National organization.

The aims and purposes of the Honor Society shall be to stimulate high scholarship, to encourage community and school service, and to develop leadership. Students must have a cumulative GPA of 3.25 to be considered for membership. The Faculty Advisory Committee shall evaluate candidates on service, leadership and character to determine selection to NHS.

#### **Student Council**

The purpose of Student Council will be to improve the Ottoville High School through various service projects and to stimulate desirable student-faculty relationship. The constitution provides for the election of its officers.

#### **Chorus**

Opportunity is given to those interested in singing to express themselves as well as to learn how authors of the past and present expressed themselves. Membership is open to all high school students who do not have a schedule conflict.

#### **Band**

Instrumental music instruction is offered to those desiring and who have the aptitude to learn how to play an instrument. Membership is open to all high school students (9-12) who meet the above qualifications and are able to meet the basic standards of the band.

#### **Pep Band**

The band director will determine total membership.

#### **Yearbook: *Echo of Time***

The purpose of the school yearbook is to record, photographically and by written commentary, the events, activities and people of Ottoville School. Yearbook is open to high school juniors and seniors with excellent verbal skills and a good work ethic. Participants must maintain satisfactory grades to participate in Yearbook.

Extra-curricular activities which 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 may also be provided.

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.

Ottoville Local School District will acknowledge up to and including state sanctioned contests/events. This is for curricular and extra-curricular activities.

#### **NON-SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Non-school-sponsored student groups may meet in the school building during non-instructional hours. The application for permission to use school facilities can be obtained from the Superintendent. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities, and that non-school persons do not play a regular role in the meeting. All school rules relating to student conduct and equal opportunity to participate apply to such activities.

Membership in any fraternity, sorority, or other secret society as proscribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

No non-district-sponsored organization may use the name of the school or school mascot on any materials or information.

#### **ATHLETICS**

The Ottoville Local School District 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). 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**

The Ottoville Local District Board of Education has adopted those eligibility standards set by the Constitution of the Ohio School Athletic Association (OSHA) and shall review such standards annually to ascertain that they continue to be in conformity with the objectives of this Board.

#### **STUDENT EMPLOYMENT**

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

#### **STUDENT ATTENDANCE AT SCHOOL EVENTS**

The School encourages students to attend as many after school events as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students participating in the event.

It is strongly advised that students attending evening events as non-participants 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. In most cases students will be required to attend school a minimum of five (5) periods to be permitted to attend or participate in extra-curricular events that day. Exceptions such as doctor's appointments, funerals or special circumstances must be cleared with the principal in advance.

#### SECTION IV - STUDENT CONDUCT ATTENDANCE

##### **School Attendance Policy**

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important lessons are learned through active participation in classroom and other school activities, which cannot be replaced by individual study. 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 worker 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.

In December 2016, the Ohio General Assembly passed House Bill 410 to encourage and support a preventative approach to excessive absences and truancy. Schools cannot suspend or expel students for missing too much school. Districts will amend or adopt policies that outline their interventions and plans for students who miss too much school.

It is important for every student in Ohio to attend school every day. Missing too much school has long-term, negative effects on students, such as lower achievement and graduation rates. There are many reasons students miss school, but districts often can directly impact their students' attendance. By using data to identify and support students who may need extra support and services, districts can target supports to get students to school every day.

Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. To support academic success for all students, the district will partner with students and their families to identify and reduce barriers to regular school attendance. The district will utilize a continuum of strategies to reduce student absence including, but not limited to:

- Notification of student absence to the parent or guardian;
  - Development and implementation of an absence intervention plan, which may include supportive services for students and families;
  - Counseling;
  - Parent education and parenting programs;
  - Mediation;
  - Intervention programs available through juvenile authorities; and
  - Referral for truancy, if applicable.
- \*Notify the Registrar of Motor Vehicles of the student's absences.

##### **Definition of Truancy and Excessive Absences**

1. Definition of 'habitual truant' changed from days to hours. The definition is:
  - a. Absent 30 or more consecutive hours without a legitimate excuse;
  - b. Absent 42 or more hours in one school month without a legitimate excuse;
  - c. Absent 72 or more hours in one school year without a legitimate excuse.
2. Includes 'excessive absences':
  - a. Absent 38 or more hours in one school month with or without a legitimate excuse;
  - b. Absent 65 or more hours in one school year with or without a legitimate excuse.

##### **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 schoolwork and/or tests:

- |                               |   |
|-------------------------------|---|
| *Illness, medical appointment | *Observation of a bona fide religious holiday     |
| *Recovery from an accident    | *Family vacation                                  |
| *Required court attendance    | *Such good cause as may be acceptable to the      |
| *Death in the family          | Principal (college visit, student needed at home) |

##### **Notification of Absence**

If a student will be absent, the parents are to notify the School Secretary or designee at **419-453-3357 (Elementary Office)** or **419-453-3358 (High School Office)** and provide an explanation. If prior contact is not possible, the parents should provide a written excuse within 24 hours 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.

#### **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 Superintendent's office.

#### **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 the appropriate teacher to obtain assignments.

The number of days for completion of make up work will be equivalent to the number of excused days of absence.

If a student misses a teacher's test due to an excused absence, s/he may 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 testing coordinator to arrange for administration of the test at another time.

Make up assignments and work is the student's responsibility.

#### **Cheating**

Whenever a student is found to be cheating, the teacher may collect the work in question, give the student a zero grade, contact the parents and inform the Principal or designee of the situation.

#### **Suspension from School**

Absence from school due to suspension shall be considered an authorized absence, either excused or unexcused.

A suspended student will be responsible for making up schoolwork missed due to suspension. Assignments may be obtained from classroom teachers beginning with the first day of suspension. Make up of missed tests may be scheduled when the student returns from school.

The student must complete missed assignments during the suspension and turn them in to the teacher by the time the student returns to school.

The student will be given credit for properly completed assignments and will receive a grade for any made-up tests.

#### **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. **(Please refer also to "Truancy" in this handbook.)**

No credit shall be given for any schoolwork not completed as a result of truancy.

### **TARDINESS**

#### **Elementary Level**

A student who is not in his/her assigned location by 7:58 shall be considered tardy. Any student arriving late to school is to report to the School office before going to class.

#### **Secondary Level**

Each student is expected to be in his/her assigned location throughout the school day. If a student is late arriving at school, s/he must report to the School office before going to his/her first assigned location. Students must be in the proper room when the tardy bell or the bell beginning the period rings, or have a note from their teacher. If a student is tardy and does not have a valid excuse, the following penalties shall apply:

1<sup>st</sup> & 2<sup>nd</sup> offense per 9-week period will be warnings.

3<sup>rd</sup> offense will be a detention and excessive tardiness after this may result in a more severe action and may be included in the truancy policy.

#### **Vacations During the School Year**

Parents are encouraged not to 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. It may be possible for the student to receive certain assignments that are to be completed during the trip.

#### **Attendance Standards**

The following are considered poor attendance standards which will allow staff to consider failing a student: 1) Trimester classes - students are allowed 8 absences. After that, failure of the course may occur. 2) Semester length classes – students are allowed 12 absences. After that, failure of the course may occur. 3) Year long classes – students are allowed 24 absences. After that, failure of the course may occur.

This can include excused or unexcused absences.

### OTTOVILLE STUDENT CODE OF CONDUCT

A major component of the educational program at Ottoville Local School is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards.

#### Expected Behaviors

Each student shall be expected to:

- ❖ Abide by national, State, and local laws as well as the rules of the School
- ❖ Respect the rights of others
- ❖ 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.
- ❖ Any harassment, intimidation or bullying behavior by any student, school personnel, or third party person in the Ottoville Local School District is strictly prohibited, and such conduct may result in disciplinary action in accordance with House Bill 276.

#### 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. Outdoor clothing such as jackets are not to be worn to class or study hall except in an emergency, such as a lack of heating. Hats are not to be worn during the school hours.

Students should consider the following questions when dressing for school:

- ❖ Does my clothing expose too much? (No)
- ❖ Does my clothing advertise something that is prohibited to minors? (No)
- ❖ Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (No)
- ❖ Am I dressed appropriately for the weather? (Yes)
- ❖ Do I feel comfortable with my appearance? (Yes)
- ❖ Is my clothing a safety risk? (No)

The following styles or manners of dress are prohibited:

- ❖ No advertising shall be displayed in relation to alcoholic beverages or tobacco. Any garment with words, designs or patches that are obscene, disrespectful or suggestive of sex, alcohol, or drugs are not permitted. No brief and revealing clothing. Students shall not wear tank tops, halter-tops, garments with spaghetti straps, strapless garments, or soffe shorts are not permitted to be worn during the school hours. Garments that are "see-through," cut low, or expose one's midriff are not acceptable. Undergarments must not be visible. Shorts, skirts and/or skorts must be at least fingertip length when students are standing with arms hanging loosely by their side. Cut off shorts and skirts are not to be worn as well.
- ❖ Sagging pants. Students shall not wear pants that when fastened, sag, or fit below the waist. All pants must fit around the waist and be properly fastened. Torn, ripped or cut clothing with frayed edges should not be worn.
- ❖ A student's top clothing and bottom clothing should overlap at all time including when arms are raised.
- ❖ Students who are representing Ottoville Local School District at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

The school code of conduct will be followed if students will not follow the schools dress and grooming requirements.

#### Gangs

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

Incidents involving initiations, hazing, intimidations or related activities, which are likely to cause harm or personal degradation, are prohibited. Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities, which are designed to intimidate another student, will be disciplined.

#### 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 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.

#### **ZERO TOLERANCE**

No form of violent, disruptive, or inappropriate behavior, including excessive truancy, will not be tolerated.

#### **STUDENT DISCIPLINE CODE**

The Student Discipline Code addresses the types of misconduct that will subject a student to disciplinary action.

Each of the behaviors described below may subject the student to disciplinary action including, but not limited to, 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. Use of drugs and/or alcohol**

Students are prohibited from 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.

##### **2. Use of tobacco**

The use of tobacco products is a danger to a student's health and to the health of others. The School prohibits the possession, consumption, 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 or any other matter or substance that contains tobacco. Smoking clove cigarettes/E-cigarettes is also prohibited.

##### **3. 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. The Superintendent using the guideline(s) set forth in Board Policy 5610 may reduce this expulsion on a case-by-case basis.

Firearm is defined as any weapon (including a starter gun), which 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 which is inoperable but which 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.

##### **4. Use and/or possession of a weapon**

A weapon is any device, which 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.

##### **5. 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.

**6. 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.

**7. Purposely setting a fire**

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

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

Physical assault of a staff member, student, or other person associated with the District, which may or may not cause injury will not be tolerated. Assault of any other individual may result in criminal charges and may subject the student to expulsion.

**9. Verbally threatening a staff member/student/person associated with the District.**

Any statement or noncontact 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 and is prohibited. Profanity directed toward a staff member in a threatening tone may also be considered a verbal assault, which may subject a student to discipline.

**10. 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.

**11. Misconduct off school grounds**

*Students may be subject to discipline for student misconduct even when such misconduct 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.

**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 and is prohibited by the Student Discipline Code.

**13. Gambling**

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering and is prohibited by the Student Discipline Code. Students who bet on any school activity in which they are involved may also be banned from that school activity.

**14. Falsification of schoolwork, identification, forgery**

Forgery of hall/bus passes and excuses, as well as use of false I.D.'s are forms of lying and are not acceptable. Students found engaging in such practices may be subject to discipline in accordance with the Student Discipline Code.

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

**15. False alarms and false reports**

A false emergency alarm or report endangers 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 may subject the student to disciplinary action.

**16. Explosives**

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous. Use or possession of explosives may subject a student to disciplinary action.

**17. Trespassing**

Although schools are public facilities, the law allows the Board to restrict access to school property. 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.

**18. Theft**

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 the building principal. The School is not responsible for personal property.

**19. Insubordination**

Students are expected to comply with the reasonable directions of staff. Failure to comply with directions or acting in defiance of staff members will result in disciplinary action.

**20. Damaging property**

Vandalism and disregard for school property will not be tolerated. Students engaged in such activity may be subject to disciplinary action.

**21. Persistent absences 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.

**22. 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.

**23. Refusing to accept discipline**

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

**24. Aiding or abetting violation of school rules**

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

**25. 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.

**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 building principal or supervising teacher/adviser. Examples of prohibited devices include but are not limited to radios, "boom-boxes", headphones, CD players, portable TV's, electronic games/toys, pagers, beepers, other paging devices, and the like. School personnel will confiscate unauthorized electronic equipment from the student and disciplinary action will be taken.

**27. Violation of individual school/classroom rules**

Each learning environment has different rules for students. Individual 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 the policy of the School

**28. Cafeteria (High School)**

Those students eating in the cafeteria will go to the cafeteria in an orderly fashion. Seniors shall go first, followed by the juniors, sophomores, freshmen and junior high.

**29. Violation of bus rules**

Please refer to Section V on transportation for bus rules.

**30. Disruption 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 is unacceptable. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

**31. Harassment and/or Bullying**

The harassment and/or bullying of other students or members of staff, or any other individuals are not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Individuals engaging in such conduct will be subject to disciplinary action. Sexual harassment by a student of a staff member or fellow student of this District is strictly forbidden. Any student who is found to have harassed a staff member or student will be subject to discipline in accordance with law and the Code of Conduct.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal and physical contacts of a sexual nature. Other prohibited conduct includes that which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive learning environment on the basis of gender, religion, race, color, ethnicity, age, and/or disability.

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 Complaint Coordinator. (Superintendent)

The Complaint Coordinator (Superintendent) is available during regular school hours to discuss a student's concerns related to harassment and/or bullying, 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 Complaint Coordinator either by a written report or by 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 and the nature of the harassing/bullying incident(s). The Complaint Coordinator will promptly compile a written summary of each such report which will be forwarded to the Principal.

Each report will be investigated in a timely manner and as confidentially as possible. 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 individuals involved in an investigation as either a witness, victim or alleged harasser/bully will be instructed not to discuss the subject outside of the investigation.

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

Given the nature of harassing/bullying 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/bullying allegations or charges.

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

Under no circumstances will the School tolerate threats or retaliation against anyone who makes a harassment/bullying complaint or participates in an investigation. Individuals who engage in retaliation will be subject to disciplinary action.

Harassment, intimidation, or bullying behavior by any student/school personnel in the Ottoville Local School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", **in accordance with House Bill 276**, means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless handheld device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- ❖ Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,
- ❖ Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

### **32. Hazing**

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.

### **33. Violent Conduct**

Students may face expulsion 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).

### **34. Bomb Threats**

Making a bomb threat 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.

### **35. After Hours**

No student is to remain in the building at the end of the regular day except with the permission of a teacher and when supervised by a teacher. Students may be in school after dismissal only if they are under the supervision of a teacher in a scheduled curricular or extra-curricular activity.

## **DISCIPLINE**

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.

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
- before school, lunch-time, after-school detention
- in-school discipline

### **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.

### **In-School Discipline**

Failure to timely serve a Detention or In-School Discipline 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 shall apply to Detention and In-School Discipline:

- ❖ Students are required to have class assignments with them.
- ❖ Students are not to communicate with each other unless given special 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 radios, cards, magazines, or other recreational articles shall be allowed in the room.
- ❖ No food or beverages shall be consumed.

Transportation to and from Detention shall be the responsibility of the student/parent.

### **Formal Discipline**

Formal discipline removes 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, 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 or expulsion are entitled to an informal meeting with the building administrator prior to removal, at which time 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 may be 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 meeting, the Principal [or assistant principal or other administrator] 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 after the 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 meeting. 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(s) or Athletic Director may remove the student from any curricular or extracurricular activity or from the school premises. A teacher or advisor/coach may remove the student from any curricular or extracurricular activity under their supervision, but not from the premises.

If a teacher or advisor/coach makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal 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 meeting 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 or may not be removed immediately. A meeting 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 meeting. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the meeting.

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 seven (7) 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 Post-Secondary Enrollment Option at the time the expulsion is imposed.

#### **Permanent Exclusion**

State law provides for the permanent exclusion of a student, sixteen (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 (1) or more of the following crimes while on the property of any Ohio school:

- ❖ conveying deadly weapons onto school property or to a school function
- ❖ possessing deadly weapons onto school property or at a school function

- ❖ carrying a concealed weapon onto school property or at a school function
- ❖ trafficking in drugs onto school property or at a school function
- ❖ murder, aggravated murder on school property or at a school function
- ❖ voluntary or involuntary manslaughter on school grounds or at a school function
- ❖ assault or aggravated assault on school property or at a school function
- ❖ rape, gross sexual imposition or felonious sexual penetration on school grounds, or at a school function, when the victim is a school employee
- ❖ 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 Act (I.D.E.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 meeting. After that informal meeting, 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 of the reason for and the length of the suspension.

#### **SEARCH AND SEIZURE**

School authorities are authorized to search a student or his/her property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever the School authorities 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 that 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 which have been confiscated.

#### **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. All items must meet school guidelines.

##### **A. Material cannot be displayed if it:**

1. is obscene to minors, libelous, is pervasively indecent or vulgar
2. advertises any product or service not permitted to be purchased by minors
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.**

**C. Students may not circulate petitions in school without permission from the Principal. No survey or information of any type dealing with school interests shall leave the school without permission from the Principal and Advisor.**

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

## **SECTION V - TRANSPORTATION**

School-age children are eligible for school bus transportation providing they reside one mile or more from the building that they attend. Bus riding is a privilege. This privilege can be taken away. The transportation schedule and routes are available by contacting the Superintendent at 419-453-3357.

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, upon the principal's approval of a note from a parent stating the reason for the request and the duration of the requested change.

### **Bus Conduct**

Students who are riding to and from school on transportation provided by the School are required to 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 five (5) 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
- ❖ go immediately to a 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 litter in the school vehicle or throw anything 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 tamper with the school vehicle or any of its equipment.

### **Exiting the school vehicle**

Each student shall:

- ❖ remain seated until the vehicle has stopped;
- ❖ cross the road, when necessary, at least ten (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 for the safety of the students being transported. If a student misbehaves on a bus and his/her actions are recorded on 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.

### **Self-Transportation to School**

Driving to school is a privilege, which 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 for any transportation to and from school not officially provided by the School.

**The following rules shall apply:**

1. All students must have written parent permission prior to driving to school.
2. The student must obtain a permit from the high school office.
3. Failure to comply with these rules may result in loss of privileges and/or disciplinary actions for a student.
4. When the School provides transportation, students shall not drive to school sponsored activities unless written permission is granted by their parents and approved by the Principal.
5. Approved student drivers may not transport other students to a school-sponsored activity.
6. All vehicles entering school property are subject to search and inspection.
7. The school will not be held liable for damages to vehicles or individuals while being driven on school grounds.

**Pedestrian Safety**

Studies reveal that unintentional pedestrian injuries are the fifth leading cause of injury-related deaths in the United States for children ages 5-19. In fact, every day in the United States, 44 children are hit by a car while walking. Teens have a death rate twice that of younger children and account for half of all child pedestrian deaths. We want our students to be safe and not a statistic. In order to be safe, these rules must be followed:

1. Look left, right and left again before crossing the street or parking areas. Continue looking until safely across. However, you should **NOT CROSS STATE ROUTE 224**. The speed limit on this road creates a danger that cannot be safely managed for pedestrians.
2. Walk on sidewalks or paths and cross at street corners, using traffic signals and crosswalks. If there are no sidewalks, walk facing traffic as far to the left as possible.
3. Make eye contact with drivers before crossing the street or walking through parking lot lanes.
4. Be especially alert for cars that are turning or backing up.
5. Do not run or dart out into the street or cross between parked cars.
6. If walking when it's dark out, be especially alert and be visible to drivers. Wear light or brightly colored clothing and reflective gear.
7. Put phones, headphones and devices down when crossing the street.

**NOTE: Be advised that the following forms must be available in the School Office as they are referenced in the Student/Parent Handbook:**

- **Title VI, IX, 504 Grievance Form 2260 F2**
- **Notice of Nondiscrimination and Grievance Procedures for Title II, Title VI, Title VII, Title IX, Section 504 and ADA Form 2260 F8**
- **Authorization for Prescribed Medication or Treatment Form 5330 F1**
- **Authorization for Nonprescription Medication or Treatment, Secondary Version Form 5330 F1a**
- **Authorization for the Possession and Use of Asthma Inhalers Form 5330F3**
- **Authorization for Nonprescription Medication or Treatment, Elementary Version Form 5330 F1b**
- **Parent/Student Acknowledgement of Student Handbook Form 5500 F1**
- **Memorandum to Parents Regarding School Board Policy on Drug-Free Schools Form 5530 F2**
- **Notification to Parents Regarding Student Records Form 8330 F9**
- **Notification to Parents on Blood-borne Pathogens Form 8453.01 F5**
- **Student Network and Internet Acceptable Use and Safety Agreement Form 7540.03 F1**