

**STUDENT HANDBOOK 2017-2018**  
**A HIGH SCHOOL THAT WORKS**  
**7225 SYLVANIA AVE.**  
**SYLVANIA, OH 43560**  
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**COVER BY:**

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**SYLVANIA SOUTHVIEV HIGH SCHOOL**

7225 Sylvania Ave  
Sylvania, OH 43560

419-824-8580	Principal's Office
419-824-8580	Main Office
419-824-8731	Attendance Office
419-824-8737	Guidance Office
419-824-8733	Records Office
419-824-8734	Athletic Office

**SYLVANIA BOARD OF EDUCATION**

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Mr. Dave Spiess	Vice President
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Mrs. Mandy Ballantyne	Dean of Students
Mr. Jim Huss	Athletic Director

Southview Web Page [www.sylvaniasouthview.org](http://www.sylvaniasouthview.org)

The Sylvania School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

**WELCOME TO A NEW YEAR AT SYLVANIA SOUTHVIEV.**

*I hope your summer has been relaxing and you are ready for another exciting academic year that will be both challenging and rewarding. At Southview we are convinced that development of good organizational skills is essential for a positive educational experience.*

*This planner contains the student handbook, pages for hall pass identification, and the school year calendar to help students track homework assignments, test dates, student events as well as personal activities. To enhance your opportunity for academic success I encourage you, develop the habit of using this planner on a daily basis.*

*Take time to go over the rules and regulations listed in the Student Handbook section and discuss them with your parents. The more informed you are, the better you will respond to improve your personal and intellectual growth.*

*Our Sylvania community is blessed with supportive families, outstanding students and an excellent teaching staff that is committed to the academic and personal success of our students. I encourage each and every student to take full advantage of the educational and extra-curricular opportunities that exist at Southview High School.*

*This handbook/planner is designed to provide you with valuable information that will help make your experience at Southview a success. If you have any questions about anything in this handbook or the many opportunities available to you at Southview, please feel free to contact me during the school year at 824-8580. Have a great school year.*

*Sincerely,*

**Dave McMurray, Principal**

## **SYLVANIA SOUTHVIEW HIGH SCHOOL PHILOSOPHY**

Sylvania Southview strives to provide an opportunity for all students to reach their highest level of intellectual, physical, social and emotional development. To make this possible, Southview attempts to identify the needs, abilities and interests of each individual student and offers a variety of courses, activities, and teaching techniques which enable students to design a program which best meets their unique needs and abilities, consistent with the expectations of the community and the financial resources available.

Sylvania Southview seeks to maintain an atmosphere which encourages input from the community, staff and students in decision-making. Southview provides an educational environment which allows the student to develop self-discipline and a sense of self direction within a frame work of adult guidance and supervision. Southview's goal is to help students obtain the knowledge, the technical and intellectual skills, and the attitudes which will make them responsible, productive members of the community.

## **SYLVANIA SOUTHVIEW HIGH SCHOOL MISSION STATEMENT**

The mission of Southview High school is to promote a challenging curriculum within a secure learning environment through which we prepare our student's for responsible citizenship, lifelong success, and productive employment in a global community.

## **SCHOOL COLORS**

The colors of the Sylvania Southview Cougars are brown and orange. Traditionally, color days are announced for certain games. On a color day, all students are asked to dress in brown and orange to show their spirit.

## **FIGHT SONG**

Fight on for Southview High  
Our team fight on to victory  
Our Alma Mater dear look up to you

Fight on and win for Southview High  
Fight on to victory, Fight on!  
Alma Mater Men'ries of the orange and brown  
Dwell with us throughout the year.  
Loyal to our Southview High  
We shall remain through smiles and tears,  
the joys and hopes we've shared with you,  
Will guide us through our lives,  
We know To our alma Mater dear,  
We shall be true where're we go.

## **SYLVANIA NORTHVIEW HIGH SCHOOL**

### **TIME SCHEDULE**

**2015-2016**

#### **Schedule 1**

**(Regular)**

Period 1	7:35-8:16
Period 2	8:21-9:02
Period 3	9:07-9:48
Period 4	9:53-10:35
Period 5	10:40-11:21
Period 6	11:26-12:07
Period 7	12:12-12:53
Period 8	12:58-1:39
Period 9	1:44-2:25

#### **Schedule 2**

**(PM Assembly)**

Period 1	7:35-8:12
Period 2	8:17-8:54
Period 3	8:59-9:36
Period 4	9:41-10:18
Period 5	10:23-11:00
Period 6	11:05-11:42
Period 7	11:47-12:24
Period 8	12:29-1:06
Period 9	1:53-1:48
Assembly	1:53-2:25

#### **Schedule 3**

**(Homeroom)**

Period 1	7:35-8:13
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Period 2	8:18-8:56
Period 3	9:01-9:39
Period 4	9:44-10:25
Homeroom	10:30-10:50
Period 5	10:55-11:33
Period 6	11:38-12:16
Period 7	12:21-12:59
Period 8	1:04-1:42
Period 9	1:47-2:25

#### **Schedule 4**

**(Late Start/2 Hour Delay)**

Period 1	9:35-10:02
Period 2	10:07-10:34
Period 3	10:39-11:06
Period 4	11:11-11:41
Period 5	11:46-12:13
Period 6	12:18-12:45
Period 7	12:50-1:17
Period 8	1:22-1:49
Period 9	1:54-2:25

#### **Schedule 5**

**(Sustained Silent Reading)**

Period 1	7:35-8:14
Period 2	8:19-8:58
Period 3	9:03-9:42
Period 4	9:47-10:26
SSR	10:26-10:46
Period 5	10:51-11:30
Period 6	11:35-12:14
Period 7	12:19-12:58
Period 8	1:03-1:42
Period 9	1:47-2:25

## **ABSENCE**

### **BOARD OF EDUCATION POLICIES REGARDING STUDENTS COMPULSORY ATTENDANCE- POLICY 5200**

The Board of Education requires all students enrolled in the schools of this District attend school regularly in accordance with the laws of the State. The District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

## **GUIDELINES:**

### **Excusable Reasons for Absence**

The District accepts the following as **reasonable excuses for time missed at school**. Each absence shall be explained in **writing** and signed by the student's parents. The excuse shall be submitted to the building principal/designee and filed as part of the student's school record.

A **written** excuse for absence from school may be approved for one (1) or more following reasons or conditions:

#### **A. Personal illness**

The principal/designee may require a doctor's confirmation if she/he deems it advisable.

#### **B. Illness in the family**

The absence under this condition shall not apply to children under fourteen (14) years of age.

#### **C. Quarantine of the home**

This is limited to the length of the quarantine as fixed by the proper health officials.

#### **D. Death in the family**

The absence arising from this circumstance is limited to the three (3) days unless a reasonable cause may be shown by the applicant child, parent/guardian for a longer absence.

#### **E. Necessary work at home due to absence or incapacity of parent(s)/guardian**

Any absence arising because of this condition shall not extend for a period longer than that for which the parents were absent from the home **or incapacitated**, nor to any student younger than fourteen (14).

#### **F. Observation or celebration of a bona fide religious holiday**

Any student shall be excused for the purpose of observing or celebrating a bona fide religious holiday consistent with his/her creed or belief.

#### **G. Emergency or set of circumstances**

The building principal shall serve as the Superintendent's designee in the determination of such emergency or set of circumstances.

### **Absence during the School Day for Professional Appointments**

Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during the school day. Students are required to be in attendance from 7:35 a.m. until 2:25 p.m. each day. Students must follow all **sign-out procedures** in the **Attendance Office** to leave school. When a student is to be absent for part of the day:

1. The student shall have a statement to that effect from his/her parents/guardians.
2. The student shall bring a signed statement from the doctor, dentist, lawyer, counselor, etc. to the effect that s/he reported promptly for the appointment.
3. The student shall report back to school immediately after his/her appointment if school is still in session.

Students enrolled in any program and/or are on a PSTA that allows them to leave the building during the day to work and/or participate in a job shadowing experience will be expected to follow the guidelines set up for that particular program. Failure to do so may result in an unexcused/truancy report for the student. Further violations may result in the removal of the student from the assigned program.

### **Students Leaving School (Early Excuse)**

No staff member shall permit or cause any student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the administration/designee and with the knowledge and approval of the student's parents.

### **Excessive Absence Guidelines**

1. A student who misses ten (10) days of school will have a letter sent informing parents that future absences will require doctor's verification to be excused, telling them that a conference will be required if the student reaches fifteen (15) days of absences.
2. A student reaching fifteen (15) days of absence will have their name forwarded to Student Services. (Absences used here would not include days for which a medical or court excuse has been provided.) Student Services will set up a conference with the parents, the school principal/designee and the Director of Student Services. Possible results of this conference could be referral to the courts, Children Services and the withholding or withdrawal of a student's driver's license, etc.

## **STUDENT VACATION DURING THE SCHOOL YEAR OR PERSONAL CONVENIENCE ABSENCE (PCA)**

Personal Convenience Absence (PCA): uninterrupted attendance in school is essential for student success. It is therefore expected that absences from class should occur only in unavoidable circumstances. Absence from school for student and/or parent personal convenience is **not** provided for under school attendance laws of the State of Ohio. Therefore, such absence will be considered **unexcused**. Personal convenience absences are available to parents for students participating in special trips or family activities. The absence is unexcused and must be taken in compliance with the following provisions:

- a) The PCA will be considered **unexcused**.
- b) The PCA forms will be issued only to **parents/guardians** by the principal or his/her designee.
- c) The PCA forms must be completed and on file **before** the date(s) of the absence.
- d) The PCA forms will **not** be issued for absences during **district wide testing, including exams, October count week as well as the first two and last two weeks of the school year.**
- e) The PCA absences are applicable only to trips on which students accompany their parents or designated chaperones.
- f) Students/parents are responsible to inform each teacher of the dates of a PCA.
- g) Students will be permitted to make-up graded assignments, classroom tests and examinations that **are** recorded or calculated as part of the student's grade.
- h) Students/parents are responsible to make arrangements to make-up tests by the **second day the student returns**.
- i) **Failure to abide by the above procedures and other administrative guidelines will result in denial of make-up privileges.**
- j) Sylvania Schools assumes no responsibility for a drop in grades.
- k) Teachers **are not required to prepare assignments in advance** for students who are anticipating days of absences.
- l) Teachers are not required to examine or correct assignments missed during a PCA that are not recorded or calculated as part of the student's grade.
- m) Teachers are not required to grade, examine, correct, or replicate any missed activity, written work, or class experience the completion of which is predicated upon a student's attendance or in-class participation (e.g. lab, play, etc.).

You do not need to fill out an admit slip when you return from a PCA.

### **Absence**

Parents need to contact the Attendance Office at 419-824-8731 before 8:30 a.m. to verify why students will be absent or tardy for the day.

### **Absence Admit Slip**

Telephone calls **do not** constitute an excused absence for an admit slip. Students are to report to the attendance office with a **written note** upon his/her return to school. Absence notes must include dates of absence, reason for absence, signature and the phone number where parent can be

reached. Admit slips need to be taken care of **before** school.

### **Absence – Request for Assignments**

It will be the responsibility of the student to request information and assignments missed during his/her absence. If an absence lasts three consecutive days or more, a parent may wish to call the Attendance Office secretary and arrange to pick-up assignments. **Twenty-four hours** notice will be needed to fulfill this request.

**Make-up Work.** The following conditions apply to the make-up of tests and other assignments missed during any absence- excused or unexcused:

- A. When an absence falls within any one or more of the seven (7) categories described above (See Excused Absence), students must make arrangements with the teacher upon his/her return for make-up tests and assignments. Every reasonable help and consideration in make-up will be offered by the faculty and administration to students with the excused absences.
- B. When a student has an unexcused absence, is suspended or truant, the faculty and administration assumes no obligation to assist the student with the completion of assignments and tests.
- C. The make-up of tests and other assignments associated with a personal convenience absence is detailed in the **PCA** Section.

### **TRUANCY**

**Truancy demonstrates a deliberate disregard for the educational program and is considered a serious matter for which administrative action will be taken as follows:**

1. **No credit will be recorded for work missed as result of truancy.**
2. **A record of the truancy will be entered in the student's attendance record.**
3. **Parent contact will be attempted.**

Truancy is an unexcused absence. A student is truant if he/she leaves school without signing out, leaves school without permission of parents, comes to school but does not attend classes, or obtains permission to go to a certain place but does not report there.

**Northview:** Students are considered truant if caught in Sleepy Hollow. The pathway is Association property and intended only for the use of residents.

**Southview:** Students are considered truant if caught in the parking lot or on Cougar Lane without permission.

### **Disciplinary Action for Truancy**

A. **School truancy** is defined as being absent from school grounds all day or any part of the school day. This may include students returned by parents, police or school personnel.

**1st Offense:** Parents notified. Detention(s) issued. Teachers must record a zero for the unexcused absence.

**Subsequent Offenses:** Parents notified. Administration discretion for penalty. Teacher must record a zero for unexcused absences.

B. **Class Truancy.** Is defined as missing all or part of any period assigned to the students without a legitimate excused reason from a staff member. This includes lunch, study hall, or Commons.

**Offense:** Teacher must record a zero for an unexcused absence. **Administration discretion for penalty.**

### **TARDINESS TO SCHOOL**

Tardiness to school is defined as arriving after the start of school in the morning after 7:35am. For accounting purposes half-day absences will be recorded instead of a tardy after 10:34 a.m., but will be treated the same as a tardy to school with the possibility of Demerits/ Detention(s) being issued as stated in the handbook. Students must report to the Attendance office and sign in.

**1st, 2nd, & 3rd offenses:** No action

**4th and subsequent offenses for unexcused:** One (1) demerit per class or part of class missed and notification of tardy sent home.

**Excused tardies:**

Medical (verified by doctor's office)

Court (verified by court official)

Accident (police report)

Parent notes for illness within reason after which time medical verification will be required.

**Unexcused tardies:**

Overslept

Car trouble/traffic problems/speeding

Ride arrived late or never showed up

Missed bus

Accident without police report

**These tardies are cumulative for the whole year and do not start over after the semester.**

**Tardiness to Class**

Students tardy to class are to be admitted by the classroom teacher. Students arriving tardy to class without an admittance pass signed by a staff member are considered unexcused and will receive a demerit after 3 tardy violations. It is the responsibility of the student to secure an admittance pass from their previous classroom teacher. The attendance office will **not** issue passes to class.

## **ATTENDANCE FOR ELIGIBILITY TO PARTICIPATE IN EXTRACURRICULAR ACTIVITIES**

A student must be in attendance one-half day to participate in any athletic or extracurricular activity that is scheduled for that day or evening. For accounting purposes, the cut-off for one-half day is considered to be 10:34a.m. A student who leaves during the day must have been in attendance for 4 class periods.

## **ACADEMIC ASSISTANCE CENTER (NORTHVIEW)**

Students may report to (AAC) during their lunch hour, study halls or commons. Each period there are teachers and NHS peer tutors scheduled for the Academic Assistance Center (AAC). Teachers and peer tutors are available to help students with homework, proofreading, and preparing for quizzes and tests. (*See Guided Study for Southview Students.*)

## **ACTIVITIES, ATHLETICS AND CLUBS**

Both high schools offer many activities in which students may participate. There are certain rules, regulations or requirements for participation in each of them. These activities are open to all that meet requirements. If there is any question concerning qualification, check with the advisor in charge of the activity, your counselor or your class advisor. Below is a list containing most of the extracurricular/co-curricular activities. All guests at closed school activities are expected to follow school rules.

## **ACTIVITIES AND CLUBS**

**\*\*There are many activities and clubs available to participate in at Southview. See a revised list in Southview's Activity Booklet available in the Main Office.**

## **CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES – POLICY 2430**

The Board of Education, in the interest of affording students the highest levels of education experience available, supports an activity program designed to stimulate student growth and development through participation in activities of educational, civic, social and ethical value which cannot be secured by the regular aspects of the school program. To that end, the following criteria and guidelines are prescribed:

## **I. Criteria Guidelines**

- A. Student activities must have educational value for students.
- B. Student activities must be in balance with curricular offerings in the school.
- C. Student activities must be managed in a professional manner.
- D. Student activity offerings shall be of sufficient variety and number to meet the wide range of interests and needs of students.
- E. Student activities shall be planned in a complementary relationship to the home and the community with due regard for the widespread opportunities already available to students.

## **II. Criteria Regulations**

- A. Student activities are those school activities that are voluntarily engaged in by students, have the approval of the school administration and are sponsored by the faculty or an approved aide and do not carry credit toward promotion or graduation.
- B. The goal for each student shall be a balanced program of appropriate academic studies and activities. Guidance is necessary to encourage participants to so plan their activities that participation will not be at the cost of academic performance.
- C. The student activity program should be based upon the district's philosophy, have objectives and be regulated on a regular basis.
- D. The expenses involved in participating in any student activity and in the total program for a school should be set so that a majority of students may participate without financial strain.
- E. Activities must be open to all students regardless of race, religion, sex, national origin, handicaps or other human differences.
- F. Activities must not place undue burden upon students, professional staff or facilities.
- G. Activities should be held on non-school time or at an appropriate designated school time. Such school time shall not regularly diminish one school subject in the curriculum.
- H. Activities at any level should be unique, not duplications of others already in operation.
- I. Contest or activities sponsored by outside organizations must agree with these additional guidelines:
  - 1. The sponsoring organization must be engaged in a creditable or acceptable enterprise.
  - 2. Programs which tend to promote or advertise a product will not be approved unless the activity is of sufficient local educational utility to outweigh the commercial aspects of the activity.
  - 3. Contests that encourage students to work out contributions, solutions and creations by their own efforts are preferred.
  - 4. Involvement of teachers and/or administrators in the selection or judging process is not allowed except to select school representatives.
  - 5. Awards should be appropriate both in number, kind and value.
  - 6. In general, only those contests and activities on the annual "NASSP Advisory List of National Contest and Activities" shall be approved. The superintendent or designee may make exceptions for local community contests and activities.

## **ATHLETICS**

Baseball (Varsity, Junior Varsity, Freshman)

Basketball (Varsity, Junior Varsity, Freshman – Boys and Girls)

Cheerleaders (Varsity, Junior Varsity, Freshman)

Cross Country (Varsity – Boys and Girls)

Dance Team (Girls)

Football (Varsity, Junior Varsity, Freshman)

Golf (Varsity – Boys and Girls)

Gymnastics (Varsity, Junior Varsity – Girls)  
Hockey (Varsity, Junior Varsity- Boys)  
Soccer (Varsity, Junior Varsity, Freshman - Boys and Girls)  
Swimming (Varsity, Junior Varsity - Boys and Girls)  
Softball (Varsity, Junior Varsity, Freshman - Girls)  
Tennis (Varsity – Boys and Girls)  
Track (Varsity – Boys and Girls)  
Wrestling (Varsity, Junior Varsity)  
Volleyball (Varsity, Junior Varsity, Freshman – Girls)

Students must have a **1.5 grade point average** to be eligible for interscholastic athletics or any extra curricular activity the following quarter. Both high schools are members of the Northern Lakes Leagues (NLL), consisting of Anthony Wayne, Bowling Green, Maumee, Napoleon, Northview, Perrysburg, , Southview and Springfield.

### **Athletic Programs**

The athletic program of the Sylvania Schools shall follow the rules and regulations as established and maintained by the Ohio High School Athletic Association and Board of Education Policy 5600B – Eligibility for Extracurricular Activities. It shall be the practice of the Sylvania Board of Education to disapprove any transfer of athletic eligibility out of the district if the student does not meet standards of Board of Education Policy.

Participants are subject to two systems of eligibility, one per the Ohio High School Athletic Association (OHSAA) and one per Sylvania Schools.

The OHSAA rule states: “During the preceding grading period, the student must have received passing grades in a minimum of five one-credit courses or the equivalent which count toward graduation.” If those requirements are not met, the student will be ineligible for the next quarter.

The Sylvania rule, which applies to everyone participating in extracurricular activities states that a student must maintain a minimum grade point of 1.5. The first time a student falls under this standard he/she is placed on probation but allowed to continue to participate. The second time a student falls below 1.5 standards, he/she becomes ineligible to participate in any extracurricular activity for the following quarter. One probationary period is allowed in the ninth and tenth grade years and one more in the eleventh and twelfth grade years.

However, a student may never have two consecutive quarters of probation. An unused probationary period does not carry over and cannot be accumulated.

Any information regarding the Athletic Code of Conduct may be obtained from the Athletic Office.

## **CODE OF CONDUCT FOR EXTRACURRICULAR ACTIVITIES/ATHLETICS POLICY**

### **5500.01**

## **CODE OF CONDUCT FOR EXTRACURRICULAR ACTIVITIES/ATHLETICS POLICY**

### **5500.01**

Participation in athletics and extracurricular activities is a privilege extended to all students who meet the eligibility requirements. One of the requirements is compliance with this Code, which supports of the District’s commitment to provide a drug-free atmosphere where all students have the opportunity to achieve their academic, athletic, and social potential. To that end, athletic and extracurricular programs promote and reinforce a clear no-use message for students. Students must earn the right to represent the school by conducting themselves in such a manner that the image of the student, team or organization, school and school district are not tarnished in any way.

Failure to abide by the Code of Conduct, or other behavior derogatory to the individual or the program during the calendar year, will lead to denial of participation consistent with this policy. If a student participates in multiple extracurricular activities, denial of participation will apply to all activities. If a student violates the Code of Conduct, it will apply to all extracurricular activities and athletics simultaneously.

This Code of Conduct must be signed before the student participates in any extracurricular tryout,

practice, game or event. The student will be subject to the Code of Conduct for the entire calendar year, not just during the period the student is participating in the sport or activity.

The Code of Conduct shall be deemed to have been violated under the following circumstances: (1) when a student is observed in violation of the Code of Conduct by school personnel; (2) when a student has been charged by any law enforcement officer with an activity prohibited by this Code; (3) by an admission of violation by the student or his/her parents; or (4) when an investigation by school officials reasonably determines the student has violated this Code.

#### **Rule 1: Citizenship**

Any conduct that results in dishonor to the participant, the team or organization, the school, the school district, or a citizen violation, as defined herein, is prohibited. Dishonorable acts include, but are not limited to, cheating, dishonesty, harassment, intimidation or bullying, hazing, fighting, theft, vandalism, disrespect, unsportsmanlike conduct, or violations of the law. Citizenship violations include any violation of the Student Discipline Code and any violation of the rules established by the coach or advisor.

#### **PENALTIES FOR VIOLATIONS OF RULE ONE: ATHLETICS/EXTRACURRICULAR ACTIVITIES**

The penalties for a violation of Rule 1 shall range from missing a percentage of the current season/activity to complete denial of participation from athletics/extracurricular activities for the student's academic career, depending on the severity of the offense, any harm or injury to person or property, the remorse of the athlete, and any other relevant factors. The penalty shall be determined by the Athletic Director/Assistant Principal, in consultation with the coach/advisor.

#### **Rule 2: Alcohol and Drugs**

No student shall possess, conceal, use, convey to another, or offer for sale, or attempt to purchase any alcoholic beverage, illegal drugs, non-prescribed drugs, prescribed drugs illegally used, look alike drugs, or any mind-altering substance. No student shall be in the presence of illegal drug/alcohol activity. Included in the prohibition are any substances represented as controlled substances, drug paraphernalia, and tobacco, including e-cigarettes.

#### **SELF-REFERRAL/PARENTAL REFERRAL**

Any student and parents may employ a "self-referral" procedure, allowing the student an avenue to seek guidance, assessment/counseling and/or treatment in regard to the use of alcohol, drugs and tobacco. Voluntary or parental referrals do not carry punitive consequences. A self-referral/parental referral, however is not to be used by students and parents as a method to avoid consequences once an alcohol and/or drug policy violation has occurred. All self-referrals by a student/athlete must begin by informing a staff member, coach/advisor, or Athletic Director/Administrator. The Sylvania Schools believe it is extremely important to keep the lines of communication open between parents, students, coaches, teachers, and administrators. Parents and students shall be encouraged to discuss problems in a confidential manner with school personnel without punitive consequences, regardless of a student's level of participation in extracurricular and/or athletic activities.

Sylvania Schools will maintain a current list of community treatment and evaluation providers, which will be available to parents and students employing these self-referral procedures, as well as to any student found in violation of this Code of Conduct. The cost as assessment and/or treatment is the sole responsibility of the student, parents or guardians.

#### **PENALTIES FOR VIOLATIONS OF THE CODE OF CONDUCT: ATHLETICS**

- A. First violation: The student shall not participate in any athletic activity for one (1) calendar year. Students who elect to receive professional assessment and assistance will be denied participation in twenty percent (20%) of the games in the current season as defined by the published schedule of games. Fractions of games shall be rounded to the nearest whole number. If the violation occurs at the end of the season, such that the full twenty percent (20%) penalty cannot be served, the remaining penalty shall be carried into the next season in which the student is a participant. The student may be denied the privilege to drive to school for twenty percent (20%) of the remaining semester.
- B. Second Violation: The student shall not participate in any athletic activity for only (1) calendar year. Students who elect to receive professional assessment and assistance will be denied participation in the remainder of the season in which they are presently competing, and, in ad-

dition, the sports season immediately following (A second violation occurs any time in a participant's career after a first violation. Junior High (grades 7-8) and High School (grades 9-12) are considered separate careers.) The student may be denied the privilege to drive to school for the remainder of the school year.

- C. Third Violation: A third violation of the Code of Conduct will result in termination of athletic eligibility for the remainder of the student's career. The student may be denied the privilege to drive to school for the rest of the student's career in Sylvania Schools.
- D. Fourth Violation: A fourth violation will result in termination of athletic eligibility at Sylvania Schools for the remainder of the student's career.

### **Participation in Practice**

Pursuant to the stated philosophy of prevention and rehabilitation, Sylvania Schools recognizes the benefit of continuing involvement in structured, positive activities for its students. Therefore, a student who is denied participation from athletics under this Code of Conduct for a first violation must practice with the team and attend games (out of uniform). Coaches are encouraged to allow full participation in practice. A student who is denied participation for a second violation under this Code of Conduct shall not be permitted to participate in practice, attend any post-season banquets, or receive any awards.

### **PENALTIES FOR VIOLATIONS OF THE CODE OF CONDUCT: CLUBS AND ORGANIZATIONS**

- A. First violation: The student shall not participate in any extracurricular activity in which s/he is involved for one (1) calendar year. The penalty may be modified for any student who elects to receive professional assessment and assistance. Following the disciplinary conference, the student will be denied participation in all performances or activities as defined by each club or organization for **up to twenty (20) consecutive school days (including weekends)**. The student will also be denied the privilege to drive to school for twenty (20) consecutive school days following the due processing hearing.
- B. Second Violation: The student shall not participate in any extracurricular activity or performance for one (1) calendar year. Any student who elects to receive professional assessment and assistance will be denied participation in the remainder of the performances or activities in which they are involved for the remainder of the quarter as well as the following quarter. (A second violation occurs any time in a participant's career after a first violation. Junior High (grades 7-8) and High School (grades 9-12) are considered separate careers.) The student will also be denied the privilege to drive to school for the remainder of the school year.
- C. Third Violation: A third violation of the Code of Conduct will result in termination of all eligibility performances and activities for the remainder of the student's career. Any student who has received professional assessment and assistance may petition the Code of Conduct Committee at the conclusion of one (1) calendar year from the date of the code violation for permission to participate in performances and activities the following year. (The Code of Conduct Committee will consist of the Assistant Principal and four (4) building staff members.) The student will be denied the privilege to drive to school for the rest of their career in Sylvania Schools.
- D. Fourth Violation: A fourth violation of the Code of Conduct will result in termination of all eligibility for performances and activities for the remainder of the student's career in Sylvania Schools. At this point, no petition for reinstatement may be made.

### **DISCIPLINARY CONFERENCE**

When an Athletic Director, Principal, or Assistant Principal has been notified of a student violation of this Code of Conduct, the following should occur:

- A. The Athletic Director and/or Assistant Principal shall hold a meeting with the student to determine if a violation of the Code of Conduct has occurred. The Athletic Director/Assistant Principal should attempt to contact the parents or guardians of the student before holding this meeting and parents may attend.

- B. When a determination of a violation of the Code of Conduct has been made by the Athletic Director/Assistant Principal, the parent/guardians of the student shall be notified in writing. Parents/Guardians shall be considered notified if they are present at the first meeting with the Athletic Director/Assistant Principal. This does not waive the obligation of written notification by regular mail.
- C. Any student, parent, or guardian may appeal a violation decision by notifying the Athletic Director/Assistant Principal of their intent to appeal. Such notification must be made in writing to the Athletic Director/Assistant Principal, within five (5) days of the date of determination of violation of the code. The Athletic Director/Assistant Principal will convene the Code of Conduct Committee, and will establish a date for the Appeal Hearing.
- D. After hearing the appeal, the Code of Conduct Committee will forward its recommendation to the Building Principal, who shall have the authority to either accept or overrule the recommendation of the Committee. It shall be the responsibility of the Building Principal to notify the student and his/her parents of the decision of the Code of Conduct Committee and the determination of the Building Principal.

### **BOOK BAGS/BACK PACKS**

Book bags, backpacks, briefcases, any back pack or bag used to carry books are **not** permitted from 7:35 a.m. to 2:25 p.m. They are to be left in the student's locker and may not be taken to class.

### **BUS CONDUCT**

Bus transportation is provided at state and local expense. It is administered by the local Board of Education and regarded as a privilege for the parent and child and is not required by state legislation.

The safety of all pupils on the bus is of utmost importance. Every precaution must be taken to see that they arrive at their destination safely. Bus driving is a difficult task, and it is absolutely necessary that students riding on the bus cooperate fully with the bus driver. Failure to do so may result in loss of the bus riding privilege. Bus referral forms are issued by the bus driver in the case of adverse student behavior to and from the school or while on field trips.

Teachers, school bus drivers and other employees of this Board having authority over students shall have the authority to take such means as may be necessary, in accordance with administrative guidelines to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this Board and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

### **CAFETERIA**

There are three lunch periods. Both hot and cold lunches are available as well as snack bars, which offer such things as milk, ice cream bars, slushes, etc. Students may also bring their own lunches. Whether students purchase a lunch or bring a lunch, they must eat in the cafeteria.

**Food and drink may not be taken from the cafeteria.**

During their assigned lunch period, students are to remain in the cafeteria. **Students are not to be in any of the halls or in any parking area during lunch periods without a pass from an academic teacher or the office.** Students unreasonably late to the cafeteria will be assigned a demerit. **Students wishing to leave the cafeteria during a lunch period must have a signed pass from a teacher, agenda book, or ID card. (Northview: Signed passes are not required for use of C hall restroom during lunch.)**

In order to assist with an orderly dismissal and allow custodians ample time to prepare for the next lunch period, the following guidelines may be implemented:

1. Students should sit in areas large enough to accommodate their particular group. Chairs are not to be moved from other tables and students are not permitted to sit in aisle ways.
2. Improper conduct such as throwing of food or objects will result in a Wednesday Detention assignment for the first offense. Any recurrent offenses will result in disciplinary action and

may result in an assigned seat for the remainder of the quarter, semester or a designated length of time.

3. The snack bar and vending machines are open before school. They are only accessible to students who are scheduled into commons during class periods.

## **POLICY 5136 CELLULAR TELEPHONES AND ELECTRONIC COMMUNICATION DEVICES**

Students may use electronic devices (EDs) before and after school, during their lunch break, during after school activities (e.g. extra-curricular activities) and at school-related functions as long as they do not create distraction, disruption or otherwise interfere with the educational environment. Additionally, high school students are permitted to use EDs in-between classes. Devices are to remain inaudible at all times during the school day; ringers must be silenced, headphones must be used as needed and students not to talk on the phone. Use of EDs, except approved educational devices, at any other time is prohibited and they must be powered completely off (i.e. no just placed into vibrate or silent mode) and stored out of sight. (Refer to Policy 5136)

School administrators will make any final decision in regard to the use of any electronic devices for educational purposes.

If a student needs to phone a parent, the student may come to the attendance office and use the school phone.

The school assumes no responsibility if items are stolen or damaged.

## **VIDEO SURVEILLANCE AND ELECTRONIC MONITORING**

Students, parents and visitors should be aware that the school premises are under video camera surveillance. Contact the main office for further information.

## **CHEATING AND PLAGIARISM POLICY**

The intent of this policy is to communicate to students and parents that cheating and plagiarism are against school policy, and in violation of the Student Discipline Code and completely unacceptable under any circumstances. All students are expected to adhere to the highest standards of personal honesty in their work. Work presented for credit in all classes must be original student work.

**Cheating:** Cheating is the use of a device or another individual in the completion of any assigned task, unless the directions for the task specify otherwise. Examples of cheating include but are not limited to

- the deliberate copying of another's work on an examination, test, quiz, homework assignment or project which was assigned to be completed by an individual;
- representing work copied from another or work which was done collaboratively with another's as one's own;
- working with others on an assignment, quiz, or other work that was intended to be done by an individual;
- looking at an examination, test, or quiz of another student (whether or not information seen was used);
- submitting papers taken from the Internet;
- using Internet or other electronic translator programs to translate a foreign language assignment, quiz, or test or
- the use of cheating devices such as "crib sheets," books, or other materials to aid on a test or quiz.

**Plagiarism:** Plagiarism is the presentation of all or part of another's work as one's own without giving credit to the originator. Work may include speeches, written work, music, video, art, graphic designs, or any other work that is not original. Examples of plagiarism include but are not limited to

- paraphrasing a portion of any written or recorded work without crediting the original author;
- using direct quotations without identifying them as such;

- using a direct quotation without citing the source;
- the use of portions of music, video, photos, designs, or other media without citing the source; or
- misrepresenting the work of one author to be that of another or several others.

**Consequences:** An incident of cheating or plagiarizing will result in several consequences:

- The student found cheating or plagiarizing will receive a zero on the assignment, quiz, test or project involved;
- A referral from the teacher will be submitted to the administration. Depending on the circumstances and seriousness of the incident, this referral may result in a demerit or more serious consequences such as suspension or expulsion.
- The teacher will notify the student's parents.
- Cheating or plagiarism may be a factor in selection or continuing membership in the National Honor Society.
- Repeated violations of this policy will be treated as serious offenses and will result in harsher consequences.

## COLLEGE VISIT

Students who plan to make a college visitation must have the yellow copy of the **College Visit** form on file in the attendance office **prior** to their visit. Parents do not need to pick up the college visit form. Upon your return to school you must provide the attendance office with the white copy of the **College Visit** form signed by the college representative. The form must be turned in to the attendance office upon your return to school.

## COMMONS

The **Commons** area is located in the cafeteria and is a senior/junior privilege. Commons requires daily attendance unless other arrangements are made in advance by the teacher and student. Students must show commons supervisor a pass before leaving for another area. Students are expected to report to Commons on time and remain until the end of the period. Students are not to congregate at the entrance or exit from **Commons**. Juniors and seniors will be limited to one Commons per day for students who maintain a GPA of 2.5 or higher. (Exception to more than one commons: students assigned laboratory periods will be allowed commons on offsetting days.) Students who fall below the 2.5 GPA at the beginning of the school year can be considered for study hall at the end of first semester. At the end of each quarter of the school year, any junior or senior who has two (2) or more "F's" or falls below the 2.5 GPA will be assigned to a study hall in place of any commons periods they might have.

### Commons Procedures

1. **Students must be seated in an assigned area at the beginning of the period.**
2. **Students must have a pass in order to leave Commons for any reason. The pass must first be shown to the commons supervisor.**
3. Instructions from the Commons supervisor must be followed the first time instructed, failure to follow these instructions may lead to removal from Commons for the year.

***\*\*Students may receive demerits and/or be assigned to study hall for not following Commons procedures.***

## CONFLICT RESOLUTION

Students may be referred for conflict resolution as an intervention before disciplinary measures.

Conflict resolution is a process that brings people who are having a problem together to discuss the situation. By going through the conflict resolution process, the disputing parties begin to develop an understanding of the other person's perspective. Going through this process does not guarantee that the parties will agree instantly, but with the help of the conflict mediator(s), the conflict may be resolved.

Clear violations of the law, such as theft or assault, will involve disciplinary action and may or may

not include mediation.

## **CULTURAL DIVERSITY AND SENSITIVITY**

The school is proud of its diversity. Our students and staff represent a broad cross-section of various religious, ethnic, cultural, and socioeconomic groups. Each of these groups contributes to the distinct and positive fiber, which makes Sylvania an exciting place to learn.

We value our diversity and expect all individuals to be able to feel comfortable with and proud of their individuality. It is imperative, therefore, that we be sensitive to individual needs and concerns while working toward and developing common goals. Briefly, we need to respect each other.

Any behavior or language which detracts from one's feeling comfortable with his/her individuality, e.g., being victimized by religious or ethnic slurs, will be dealt with severely. Such acts against students are regarded as violations of the Student Discipline Code, Board Policy 5600, and are specifically detailed in Section A, Disruption of School, and Section F, Threat to Do Harm. Such acts against staff, regardless of where they occur, are violations of Board of Education Policy 5330.

## **RELIGIOUS DIVERSITY, TOLERANCE, AND UNDERSTANDING**

### **STATEMENT OF PRINCIPLES**

The Board recognizes that it serves a diverse, multicultural community and that it owes to the entire community collectively, and to all segments of it separately, an obligation to promote tolerance and understanding of the faiths and beliefs of others, in and out of the community. The Board's recognition of this obligation is explicitly reflected in the Board's Policy on Religion in the Curriculum and in its Policy on Religious/Patriotic Ceremonies and Observances, and the underlying principles shape many of the policies of the Board and the operations of the District.

The Board recognizes that the United States and Ohio Constitutions guarantee the right of free exercise of religion and also prohibits governmental establishment of religion, and The Board respects the right of conscience and belief that all individuals enjoy. The Board encourages the study, recognition and celebration of the many traditions of our community members. Parents and students are urged to share with teachers special information that might be helpful in enriching the education of all students about cultural and religious traditions. The Board supports students in their observation of religious and cultural holidays and asks parents to inform teachers in advance if students will be absent as part of religious or cultural observations.

Under the United States and Ohio Constitutions the Board may neither promote a particular religion nor interfere with an individual student's free exercise of religion or religious belief. At the same time, the Board must ensure that the free exercise of religion does not disrupt, compromise, or interfere with the academic and extracurricular programs of the School District.

The Board strictly adheres to these constitutional principles as they have been defined by the courts throughout the nation's history. But the Constitutions do not answer all of the questions that arise in a pluralistic society and from the presence in a community of various cultures, religions, and beliefs. And the Board believes that a diverse community committed to diversity and tolerance is best served by open discussion, respectful exchange of viewpoints, and a collective effort toward understanding.

Toward that goal, the Board encourages every member of the school community to bring to school administrators suggestions on how the Board and administration can promote the principles of diversity, tolerance, and understanding stated here. Likewise, the Board encourages every member of the school community to bring to the attention of school or district officials any concern about the policies, practices, or actions of the district, its schools, or individual staff or faculty that in the community member's view violate the principles of diversity, tolerance, and understanding stated here. In addressing these concerns, the Board pledges that it and the district's administrators will listen to and address all such concerns in the spirit of this Statement of Principles.

## DANCES

School dances may be sponsored by classes or organizations recognized by the school. The officers and the faculty advisors do the planning with organization members/parents subsequently volunteering to serve on various committees. Dances must be scheduled at least one month in advance. Complete a dance checklist form and turn into the office **one week** prior to the dance. Organizations are required to arrange security (police) and chaperones, as well as clean up after the dance.

A picture ID is required for admittance to the dance. Students bringing guests are reminded that all school rules and regulations also pertain to their guest. **Students wishing to bring a guest to a school-sponsored dance must get prior approval (dance waiver) from the administration. The form must then be returned to the office prior to the dance. Once a student leaves a dance, he/she may not be allowed to re-enter.**

**Junior high students or non-Sylvania students older than 20-years of age are not allowed at high school dances. The dress code will be enforced at all after game dances.**

## DEMERITS

<u>No.</u>	<u>Action</u>
1.....	Demerit
2.....	Demerit
3.....	<b>Level 1 Detention</b>
4.....	Demerit
5.....	Demerit
6.....	<b>Level 1 Detention</b>
7.....	Demerit
8.....	Demerit
9.....	<b>Level 2 Detention or Out of School Suspension (OSS)</b>
10.....	Demerit
11.....	Demerit
12.....	<b>Level 2 Detention</b>
13.....	Demerit
14.....	Demerit
15.....	<b>Level 2 Detention</b>
16.....	Demerit
17.....	Demerit
18.....	<b>Level 3 Detention or Out of School Suspension (OSS)</b>
19.....	Demerit
20.....	Demerit
21.....	<b>Level 3 Detention</b>
22.....	Demerit
23.....	Demerit
24.....	<b>Level 3 Detention</b>
25.....	Demerit
26.....	Demerit
27.....	<b>Level 3 or Out of School Suspension (OSS)</b>

## POSSIBLE RECOMMENDATION FOR EXPULSION

In addition to a student being suspended at his/her 9th, 18th and 27th demerits, a student may also be suspended for additional violations in accordance with Board Policy 5600. These suspensions are above and beyond the steps on the Demerit System and will be treated separately.

## LEVEL 1 DETENTION

A Level One detention is a one hour detention that is intended to be an intermediate step in dealing with student behaviors. This would include but not be limited to behaviors that persist after attempts to correct the behavior have been tried. A Level One detention will be held in a designated location at Southview. This location will be noted on the detention form. Students assigned to a Level One Detention are required to be in attendance on the date indicated by 2:45pm until 3:45pm with appropriate school work and materials. Students who fail to attend or remain in assigned Level One detentions may receive additional consequences at the discretion of the Assistant Principal. Students may be removed at any time for behaviors that are deemed disruptive in nature. Students are required to follow school rules while in a Level One detention.

## LEVEL 2 AND LEVEL 3 DETENTION

A Level Two or Level Three detention is intended as another option in dealing with student behaviors. Level Two and Level Three detentions are issued as a progressive step in discipline if repeated behaviors have not stopped after Level One detentions have been issued. Level Two and Level Three detentions may be issued from a singular incident depending on the severity of the incident. Students assigned to a Level Two detention are required to be in attendance on the date indicated by 2:45pm until 4:45pm with appropriate school work and materials. Students assigned to a Level Three Detention are required to be in attendance on the date indicated by 2:45pm until 5:45pm. Students who fail to attend or remain in assigned Level Two or Level Three detentions may receive additional consequences at the discretion of the Assistant Principal. Students are required to follow school rules while in a Level Two or Level Three detention.

## DRESS GUIDELINES

Personal appearance shall not detract from the educational process. Appropriateness and tastefulness are the criteria of proper dress for both males and females at both high schools. The following establishes the minimum acceptable standards for student dress:

- A. **All shirts and tops must have shoulder seams that are at least four inches wide, full back and fronts.** Transparent, excessively tight or see-through tops, bare midriffs, strapless tops and outfits that provide minimum coverage or show cleavage, or are of a suggestive nature are prohibited; halters, backless dresses or tops, tube tops, muscle shirts, tops with frayed edges, or any clothing exposing undergarments or excessive skin which may be distracting are prohibited. One-armed sleeved shirts are not permitted. Blouses or shirts should be tucked in or extended below the waistband.
- B. Apparel shall be adequate in both length and coverage to be considered appropriate for school. Shorts, dresses and skirts must be below the fingertips when the arms are extended down the sides. No holes in clothing.
- C. Boxer shorts, pajama bottoms and bedroom slippers are prohibited. Pants or boxers shorts having exposed or open flies are prohibited.
- D. Any articles of clothing or jewelry that could likely cause injury, such as spiked belts, chains, bracelets, rings, chokers, handcuffs, safety pins on the body or studs are prohibited. Wallet chains of any length or size are prohibited.
- E. Apparel, emblems, insignias, badges, or symbols that promote or advertise the use of alcohol, drugs, tobacco, sex-related slogans, violence or any other illegal/inappropriate activity are prohibited.
- F. Apparel or symbols, which may be gang or cult-related, are prohibited.
- G. Head coverings, including hats, bandanas, headbands, skullcaps or scarves worn as head coverings are prohibited, unless for religious reasons.
- H. Eye contacts that cover the cornea with designs will not be allowed.
- I. Pants, shorts, and skirts must be worn at the waistline.
- J. **Coats will be prohibited during school hours.**

When dress or grooming is questionable, the school administrators shall make the final decision. Students in violation of this code may be removed from school or an activity and sent home to

change. Time missed from school/class will be considered unexcused. Continued violations will result in discipline. Policy 5600, Section M (Inappropriate Attire).

### **DRIVER EXAMINATION ABSENCE**

Students will be excused from school ½ day in order for them to take their driver's license examination. This will be permitted one time only. Students who require more than one attempt to pass the exam will be required to do so after school hours.

Driving time is not an excused absence.

### **EARLY GRADUATION**

Students who wish to graduate before June of their senior year should contact their counselor prior to the start of their senior year. Written permission from parents will be required. Students who leave school in January may take part in the June commencement ceremonies. Seniors graduating in January will be required to follow the normal underclass final examination procedure for first semester.

Seniors who graduate early are not eligible to participate in extracurricular activities after they are no longer taking classes. They must finish their first semester classes, even if enrolled at a university.

### **EIGHTEEN-YEAR-OLD STUDENTS**

State law identifies 18 years of age as being the age of majority, or in other words, 18 year-olds enjoy adult status in our society. State law also requires that all students (regardless of age) adhere to school rules and regulations. Consequently, an 18 year-old student (living at home) would be required to have parental permission for all activities that would require parental permission of the non-18 year-old student. This is also true of school mailing or notification.

### **EQUAL OPPORTUNITY IN EDUCATION AND EMPLOYMENT**

The Board of Education is committed to equal opportunity in education and employment.

Qualified students shall not be denied admission to the public schools, or to a particular course or instruction program or otherwise discriminated against on the basis of race, color, national origin, religion, sex, or disability, or any other basis of unlawful discrimination.

Qualified employees and applicants for employment shall not be discriminated against on the basis of race, color, national origin, religion, age, sex, or disability, or any other basis of unlawful discrimination.

To carry out these policies, the following individuals have been designated to coordinate compliance within designated areas. Questions, requests for information, or complaints should be directed to the appropriate office or person listed below:

#### **System Wide/Human Resource Compliance Coordinator**

Mr. Keith Limes– Administration Building (419) 824-8558

#### **Title VI Compliance Coordinator**

(Nondiscrimination on basis of race, color, national origin)

**Students:** Ms. Michalene Sujaritchan – Administration Building (419) 824-8587

**Employees:** Mr. Keith Limes – Administration Building (419) 824-8558

#### **Americans with Disabilities Act and Section 504 Coordinator**

**Students:** Mr. Robert Verhelst – Administration Building (419) 824-8581

**Employees:** Mr. Keith Limes– Administration Building (419) 824-8558

#### **Vocational Education Guidelines Compliance Coordinators**

Mrs. Julie Sanford– Assisitant Curriculum Director -Northview/Southview (419) 824-8578

#### **Title IX Compliance Coordinator**

(Nondiscrimination on basis of sex)

**Students:** Mr. Robert Verhelst – Administration Building (419) 824-8581

**Employees:** Mr. Keith Limes – Administration Building (419) 824-8558

**Individuals have the right to file a discrimination complaint directly, at any time to:**

**U.S. Department of Education**

**Office of Civil Rights  
330 C. Street, SW  
Switzer Building – Room 5046  
Washington, D.C. 20291-2516**

## **EXAM POLICY**

All students are required to take semester exams as scheduled. **New students** attending less than **one quarter** will not be required to take semester exams. In these situations, the quarter grade for that semester will be averaged together for the semester point average. The student may elect to take the exam(s) as a measure of his/her progress or an option to improve his/her grade if they choose.

**Seniors may be exempt from taking final exams if they meet one of the following exemption guidelines.**

### **Exemption 1- "A" Policy**

1. Students who earn "A" or above for 3rd and 4th quarter may be exempt from the second semester exam. ("A-" will not exempt senior)
2. In a performance class (e.g. choir, band, orchestra, etc.) students may not be exempt from the exam when a performance is required.

### **Exemption 2- Attendance**

1. Students can have no more than five (5) absences per class period for second semester.
2. Students must maintain a minimum of "C" or above both quarters in the class they wish to be exempt from the exam. ("C-" will not exempt senior)
3. In a performance class (e.g. choir, band, orchestra, etc.) students may not be exempt from the exam when a performance is required.

### **Semester Exam Attendance Policy**

Students need to be in attendance for the exams. Students may arrive late to school if they did not have an exam scheduled and may leave after they completed their exam(s) for the day with written permission from their parent/guardian to leave school. Students will not be permitted to leave school during open periods of scheduled exam days.

Occasionally, school delays during semester exams may result. When this occurs, exams will start at the beginning of school for the delay schedule, i.e. 2-hour delay – classes begin at 9:30 a.m. Students are requested to bring a lunch for the day because exams will continue until 2:25 p.m. that day and no lunch service will be available.

For cancellations, exams will resume the next day in session and extend until exams are completed, i.e. Wednesday exams cancelled; these will be moved to Thursday. Thursday exams will be moved to Friday with record day being held on Monday. When parents have questions about the report card, they should contact the subject teacher or the counselor. **Students absent from an exam must provide a medical or court excuse to make up the exam.**

## **FIELD TRIPS (DISTRICT SPONSORED)**

A field trip shall be defined as any planned journey by one or more students away from District premises, which is under the supervision of a staff member, and an integral part of curricular, co-curricular or extra-curricular program.

The Superintendent or his/her designee shall approve all district-sponsored trips.

Students may be charged reasonable fees for field trips, but no student shall be denied participation for financial inability, nor shall non-participation be penalized academically.

Students on all District-sponsored trips remain under the supervision of this Board and are subject to its administrative guidelines and policies.

The Board does not endorse, support, or assume liability in any way for any staff member, volunteer, or parent of the District who takes students on trips not approved by the Superintendent or his/her designee.

A staff member's inclusion in a field trip either day or overnight does not denote the trip's being Board approved or school sponsored.

A parent's written permission is required for all field trips during the school year. Permission forms will indicate whether a trip is or is not sponsored.

During the summer, trips will not require signature unless there is indication on a requested permission slip that a trip is Board approved. All trips in the summer will not be approved and therefore, are unsponsored unless the trips are continuations of annual blanket Board pre-approved trips.

To find out whether a trip is sponsored or not sponsored, call the building principal.

It is the responsibility of the student to see their teacher for all make-up work.

## FOOD POLICY

Food and drinks should be consumed only in the cafeteria. Therefore, food and drinks should not be taken to the classroom. Teachers may in rare cases, when necessary for educational purposes, make an exception to the rule. It is however exclusively the right of the administration and teachers, and not the students to make this exception.

## FUND RAISING

Any school organization wishing to conduct a money-raising activity must obtain the permission of the assistant principal. Permission will depend upon the number of other money-raising activities planned at that time.

## GRADE CARDS

Because grades and GPAs are updated daily in **PowerSchool**, hard copies of grade cards are no longer distributed. As a general rule, final grades are officially stored one week after the last day of the term. If you should require a paper copy of your grade card, one can be printed upon request.

## INTERIM REPORTS

Interim progress reports will be posted to **PowerSchool** at the midpoint of each quarter. This will provide the student an opportunity to assess his/her academic progress and make changes if necessary. We encourage parents to contact teachers at any time should a concern arise. Teachers are asked to contact you immediately if there is a concern regarding your child. Paper copies of the Interim will be made available upon parent request.

## GRADING SCALE *\*Subject to change due to new student information system*

The grade card contains the following information each semester:

1. A letter grade for the first and second nine-week periods.
2. A letter grade for the exam.

Each reporting period is 40% of the semester average while the exam equals 20%. The final percentage determines the letter grade that is listed on the transcript.

The semester grade is determined by multiplying the 1st marking period grade by two as shown in the chart below. The 2nd marking period grade is also multiplied by two. Finally, the exam grade is added to the sum of both marking periods and divided by five.

Example:

1st Quarter Grade	2nd Quarter Grade	1st Semester Exam
99/A+	91/A-	91/A-

$$A+ A- A- = (99 \times 2) + (91 \times 2) + 91 = 471/5 = 94.2 = A$$

A minimum total of 300 is necessary to receive a passing grade for the semester.

## GRADING SCALE & CONVERSION CHART

Grade	Grade Range	Conversion Equivalent	Honors Conversion Equivalent	Advanced Placement Conversion Equivalent
A+	98-100	4.0	4.5	5.0
A	93-97	4.0	4.5	5.0
A-	90-92	3.7	4.2	4.7
B+	87-89	3.3	3.8	4.3
B	83-86	3.0	3.5	4.0
B-	80-82	2.7	3.2	3.7
C+	77-79	2.3	2.8	3.3
C	73-76	2.0	2.5	3.0
C-	70-72	1.7	2.2	2.7
D+	67-69	1.3	1.3	1.3
D/P	60-66	1.0	1.0	1.0
F	50-59	0	0	0
DNA	Did Not Attempt	0	0	0

- The top of the grading scale is capped at 100 while the bottom is set at 50.
- For honors classes, a student earning the grade of A+ through C- will receive an additional .5 on the semester average GPA.
- For Advanced Placement (AP) classes, a student earning the grade of A+ through C- will receive an additional 1.0 on the semester average GPA.
- A student earning any combination of two F's in one semester automatically fails the course.
- A student may receive a grade of "P" if in the teacher's judgment the effort is commensurate with a passing grade.
- "I" is an incomplete. An "I" must be removed within ten school days or it becomes an "F" unless the administration grants an extension.
- "W" is a withdrawal from the course.
- "DNA" (Did Not Attempt) is a designation used for students who do not attempt an exam. The DNA value is zero. DNA designation may include but not be limited to: Non-attendance, attendance but not attempted, answers minimal questions, answers are random and indicates student had not read the questions, and final score is extremely low and does not show work if

required.

Cumulative Grade Point Average (GPA) is calculated by multiplying the semester average GPA points by the semester credit value for each class. The total GPA points per semester are divided by the total credit values to equal the semester cumulative GPA.

Example:

Class	1st Qtr Grade	1st Qtr %	2nd Qtr Grade	2nd Qtr %	Exam Grade	Exam %	Sem Avg Conv %	Sem Avg Grade	Sem Avg GPA Pts	Credit Value	GPA Pts/Sem
English	A+	99	B	85	A-	91	91.8	A-	3.7	.5	1.85
AP Math	B-	81	A	95	A+	99	90.2	A-	4.7	.5	2.35
Science	C	75	C	75	C	75	75	C	2.0	.5	1.0
History	D	63	C-	71	C+	78	69.2	D+	1.3	.5	0.65
PE	A+	99	A+	99	A+	99	99	A+	4.0	.25	1.0
Health	B	85	F	59	F	59	69.5	F	0.0	.5	0.0
Honors Choir	A+	99	A-	91	A-	91	94.2	A	4.5	.5	2.25
<b>Total</b>										<b>3.25</b>	<b>9.1</b>
<b>Sem Cum GPA</b>											<b>2.8</b>

$9.1 / 3.25 = 2.8$  cumulative GPA for the semester

A student receives a grade of “P” because in the teacher’s judgment the effort is commensurate with the ability of the course. “I” is an incomplete; “W” is a withdrawal from the course. An “I” (incomplete) must be removed within 10 school days or it becomes an “F” unless the principal or assistant principal grants an extension.

In order to receive a Vocational Certificate, a student must successfully complete the Vocational Program in which he/she is enrolled.

A student who receives a “F” for either nine-weeks of a semester and a “F” on the semester examination automatically fails that semester, regardless of the grade earned for the other nine weeks. Simply put, **two (2) “F’s”** in a semester automatically results in failure.

## REPEATING COURSES

**Required courses that are failed should be taken in summer school or through Sylvania GradPoint when possible. Failure to make up a course in the summer may ultimately delay graduation. Students must consult with their counselor to develop a credit recovery plan. Students who hire a private tutor to repeat coursework must have assistant principal approval, sign a contract, and meet state guidelines. The student must take a department**

exam to earn course credit. The student should see a counselor BEFORE he or she considers this option. Grades from alternative learning opportunities (e.g. GradPoint, Online, Correspondence, etc.) will be averaged with other grades. If any course is repeated via traditional delivery method, the higher grade will be counted in the GPA. The class being repeated must be the same class as originally taken. Courses taken during the summer must be completed prior to the start of the next school year.

### GRADUATION AND COMMENCEMENT PARTICIPATION REQUIREMENTS

The policy of the Board of Education shall be to acknowledge each student's successful completion of the district's instructional program by the awarding of a diploma at fitting graduation ceremonies. The instructional program shall be appropriate to the achievement of district goals and objectives as well as personal proficiency. A regular high school diploma shall be awarded to every student enrolled in the District who meets the requirements of graduation established by the Board or who properly completes the goals and objectives specified in his/her individualized education program (I.E.P.). The I.E.P. shall include either the exemption form or the completion of the achievement tests required for graduation by the State Board of Education. In addition, unless exempted, each student must also demonstrate at least a proficient level of skill on the achievement tests required by the State Board to graduate.

The minimum credit requirements for graduation from high school for grades nine through twelve are as follows:

The minimum mandatory core curriculum required of students graduating in the:	Credits
English	4
Social Studies	3
Science	3
Math	4
Health/Physical Education	1
Fine Arts	1
Business Technology, Fine Arts or World Language	n/a
Electives	6
Total Credits	22

\*One credit of World Studies, 1 credit of American History, .5 credit of American Government, remaining .5 credit elective.

\*\*Mathematics units must include Algebra II or equivalent.

\*\*\*Students must complete at least two semesters of fine arts. Students following a career-technical pathway are exempted from the fine arts requirement. Please see your guidance counselor for details.

\*\*\*\*Five of the 6 electives must be chosen from foreign language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education, or English, mathematics, or science, social studies courses are not otherwise required.

Credit may be earned at an accredited postsecondary institution. An Honors diploma shall be awarded to any student who meets the established requirements for graduation or the requirement of his/her I.E.P.; attains the applicable scores on the achievement tests required by the State Board of Education for graduation; and meets any additional criteria the State of Board may establish

## **GUIDANCE AND COUNSELING SERVICES**

Each student is assigned to a counselor. These assignments are made in order to provide maximum service while meeting the needs of students, parents, and teachers. Counselors are assigned by the first letter of the student's last name. Counselors will work with students throughout their years.

### **Northview counselor assignments are as follows:**

<b>A – FL</b>	Mrs. Crystal Burnworth	<b>M– RO</b>	Mrs. Henk
<b>FO – L</b>	Mrs. Rogers	<b>RU– Z</b>	Ms. Wachowiak

### **Southview counselor assignments are as follows:**

<b>A – Fe</b>	Mrs. Peer	<b>Li – Ro</b>	Ms. Hess
<b>Fi – Le</b>	Mr. Tony Geha	<b>Ru – Z</b>	Ms. Ontko

Students are encouraged to go to the guidance offices and sign up for appointments to see their counselors. Parents are welcome to phone during school hours for an appointment with their son or daughter's counselor.

Listed below are some areas in which counselors may be of help:

#### **You and High School**

- Course selection and scheduling
- Coping with the demands of high school
- Opportunities for involvement in school and community life
- Administration and interpretation of standardized tests

#### **You as a Person**

- Understanding yourself - your strengths and limitations
- Discussion of personal concerns, relationships with others, etc.
- Family situations which affect school performance
- Provide information about community resources, family and/or individual counseling, medical needs, etc

#### **You and Your Future**

- Vocational and career opportunities
- Opportunities for post-high school education, colleges and technical schools
- Applications to colleges and technical schools

## **PHYSICAL EDUCATION ATTENDANCE POLICY**

Physical Education students having 10 days of not dressing, not participating, or having unexcused absences in physical education classes will be withdrawn from the course with the grade **W/F**. Students will be assigned to a study hall in the same period. If the student has a medical excuse, the student will be assigned to a study hall with a **W/P** grade.

## **PHYSICAL EDUCATION CLOTHES AND LOCKERS**

All clothing worn for Physical Education must conform to the school dress guidelines. Students are required to provide the following apparel for class: athletic shorts, sweat pants, or warm-ups; Northview/Southview T-shirts or sweatshirts, or a solid colored T-shirt or sweatshirt (free of any and all decoration). Athletic shoes should be in good condition and are required to be laced and tied securely during class. **The following articles of clothing are not permitted: boxer shorts, denim jeans, cut-offs and hiking boots.**

**Clothing and personal items should never be left in an unlocked locker. Students are to take their belongings home every night because of the limited locker space available for use during class. The lockers may be cleared of belongings every week.** Students must provide their own locks and are responsible for any lost/stolen items.

## **HALL PASSES**

The Southview High School Blue Pass is to be used as the official pass whenever a student is traveling throughout the school during assigned class times. This pass will be used for visits to restrooms, principals' and guidance offices or other special areas.

## **STUDENT HAZING POLICY 5516**

Hazing activities of any type are inconsistent with and disruptive to the educational process, and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to activities or incidents that have occurred on school property. No administrator, faculty member, or other Board of Education employee shall encourage, permit, authorize, condone, or tolerate any hazing activities. No student shall plan, encourage, or engage in any hazing.

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

Administrators, faculty members, and other employees of the Board shall be alerted to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

Administrators, staff members and volunteers shall not intentionally remain ignorant of hazing or potential hazing activities.

## **ANTI-HARASSMENT POLICY 5517**

### **General Policy Statement**

It is the policy of the Board of Education to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, sexual orientation, or any other unlawful basis, and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

### **Other Violations of the Anti-Harassment Policy**

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

## **Definitions**

### **Sexual Harassment**

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity;
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual;
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Physical assault.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Consensual sexual relationships where such relationship leads to favoritism of a student or subordinate employee with whom the teacher or superior is sexually involved and where such favoritism adversely affects other students and/or employees.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

**NOTE: Any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of “sexual battery” as set forth in Ohio Revised Code 2907.03, a felony. The issues of consent or the age of the student is irrelevant in regard to such criminal charge.**

### **Race/Color Harassment**

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

### **Religious (Creed) Harassment**

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

### **National Origin Harassment**

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

### **Disability Harassment**

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance of creating an intimidating, hostile, or offensive working and/or learning environment; or with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

### **Reports and Complaints of Harassing Conduct**

Members of the School District community and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent.

Members of the School District community or third parties who believe they have been unlawfully harassed by another member of the School District community or a third party are entitled to utilize the Board's informal and/or formal investigation and complaint processes. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file an informal or a formal complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The names and titles of the Anti-Harassment Complaint Coordinators with whom complaints of sexual and other forms of unlawful harassment should be filed are set forth in the administrative

guidelines that supplement this policy. The names and titles of these individuals will be published annually in the parent and staff handbooks

The Superintendent shall establish Administrative Guidelines describing both a formal and an informal process for making a charge of harassment, a process for investigating claims of harassment, and a process for rendering a decision regarding whether the claim of harassment was substantiated. This Policy and the Administrative Guidelines will be readily available to all members of the School District community and posted in appropriate places throughout the School District.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Complaint Coordinators. Thereafter, the Complaint Coordinator must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18), to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Complaint Coordinator or designee to conduct an investigation following all the procedures outlined for a formal complaint.

### **Privacy/Confidentiality**

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

### **Informal Process for Addressing Complaints of Harassment**

The administrative guidelines will include an informal complaint process to provide members of the School District community or third parties who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Members of the School District community or third parties who believe that they have been unlawfully harassed are encouraged to initiate their complaint through this informal complaint process, but are not required to do so. Those members of the School District community or third parties who believe that they have been unlawfully harassed may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

### **Formal Process for Addressing Complaints of Harassment**

The administrative guidelines will also include a formal complaint process. While the formal complaint process may serve as the first step to resolution of a charge of unlawful harassment, it is also available in those circumstances when the informal complaint process fails to satisfactorily resolve a concern. Because of the need for flexibility, no specific time lines are established for initiating the formal complaint process; however, once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within thirty-one (31) calendar days of the complaint being received).

Although not required, members of the School District community or third parties who feel they have been unlawfully harassed should file a formal written complaint with the principal of their school building or with one of the Complaint Coordinators identified in the Administrative Guidelines. Oral complaints of harassment will be reduced to writing by the individual receiving the complaint and the Complainant will be asked to verify the accuracy of the reported charge by signing the document. Complaints received by a school building principal will be immediately reported to the appropriate Complaint Coordinator identified in the Administrative Guidelines.

After a complaint is filed, the Complaint Coordinator or designee shall conduct a prompt and timely investigation. The investigation may include interviews of the complainant, the individual accused of engaging in harassing behavior, and any other witness who may reasonably be expected to have information relevant to the situation. All interviewed parties and witnesses will be provided an opportunity to present any evidence that they reasonably believe to be relevant to the situation.

At the conclusion of the investigation the Complaint Coordinator or designee will prepare and deliver

to the Superintendent a written report summarizing the evidence gathered during the investigation and providing his/her recommendations regarding whether or not the complaint of unlawful harassment has been substantiated. The written report must be based on the totality of the circumstances involved in the complaint, the nature of the alleged conduct, the context in which the alleged conduct occurred, and the ages and maturity of the individuals involved.

Upon review of the written report the Superintendent will either issue a final decision regarding whether or not the complaint of unlawful harassment was substantiated, or request that further investigation be conducted. A copy of Superintendent's action will be delivered to both the Complainant and the individual accused of the harassing conduct.

The Complaint process set forth in the policy and in the administrative guidelines is not intended to interfere with the rights of a member of the School District community or a third party to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights, the Ohio Civil Rights Commission, or the Equal Employment Opportunity Commission.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment regardless of whether the member of the School District community or third party alleging the harassment pursues the complaint.

### **Sanctions and Monitoring**

The Board shall vigorously enforce its prohibitions against unlawful harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to eliminate such conduct in the future.

### **Education and Training**

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices.

## **HARASSMENT, INTIMIDATION, AND BULLYING POLICY 5517.01**

### **Introduction**

**The Board shall develop this policy in consultation with parents, school employees, school volunteers, students and community members.**

### **Prohibitions**

Harassment, intimidation, and bullying of students in the school environment can substantially interfere with their ability to learn, perform, and feel safe. Therefore, any conduct, communication, activity, or practice that occurs at any time, on school property or during any school sponsored event and at the times and/or places set forth in the Code of Student Conduct, that constitutes harassment, intimidation, or bullying involving students shall be strictly prohibited. Students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school. Further, any such conduct, communication, activity, or practice should be immediately reported to the building principal or other responsible school employee.

### **Procedures, Investigation and Documentation**

To implement this policy and to address the existence of harassment, intimidation, or bullying in the schools, the following procedures shall be followed:

- A. Students must report acts of harassment, intimidation, or bullying to teachers, district employees, and/or school administrators;
- B. The parents or guardians of students should file written reports of suspected harassment, intimidation, or bullying with the building principal or other appropriate administrator;
- C. Teachers and other school staff who witness acts of harassment, intimidation, or bullying or receive student reports of harassment, intimidation, or bullying shall notify school administrators;
- D. School administrators shall investigate and document any written or oral reports;
- E. School administrators shall notify both the parents of a student who commits acts of harassment, intimidation, or bullying and the parents or guardians of students against whom such acts were committed, and allow access to any written reports pertaining to the incident, to the extent permitted by O.R.C. §3319.321 and the Family Educational Rights and Privacy Act.

### **Definition of Harassment, Intimidation, or Bullying**

In accordance with this policy, "harassment, intimidation, or bullying" means any intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once and the behavior both:

- A. Causes mental or physical harm to the other student; and
- B. Is sufficiently severe, persistent, or pervasive, either by itself or in the context of other harassing or bullying actions taken outside the school jurisdiction, that it creates an intimidating, threatening, or abusive educational environment.

Harassment, intimidation, or bullying also includes violence within a dating relationship.

### **Retaliation is Prohibited**

Retaliation against those who file a complaint or participate in the investigation of the complaint is prohibited. Therefore, filing of a complaint or otherwise reporting harassment, intimidation, or bullying will not reflect upon the student's status, nor will it affect future employment, grades, or work assignments. Further, the administrator is directed to implement strategies for protecting a victim from retaliation following a report.

### **Disciplinary Interventions**

When acts of harassment, intimidation, or bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. However, such discipline shall not infringe on any student's rights under the First Amendment to the Constitution of the United States.

### **Publication, Training, Immunity and Board Summary**

This policy shall appear in any student handbooks, and in any publications that set forth the comprehensive rules, procedures, and standards of conduct for schools and students in the district. Information regarding the policy shall be incorporated into employee training materials.

A school district employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with the policy if that person reports an incident of harassment, intimidation, or bullying promptly in good faith and in compliance with the procedures as specified in the policy.

The district administration will semi-annually provide the president of the Board a written summary of all reported incidents and post the summary on the district website to the extent permitted by state and federal student privacy laws.

### **HONOR ROLL**

An Honor Roll, compiled and published at the end of each nine-week grade period recognizes outstanding academic achievement. A student must take four solids to be considered for the honor roll. The highest honor is **4.0** or better average and the next honor is for the student who achieves a cumulative of **3.5** to **3.9** grade averages. Any grade below a "C" will eliminate a student from

either of the above honors. In addition, students who achieve 3.0 to 3.4 grade point averages will be honored on the Merit Honor Roll and students who increase their grade point average by .5 from the previous quarter will be recognized with the Principal's Recognition Award.

## **HONORS AND ADVANCED PLACEMENT COURSES**

Honors and Advanced Placement courses exist for the purpose of challenging students who have exhibited high academic achievement. They exist in several academic departments and are open to students only by selection based on these criteria: (1) standardized tests, (2) teacher recommendations, (3) past achievement in the subject matter and (4) department requirements. Students in honors and advanced placements courses are able to earn a 4.5 "A" and a 5.0 "A" as a result of outstanding achievement in these classes.

## **IDENTIFICATION CARDS**

I.D. card pictures are taken at the beginning of the school year. **All students must carry I.D. cards.** They are required identification when borrowing a book from the school media center. I.D. cards are also required for admittance to dances and athletic events and picking up yearbooks. **I.D. cards need to be carried at all times. Students may be asked by staff to present their I.D. cards. Failure to present I.D. cards upon request may result in disciplinary action.** Replacement charge for ID's is \$2.00 (first time) and \$5.00 for each card issued thereafter.

## **ILLNESS AND EMERGENCY CARDS**

Whenever a student becomes ill in school and it is necessary that he/she be sent home, one of the parents must be contacted by the school secretary **before** the student may leave the building. If parents are not available by telephone, relatives or neighbors on the Emergency card may be contacted. **All students who are ill and not able to attend class must report to the Attendance Office.** By state law no medication, including aspirin, may be dispensed by office personnel.

It is important that all students return emergency cards with correct telephone numbers in case of an emergency. Emergency cards should be updated with **new information as soon as possible.**

## **IMMUNIZATION SAFETY POLICY 5320**

### **Required Student Immunizations**

No student shall be admitted to any district school at the times of their initial entry unless the student presents written evidence which is satisfactory to the person in charge of the admission that the student:

- I. Has received, or is in the process of receiving, immunizations against polio myelitis, rubella (measles), rubella (German measles), diphtheria, pertussis and tetanus by such means of immunization as may be approved by the Ohio Department of Health pursuant to the power granted by ORC 3701.13, or
- II. Has presented a written statement from his/her parent/guardian objecting to the immunization of said student against poliomyelitis, rubella (measles), rubella (German measles), diphtheria, pertussis and tetanus for philosophical or religious reasons.

A student who has had natural rubella is not required to be immunized if he/she has presented a written statement to this effect signed by his/her parent/guardian. Any immunization required shall be waived if a physician certifies in writing that such immunization is medically contraindicated.

This policy does not apply to immunization against rubella (German measles) for females who have reached puberty.

### **Insurance Coverage**

Sylvania Schools does not have insurance coverage for injuries or losses sustained while students are at school. Parents should check with their insurance provider to make sure their student has coverage.

## **INTERVENTION ASSISTANCE TEAM (IAT)**

A core team works with staff members and parents to identify at-risk students, gathering necessary

information about the individual and then develop a school-based action plan to meet the specific needs of each student in the areas of academics, health, behavior and attendance.

## **LIBRARY MEDIA CENTER**

The Northview Library Media Center, located on the second floor (G hall), is open for student use each school day. The Southview Library Media Center, located just past the main lobby, is open for students each school day from 7:00 a.m. to 3:30 p.m., Monday through Thursday, and is open until 2:30 p.m. on Fridays. The following guidelines have been implemented.

- It is the responsibility of each student using the library media center to sign in at the circulation desk upon arrival. This includes all periods, including lunch hours. Teachers may also schedule classes in the library media center and/or computer labs. Students are excused from signing in when accompanied by the classroom teacher.
- While in the library media center, no food, candy or drinks are permitted. No book bags, backpacks, carrying cases or large purses will be allowed in any part of the facility during all library media center hours.
- Books and back issues of magazines may be borrowed for three weeks. All checkouts are renewable. Students may not check out materials for other students.
- Overdue items will accrue a minimal fine and prevent subsequent checkouts until the obligation is met. Daily fines are ten cents per item per school day. No fine is charged for days when the student can provide an excused absence slip. Fines will never exceed replacement value of the materials. In the rare case of lost materials, a replacement charge will be assessed. See Mrs. Omev at Northview or Ms. McCrary at Southview for current pricing. Finally, a \$1.00 charge will be assessed for all items returned without a barcode.
- Students are welcome to use the computers in the Library Media Center for independent use. However, teachers who have reserved the area and accompany their classes have priority.
- For student access to the Internet, written parental permission is required yearly on the "Network & Internet Access Agreement." Internet research on Sylvania Schools' equipment is to be curriculum related.
- A copy machine is available for student use. The cost of each 8.5 x 11 reproduction is ten cents.
- No passes will be issued by the Library Media Center.

The general policy of the Library Media Center is to provide, within time, budget and staff limitations, all support materials needed by students. All Library Media Center patrons are encouraged to make suggestions to Mrs. Omev at Northview or Mr. Hildebrandt at Southview. We are proud of the way our students use the facilities; we endeavor to create a positive environment.

# **SYLVANIA SCHOOLS NETWORK AND INTERNET ACCESS GUIDELINES FOR STUDENTS**

These guidelines describe the agreement between the student and the School District. The purpose of this agreement is to provide Network (Electronic Mail and Electronic Bulletin Board) and Internet access, hereinafter referred to as Network, for educational purposes to the student. As such, this access will (1) assist in the collaboration and exchange of information, (2) facilitate personal growth in the use of technology, and (3) enhance information gathering and communication skills.

The intent of this contract is to ensure that students will comply with all Network and Internet acceptable use policies approved by the District.

In exchange for the use of the Network resources whether at school or away from school, I understand and agree to the following:

- A. The use of the Network is a privilege, which may be revoked by the District at any time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to, the altering of system software, the placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages. The District reserves the right to remove files, limit or deny access, and refer the student for other disciplinary actions.
- B. The District reserves the right to any material stored in files which are generally accessible to others and will remove any material which the District, at its sole discretion, believe may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. Students will not use their District-approved computer account/access to obtain, view, download, or otherwise gain access to such materials.
- C. All information services and features contained on District or Network resources are intended for the private use of its registered users and any use of these resources for commercial-for-profit or other unauthorized purpose (i.e. advertisements, political lobbying), in any form, is expressly forbidden.
- D. The District/Network resources are intended for the exclusive use by their registered users. The student is responsible for the use of his/her account/password and/or access privilege. Any problems which arise from the use of a student's account are the responsibility of the account holder. **Use of an account by someone other than the registered account holder is forbidden and may be grounds for loss of access privileges.**
- E. Any misuse of the account will result in suspension of the account privileges and/or other disciplinary action determined by the District. Misuse shall include, but not be limited to:
- (1) intentionally seeking information on, obtaining copies of, modifying files, other data or passwords belonging to other users.
  - (2) misrepresenting other users on the Network.
  - (3) disrupting the operation of the Network through abuse of the hardware or software.
  - (4) malicious use of the Network through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks.
  - (5) interfering with others use of the Network.
  - (6) extensive use for non-curriculum-related communication.
  - (7) illegal installation of copyrighted software.
  - (8) unauthorized downloading, copying, or use of licensed or copyrighted software.
  - (9) allowing anyone other than the account holder to use an account.
- F. The use of District and/or Network resources are for the purpose of (in order of priority):
- (1) Support of the academic program
  - (2) Telecommunications
  - (3) General Information
  - (4) Recreational
- G. The District and/or Network does not warrant that the functions of the system will meet any specific requirements the user may have, or that it will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system.
- H. The student will diligently delete old mail messages on a daily basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
- I. The District and/or Network will periodically make determinations on whether specific uses of the Network are consistent with the acceptable-use practice. The District and/or Network reserve the right to log Internet use and to monitor electronic mail space utilization by users.

- J. The student may transfer files from information services and electronic bulletin board services. For each file received through a file transfer, the student agrees before opening the file for use to check the file with a virus-detection program. Should the student transfer a file, shareware, or software which infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational and may be subject to other disciplinary measure as determined by the District.
- K. The student may transfer files, shareware, or software from information services and electronic bulletin boards. The student will be liable to pay the cost or fee of any file, shareware, or software transferred, whether intentional or accidental, without the permission of the Director of Computer Services.
- L. The District reserves the right to log computer use and to monitor fileserver space utilization by users. The District reserves the right to remove a user account on the Network to prevent further unauthorized activity.

In consideration for the privileges of using the District and/or Network resources, and in consideration for having access to the information contained on the Network, or by the Network, I hereby release the District, Network and their operators and administration from any and all claims of any nature arising from my use, or inability to use the District and/or Network resources.

We (student and parent) have agreed, by signing the attached Network and Internet Agreement, to abide by such rules and regulations of system usage as well as any changes deemed necessary by the Director of Computer Services. These rules and changes will be available in hardcopy form in the Principal's office.

## **LOCKERS**

A locker and combination is assigned to each student. Lockers should be shut and locked at all times when not in use. **According to the Board of Education Policy, lockers are the property of the Board of Education and are subject to inspection at any time.** The school is not responsible for stolen items. However, if articles are stolen from lockers, a report should be made to the Assistant Principal. Locker problems should be reported immediately to the attendance office. Students are **not** to give their combination out or share a locker with other students. If a locker is unlocked or has no lock on it, the student may be issued a demerit.

If you forget your locker combination, you will need to come to attendance office with your student ID card.

According to the Board of Education Policy, lockers are the property of the Board of Education and are subject to inspection at any time.

## **LOST AND FOUND**

Articles found should be turned into the main office.

## **USE OF MEDICATION**

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically prescribed treatments to a student during school hours will be permitted only when failure to do so will jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or if the child is disabled and requires medication to benefit his/her educational program.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures, which require special training, such as catheterization.

**Before any prescribed medication or treatment may be administered by school personnel to any student during school hours, the Board shall require the written prescription from the child's physician accompanied by the written authorization of the parent (Form 5332 F2).** Before, any non-prescribed medication or treatment may be administered; the Board shall require

the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication. These documents shall be kept in the office of the principal, and made available to the persons designated by this policy as authorized to administer medication or treatment. **No student is allowed to provide or sell any type of over-the-counter medication to another student.** Violations of this rule will be considered violations of Policy 5530- Drug Prevention and of the Student Code/Discipline Code.

However, students shall be permitted to carry and use, as necessary, an asthma inhaler provided the student has prior written permission from his/her parent, and physician and has submitted **Form 5330 F3**, Authorization for the Possession and Use of Asthma Inhalers, to the principal and any school nurse assigned to the building.

Additionally, the Board shall permit the administration by a licensed nurse or other authorized staff member of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a physician and the nurse/staff member has completed any and all necessary training.

Students who may require administration of an emergency medication may have such medication, identified as aforementioned, **stored in the attendance office and administered in accord with this policy.**

## **NATIONAL HONOR SOCIETY**

Membership in the Northview and Southview Chapter of the National Honor Society is based on character, scholarship, leadership, and service. All by-laws, policies, and procedures are based on and reflect the National Charter for the National Honor Society. To be considered for membership, juniors who have at least a 3.60 cumulative grade point average after the fifth semester of high school are eligible; additionally, seniors with the qualifying GPA at the end of their sixth semester are also eligible. Information on the National Honor Society will be made available during the summer at both Northview's Wildcat Welcome Days and Southview's Cougar Kickoff.

Prior to induction, students must attend a mandatory informational meeting, with the time and date to be announced. Following the meeting, students must submit candidate forms attesting to their leadership and service. These candidate forms may be viewed on the National Honor Society website for each school.

The decision on whether each candidate is invited into National Honor Society is made by a vote of the Faculty Council. This five-member committee is chosen by the principal and reflects the various departments for the school. Three affirmative votes for each candidate are necessary for selection. As part of the selection process, teachers are asked for input on the student candidates. This input takes a written form and will be signed by the teachers. If a student is not selected, he/she may meet with the National Honor Society advisor for input on the decision. Students may appeal non-selection within five school days to the school principal. This appeal must be in writing, and the principal's decision on the selection or non-selection is final. Seniors who were either non-selected as juniors, or did not apply as juniors, may apply during their senior year. Any students admitted into the National Honor Society during their senior year must meet the same requirements as those students admitted their junior year in order to receive their honor cords.

National Honor Society members are required to maintain the standards of character, scholarship, leadership, and service for which they were selected, or they may be permanently dismissed from the organization.

## **SYLVANIA SCHOOL'S SECURITY PROVISIONS**

Because of the impact of proficiency tests on students' graduation and/or the type of diploma they may receive, the State Department of Education takes the security of these tests very seriously. Each district is required to inform students of the provisions for security of the tests and the penalty for violating test security.

Throughout the year, students will have many opportunities to come in contact with the proficiency tests. As with any other tests, students must do their own work and keep their work to themselves.

Any student suspected of cheating will be investigated using due process according to district procedures. Students confirmed of cheating or assisting another student to cheat on a proficiency test will have their test(s) invalidated and may be subject to a disciplinary suspension. Students may also **not** share or discuss any specific test items with another person. If, for example, a student has a question from the math portion of the test, (s) he may not discuss that specific question with another student or teacher. Similar questions may be addressed in context of discussions from previous classes but not by using specific proficiency test questions.

## **OPEN ENROLLMENT**

All students enrolled in the Sylvania Schools District are assigned to the school serving their attendance area. Students wishing to attend a different school must complete and submit an intra-district open enrollment request form in accordance with the following provisions:

1. Attendance/Discipline:
  - a. Students with attendance/tardy to school issues (15 or more combined per school year) and/or disciplinary violations may have their open enrollment revoked/rejected per recommendation of the Director of Student Services.
  - b. Suspensions and expulsions will be reviewed regarding open enrolled students and may result in rejection/return to their district school.

## **P.A. ANNOUNCEMENTS**

All announcements must be typewritten and signed by an advisor or one of the principals. P.A. announcements will be given in the morning. They must be approved and in the main office no later than 7:25 a.m.

## **PARKING – POLICY 5515**

Parking is, essentially, a privilege for **seniors only** who qualify for and obtain a permit. Only students with registered parking permits are allowed to park on school property. Students may obtain a permit on registration day in August or from the Assistant Principal's office. Permits will be issued according to Board Policy (5515). Students are required to display their permits at all times while on school premises. **In order to secure a permit, a student must show a valid driver's license, student ID, license plate number, proof of insurance and car registration.** Students are required to show a permission pass to the parking lot monitor when entering or leaving the parking lot during school hours.

### **I. Who May Drive**

- A. Seniors
- B. Students in work-sponsored programs
- C. **Southview allows additional parking for juniors**

### **II Display**

- A. The permit **must be visible from the rear view mirror** at all times while on school property.

### **III. Parking Facility**

- A. Students must park in the assigned number spot that is the same as their parking hangtag. **No student may park in any other areas.** Parking in the staff lot will result in disciplinary action. White lined parking spots are for staff members.
- B. Any student vehicle entering school parking lot is subject to complete search by school authorities and law enforcement personnel assisting them. Such search may be conducted without warrant for any reasonable purpose. Following notice of intent to search, the vehicle will not be permitted to leave the premises without permission.

### **IV. Regulations**

1. Register the vehicle with the plate number you will be driving.

2. Do not move vehicle during the day.
3. Do not sit or permit students to sit in or on your vehicle during the day.
4. **Northview: Do not move vehicle until busses leave. You must turn right when leaving the lot. Turning left in front of busses will result in temporary loss of parking privileges.**
5. Lock all doors of vehicle.
6. **Do not go to your vehicle without permission from the office.**
7. **Permits are non-transferable.**
8. If permit is lost, you may not continue to drive to school.
9. **Lifting or removing the parking lot chain by anyone other than parking lot attendant or driving under the chain will result in a loss of driving privileges/suspension.**

**Parking permits may be revoked for major discipline violations.**

In as much as the school district makes transportation available to each student, driving should be considered a **privilege** and not a right.

#### V. Penalties for Driving Violations

A. Major violations of parking/driving regulations may result in one or a combination of the following:

1. Loss of driving privilege.
2. Loss of parking permits.
3. Level 1 or Level 2 Detentions
4. Level 3 Detentions or Out of School Suspension
5. Towing of car at the owner's expense.

B. Minor violations will result in the following action:

#### C. Registered Vehicles:

1st Offense – Warning

2nd Offense - \$5.00

3rd Offense - \$10.00

4th Offense- \$15.00

5th Offense – Level 1, Level 2, Level 3 Detentions

6th Offense- Revoke parking privileges for the year.

#### Non-registered Vehicles:

1st Offense- \$5.00

2nd Offense - \$10.00

3rd Offense- \$15.00

4th Offense – Level 1, Level 2, Level 3 Detentions

5th Offense – Three (3) day suspension and/or loss of driving privilege for the remainder of the semester.

#### Parking Fees:

There is a parking fee as set by the Board of Education.

#### EDUCATIONAL OPTIONS AND CREDIT FLEXIBILITY

Educational options and credit flexibility plans provide alternative means by which high school students may earn high school credit outside the traditional classroom instruction. Students who demonstrate the ability, interest, and maturity to accept personal responsibility for their learning may be interested in pursuing high school credit through one of these options. Please refer to the

district website:

<http://www.sylvania.k12.oh.us/> under the parent resource section for additional information and forms.

## **POST SECONDARY ENROLLMENT OPTIONS (PSEO)**

Ohio's Post Secondary Enrollment Options program has been established to permit high school students to earn college and high school graduation credit through the successful completion of college courses. The program is intended to provide expanded opportunities for appropriately qualified high school students to experience course work at the college or university level. Nine rules established by the State Board of Education provide guidelines and specify procedures that are to be followed. Students interested in participating in the Post Secondary Options need to contact their counselor to determine eligibility.

## **POSTERS**

Posters are to be placed only in authorized areas. All posters must be approved and stamped by the building principal or designee prior to their display. All posters shall be put up with painter's tape provided by the sponsoring organization. Posters may be put up only for school-related activities approved by an administrator. It is the responsibility of the sponsoring organization to remove all posters within 24 hours after the end of activity. Any poster not meeting requirements will be removed. No posters may be placed on painted surfaces..

## **REMOVAL FROM CLASS**

The procedure for student removal from class for other than academic reasons will follow this continuum:

- (1) Issue demerits/disciplinary referrals for student misbehavior.
- (2) Teacher informs student's counselor of potential problem and counselor meets with the student.
- (3) Teacher makes contact with parent by phone or setting conference at school.
- (4) Teacher requests parent conference through administrator. Teacher, counselor, and an administrator meet with parent and student to discuss severity of problem.
- (5) After completion of steps 1-4, if the problem persists, the student may be removed with a WD/F (withdrawn-failing). The student will be placed in study hall for the remainder of the semester or school year.
- (6) **Immediate removal may be enacted for severe violations.**

## **RINGS**

During the fall of their sophomore year, students may order an official school ring, which contains the school crest and coat of arms, with several options available. Information is presented to sophomores concerning stones available, costs, etc. A deposit is due when the ring is ordered. The balance is paid at the time the ring is delivered in the winter of the sophomore year.

## **SCHEDULE CHANGES**

It is extremely important that you give serious attention to your selection of courses for next year. Our master schedule is constructed to accommodate those students requesting classes during spring registration. Schedule changes after this time will be difficult, if not impossible, due to our increasing student enrollment. If a parent approved scheduled change is to be considered, you should see your counselor prior to the closing of the school year or set up an appointment for the month of August. Space availability will be a major factor in honoring your request. A student may **not** request a specific teacher.

Students may drop a course without penalty until the end of the 10th school day of a semester or yearlong course with the teacher and parent permission. The course will be replaced with a study hall. Students will not be permitted to drop their course if their course load would drop below the required amount (six courses each semester).

Students dropping a course after ten (10) school days will receive an "F" for the semester unless it is dropped with written teacher recommendation. Teacher recommendation will be based on the fol-

lowing criteria:

1. The student sought assistance from the teacher.
2. The student has taken advantage of any available tutorial services.
3. The student's work does not indicate the ability to meet minimum course requirements with conscientious effort.

Students will be assigned to a study hall (not commons) for the remainder of the semester if the course is dropped. Students are expected to complete all yearlong classes, however, a semester's credit will be given to a student who has successfully passed one semester of a yearlong course if the student was enrolled in the course for the entire year or special circumstances exist to warrant a drop at the end of the first semester.

Seniors are expected to carry six (6) academic periods and Grades 9- 11 are expected to carry seven (7) academic periods. Schedule change request forms can be obtained in the counseling center.

## **SCHOOL RESOURCE OFFICER**

The school resource officer serves as a liaison between the school and the community. The officer counsels students and faculty and serves as a positive role model for students. The resource officer also makes class presentations and assists with clubs and activities

## **SEARCH AND SEIZURE POLICY 5771**

### **Searches of School Property Assigned to a Student**

The following rules apply to the search of school property assigned to a student (such as a locker, desk, etc.) and to the seizure of items in the student's possession:

- A. The building principal or the principal's designee may conduct random searches of lockers at any time.
- B. Desks or other storage space assigned to a student may be searched when there is reasonable suspicion to believe that the student has violated a law or a school regulation or policy, or there is reasonable suspicion to believe that the search will reveal contraband or evidence of a violation of law or school regulation or policy by that student or another person.
- C. When possible, the search of a locker, desk or other storage area assigned to a specific student, the student should be informed that a search is about to occur, and the search should be conducted in the presence of that student.
- D. Whenever a building principal or principal's designee conducts a search of a locker, desk, or other area assigned to a student, there may be at least one other administrator or staff member present to witness the search.
- E. Items, the possession of which constitutes a violation of law or violation of any school regulation or policy, or any other item reasonably determined to be a threat to the safety or security of the student or others, may be seized by school authorities at any time. Any item seized may be turned over to law enforcement officials as appropriate. Law enforcement officials may be notified whenever a search reveals evidence that a law may have been violated.

### **Searches of a Student's Person or Personal Property by School Personnel**

A building principal or the principal's designee shall be permitted to search a student, or a student's property (such as purses, knapsacks, gym bags, etc.) only when there is reasonable suspicion to believe that the student has violated a law or a school regulation or policy, or there is reasonable suspicion to believe that the search will reveal contraband or evidence of a violation of law or school regulation or policy by that student or another person. The following rules apply in such cases:

- A. The search will be conducted by a person of the same gender as the student.
- B. Whenever a principal or principal's designee conducts a search, there may be another administrator or staff member present to witness the search.
- C. Items, the possession of which constitutes a violation of law or violation of any school regulation

- or policy, or any other item reasonably determined to be a threat to the safety or security of the student or others, may be seized by school authorities at any time. Any item seized may be turned over to law enforcement officials as appropriate. Law enforcement officials may be notified whenever a search reveals evidence that a law may have been violated.
- D. As soon as feasible after the search, the parent/guardian of a minor student may be notified that a search was conducted, the reason(s) for the search, and whether any item was seized.
  - E. If a pat down of a student indicates the possible presence of contraband, including possible evidence of a violation of law or violation of school regulation or policy, the student shall be asked to remove the item and place it on a tray or other surface. If the student refuses, the person conducting the search will inform the student that continued refusal to remove the item may result in the removal of the item by the person conducting the search or law enforcement officials.
  - F. School administrators and employees are not permitted to conduct a strip search of a student Except in extreme emergency situations (such as a likelihood that the student is concealing a dangerous weapon. In non-emergency cases where the building principal or the principal's designee believes the circumstances warrant a strip search, the school administrators or employees shall call the appropriate law enforcement officials who may conduct the search and/or remove the student from school grounds.

## STUDENT GOVERNMENT

The freshman, sophomore, junior and senior classes are able to carry out class projects, money-making activities and social events under the direction of their class officers and faculty advisors. Each class elects its own president, vice-president, secretary and treasurer, and class representative. A student must meet the credit requirements and the 1.5 eligibility requirements at the time of election to be qualified to run for office. Senior, junior and sophomore elections are held in the spring, while freshman elections are held in the fall. Student government officers are elected on a school-wide basis. All candidates and elected class or government officers must meet the organization's constitutional requirements.

The student body elects a president, vice president, secretary and treasurer in the spring of each year to hold the office for the next school year. In addition to the officers, each class elects four representatives and one alternate as members of Student Government.

The Student Government is the official organization through which the student body participates in the organization and administration of the school. The student Government centers its activities on pupil-to-pupil relationships and makes suggestions to the administration regarding activities pertaining to school.

Student Government also regulates all school and class elections and represents the student body in out-of-school activities.

## STUDY HALLS

1. The supervising staff member will assign seats. Attendance will be taken every period.
2. An atmosphere will be maintained which is conducive to study. **NO TALKING WITHOUT PERMISSION.**
3. Books/magazines must be taken to study hall by the student.
4. Card playing and other games are not permitted.
5. **Student must check into Study Hall first before going to another location. In addition they must have a signed pass from a staff member giving permission to go to that location.**
6. Students wanting to leave Study Hall to use the Media Center must first present to the Study Hall monitor the pass written by the teacher requiring library work. Students then need to sign into the library at the circulation desk. If leaving the library before the end of the period, students should acquire an exit pass from the librarian and then present that pass to the Study Hall

monitor. Not following this procedure may result in disciplinary action.

7. No eating/drinking will be allowed in any study hall.

## **STUDENT RECORDS –POLICY 8330**

Cumulative student records shall be maintained to provide a meaningful and accurate collection of data that will assist staff in directing the progress of each child from kindergarten through high school.

### **I. Definitions**

- A. "Student records are all materials concerning an individual student kept in any form by the Board of Education or its employees, except personal notes maintained by teachers or other school personnel solely for their own individual use and not communicated to any other person. If these personal notes are transmitted to any person, including staff, they become student records.
- B. "Parent" means a natural or adoptive parent or guardian.

### **II. Records**

- A. Required permanent records. A student's record shall contain the following data:
  - 1. Student's name, address, phone number, place of birth and validation of birth.
  - 2. Student's health records and immunization dates.
  - 3. Student's courses taken and grades received records, achievement and intelligence group test scores, class rankings and attendance records.
- B. Permitted cumulative records. These records are that are peculiar to an individual student.
  - 1. Any honor or special award.
  - 2. Any outside agency or social service report
  - 3. Behavioral or discipline records.
  - 4. Any report that is written about the student by the student, service staff, teachers or other staff.

### **III. Retention and Security:**

- A. The Director of Student Services shall promulgate and enforce regulation for supervision of student record maintenance, access and security.
- B. The principal of each building shall have the responsibility for record maintenance, access and security within his/her respective building. In the elementary buildings, the teacher who has direct responsibility for each student may keep records. These records are to be kept in a locked file drawer and said drawer shall be locked at all times it is not in use.
- C. Junior high and Senior high school student records are to be kept in a central place under the direct supervision of the building principal. The records are to be kept in a locked secure place.

### **IV. Access to Records.**

- A. A student's records may be physically examined by the student or parent, within a reasonable period of time following a request to do so, not to exceed forty-five (45) days. Such inspection shall take place only in the presence of a member of the professional staff so that adequate provisions may be made for the interpretation and the security of the record. Copies of information from outside individuals or agencies, which information is not to be released to any other outside individual or agency, may be obtained only from the original source and may not be provided by the school.
- B. Commensurate with their need to know, professional staff members may inspect student records to gain information necessary to perform their responsibilities.

### **V. Additions or Deletions to Records:**

- A. In the event that a parent or student objects to the retention of any material in a student

record, in whole or in part, such student or parent shall make written objection to the building principal on the form provided. If the objection is not satisfied by discussion with the principal of the building in which the records are kept, the parent or student shall have the right of appeal to a review panel. The parent or student may challenge the retention of any data in the student record only on the basis that is inaccurate, misleading and otherwise violation of the privacy or other rights of the student. Notice of such appeal shall also be in writing.

- B. The review panel shall consist of the building principal where records are housed, the Director of Student Services and the Assistant Superintendent. The review panel shall conduct a hearing to decide the issues presented by the appellant within four (4) weeks after being notified of such appeal, or longer if agreed otherwise. The Director of Student Services shall chair any appeal hearing.
- C. The appellant and the person directly in charge of records shall have the right to be represented by counsel of his/her choosing to cross-examine witnesses, to present evidence and to record the proceedings. The appellant shall have the burden of going forward. Any decision of the review panel shall be simple majority and reduced to writing.

#### **VI. Release of Student Records**

- A. To other school districts: The parents of any student eighteen (18) years of age or older who is moving from the Sylvania School district must request in writing, using the appropriate forms, the release of records. On the forms, there will be the option of releasing either required or permitted records, or both.
- B. To potential employers and post high school training: The student or parent must execute the appropriate forms to initiate the release of any records to a potential employer or for post high school training.
- C. The Director of Student Services may authorize the release of information from student records only in accordance to federal law regulating access to school records.
- D. Official student records and/or transcripts may be held until all fines and obligations are cleared. An unofficial copy of student transcripts may be requested.

### **LEGAL NAMES OF STUDENTS**

In the case of foster children, or children residing with adults of other than their surname, it shall be the policy of the Board of Education to use for purposes of records and reports the legally recognized name. Names of children shall not be changed unless so changed through the courts.

### **MARRIED STUDENTS**

The same rules and regulations as the rest of the student body shall govern married and/or pregnant students. However, a pregnant student may be required to be under a physician's care, so as to determine the extent of academic and extracurricular participation, with the immediate concern being for the student and the unborn child.

### **TESTING CENTER (NORTHVIEW)**

When students are absent they may make up missed tests and quizzes by coming to the testing center after school. Teachers assign students to come to the center so they do not miss additional class time making up missing work. (See **Study Table** for *Southview*)

### **TEXTBOOKS**

The classroom teacher issues textbooks to each student at the beginning of the school year. These books are lent to the student for the duration of the school year. Each book is registered with a number and has a name label in the front of the book where the student should write their name. The books are collected at the end of the year, and any student who does not turn in the book registered to them, or turns in a badly damaged book, will be required to pay the replacement costs (currently averaging \$45.00 per text). Students may be assessed certain charges for damages to textbooks while in their possession. In some academic and elective classes, it may be necessary to purchase workbooks.

## **TOBACCO PRODUCTS – POLICY 5600- SECTION K**

Student Discipline Code (5600- Section K) states that “smoking, evidence of smoking, use of snuff, chewing tobacco, e-cigarettes, or other tobacco products on school property or at any school activity, during school hours (which includes hours going to and from school) in any school building or on campus, is not permitted.” School property means all Board of Education property both inside and outside building and school busses.

Obvious possession, actual smoking, chewing tobacco, using snuff, exhaling of smoke, or tobacco in hand or mouth, shall be sufficient evidence of tobacco usage or possession to result in a violation.

### **Violation will result in:**

**First Offense:** Level 1, Level 2, or Level 3 Detentions

**Second Offense and Subsequent Offenses:** Three (3) to ten (10) day out of school suspension (OSS) at Administrative Discretion.

*Repetitive offensive can result in 10 day Out of School Suspension with a recommendation for expulsion.*

According to The Ohio Revised Code Section 2151.87, Ohio law for a minor to “use, consume, or possess cigarettes, other tobacco products, or papers used to roll cigarettes” now prohibits it. It is also now prohibited for a minor to assist, pay for or share in the cost of such products.

In case students have not yet been informed, a first offense may result in: a mandatory attendance at a smoking educational program (if available) and a fine of up to \$100.

Upon any subsequent violations the court may:

- a. increase the fine
- b. impose up to 20 hours of community service
- c. suspend driving privileges for up to 30 days

## **THEATRE**

The Northview Little Theatre and Southview's Center for Performing Arts are designed to further enhance the educational experiences of students by providing a place for lectures, presentations, classroom activities and artistic endeavors that require larger settings.

The theatre area includes the theatre, dressing rooms and adjacent hallway, ticket booth, lobby and public restrooms.

The theatre proper includes the stage, the house and technical booths. Absolutely no food, gum, drink, or climbing on the seats is permitted in the Theatre proper at any time.

## **TRANSFER/CAREER TECH STUDENTS**

Students traveling between Northview and Southview need to adhere to the rules of both schools and be aware of schedule changes that will affect their attendance in career tech programs and/or regular classes.

You must be registered to park at your home school in order to have the privilege to park on school grounds at another school.

If you want to attend an assembly at your home school you will need to sign in the attendance office when you report for the assembly.

If you are at one school and leave for an appointment, go home ill, etc; you must have a pass from the attendance office.

The transfer bus is available between both schools.

## **VISITORS (STUDENTS)**

Because of class sizes, students are not encouraged to bring visitors to school. **Students who are from local area high schools will need to make an appointment with the Guidance Department.** Students who are entertaining out-of-town guests (outside the Toledo, Northwest Ohio area) are allowed a one day visitor's pass providing a request is presented to the administration at

least **one** week before their visit. No visitors will be allowed during semester exams.

## **VISITORS (OTHERS)**

All visitors must check in and receive a visitor's pass from the main office. Visitors will not be allowed to disrupt classes. Therefore, it is best to make an appointment before coming to meet with, or see a staff member. The administration reserves the right to deny visitors permission to be on campus.

Unauthorized persons in the building will be removed or may be charged with trespassing.

## **WITHDRAWAL FROM SCHOOL**

Parents who are withdrawing students should report to the record's office to fill out necessary paperwork. If the student is under 18, the parent must provide the name and address of the school the student is transferring to, or provide a current work permit that shows the student is working no less than 30 hours a week. Final transcripts will not be sent until all books and obligations are cleared.

## **WORK PERMIT**

If you are under 18 years of age and wish to work a part-time or full-time regular job, you must have a work permit. You must first have a job, since the employer fills out part of the form. The application for a permit, doctor's form and employer's form are available in the Main Office.

# **5600 - CODE OF CONDUCT**

## **STUDENT DISCIPLINE CODE**

The rules and standards set forth in this student discipline code apply to conduct on school premises on or off school buses or involving school property, to misconduct by a pupil that occurs off of property owned or controlled by the district but that is connected to activities or incidents that have occurred on property owned or controlled by the district and misconduct by a pupil that, regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee. Any conduct which causes or creates a likelihood that it will cause disruption or interference with the health, safety or well-being, or the rights of other students or Board of Education employees is prohibited.

The preceding standard is a general standard that is to be used as a guide by all students. Not all items of misconduct can be itemized. This policy contains an enumeration of some areas of conduct which will lead to disciplinary action.

The consequences for violation of this policy will be decided upon by the administrative staff. Such action can come in the form of counseling, parent conference, assignment of additional work, rearrangement of class schedules, detention, , out of school suspension, to the maximum of ten (10) days, recommendation for expulsion from school and/or referral to juvenile authorities.

- A. **Disruption of School.** A student shall not by use of force, violence, coercion, threat, harassment, insubordination or repeated lack of cooperation, cause disruption or obstruction to the educational process including repeated or flagrant violations of any school rule or accepted standard of behavior.
- B. **Vandalism.** A student shall not cause or attempt to cause damage to school property or facilities, or to private property which is on school premises. Parents are responsible for such damages and it is the policy of the school district to seek financial redress to the limits of the law.
- C. **Stealing.** A student shall not steal, be a party to a theft, possess stolen property, or attempt to steal school property, or private property, which is on school premises or in vehicles on school premises. This includes library books and supplies.
- D. **Unauthorized Use of Fire.** A student shall not threaten, set or attempt to set any fire on school property, including the use of fire or fireworks. Making false fire alarms or bomb threats is a violation of this code.

- E. **Loitering/Trespassing.** A student without a specific school related reason or purpose shall not be on school property or at school sponsored activity. Any unauthorized entry of school property or any refusal to leave school property when ordered will be considered trespassing.
- F. **Threats and Causing Harm.** A student shall not threaten, commit or attempt to commit assault (*physical harm to another*), harassment, intimidation, coercion, whether a misdemeanor, felony, or any violation of state criminal code against any student Board of Education employee or school guest or visitor. Intimidation includes written, verbal, or non-verbal abuse which is threatening to an individual.
- G. **Disrespect.** A student shall not use profane, indecent or obscene language either verbally or in writing toward any student, Board of Education employee, or school guest or visitor. Included in this prohibition is the use of obscene gestures, signs, pictures, or publications.
- H. **Weapons.** A student shall not possess, handle, transmit, or conceal any object or look-alike weapon that in fact or under the circumstances can be considered to constitute a weapon.
- I. **Gambling.** A student shall not be involved in the act of gambling while on school premises or at school sponsored activities.
- J. **Alcohol and Other Drugs.** A student shall not possess, transmit, conceal, consume, or show evidence of having consumed or used, or offer for sale any alcoholic beverages, illegal drugs, un-prescribed drugs, look-alike drugs, narcotics, or any mind-altering substance while on school property, both inside and outside of buildings and school buses. Included in this prohibition is the possession of any drug-related paraphernalia.
- K. **Tobacco Products.** Smoking, evidence of smoking, use of snuff, chewing tobacco, e-cigarettes, or other tobacco products on school property or at any school activity, during school hours, (which includes the hours going to and from school) in any school building or on campus, is not permitted.
- L. **Forgery and Misrepresentation.** A student shall not falsify in writing the name of another person or falsify times, dates, grades, addresses, or any other data on school forms or correspondence directed to the school. A student shall not use the name or identity of another person.
- M. **Inappropriate Attire.** A student shall not dress or appear in a fashion deemed inappropriate because it either (a) interferes with the student's health, safety, and welfare or the rights of other students, or (b) causes or is reasonably likely to cause a material interference with or substantial disruption of the educational process.
- N. **Truancy.** A student shall not be truant from class, Commons, study halls, or school. Excessive tardiness is cause for disciplinary action.
- O. **Cheating.** A student shall not work with another person or persons in the execution of a test, report, or paper without authorization to do so. A student shall not use unauthorized material to cheat on a test or other assignment.
- P. **Plagiarism.** A student shall not intentionally represent another person's work, words, thoughts or ideas as his/her own.
- Q. **Failure to Comply.** A student shall not fail to comply with the directions of teachers, student teachers, school aides, bus drivers, principals, or other authorized school personnel.
- R. **Hazing.** Hazing activities of any type shall be prohibited at all times. No employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.
- S. **Excessive show of affection.** Any public display of affection between couples that attracts undue attention to them shall be considered in poor taste and is prohibited. This will include close body contact, hugging, kissing, and like action.
- T. **Electronic Devices.** A student shall not violate Policy 5136 Cellular Telephones and Electronic Communication Devices. Radios/Walkman/Pagers/Cell Phones and any other items or electronic devices which disrupt the educational process may be confiscated from students and held

- until the end of the current grading period or school year. A parent conference may be requested before the confiscated item(s) are returned.
- U. **Harassment/Discrimination.** A student shall not violate Policy 5517 Anti-harassment, including harassment based on sex, race, color, national origin, religion, disability, sexual orientation, or any other unlawful basis.
  - V. **Misuse of Computers and Other Equipment.** A student shall not violate the School District's Policy 7540.03 Student Network and Internet Acceptable Use and Safety. Students shall not use the School District's computers or other equipment except as authorized by a teacher or other supervisor, shall not misuse or abuse such items, and shall not use such items to obtain, generate, or use information in an illegal or unethical manner or for illegal or unethical purposes. As used in this Discipline Code, "computers" includes software, hardware, and related devices.
  - W. **Inappropriate material.** A student shall not possess, distribute or display material, including a picture, that is obscene or pornographic, including material that depicts a person in a state of nudity or undress.
  - X. **Copyright infringement.** A student shall not violate federal copyright law.
  - Y. **Video and photography.** A student shall not capture, record or transmit the voice (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such voice or images.
  - Z. **Libel/slander.** A student shall not commit libel or slander. Libel is the writing and publication of a false and defamatory statement or report. Slander is the oral communication of a false and defamatory statement.
  - AA. **Harassment, intimidation and bullying.** A student shall not violate Policy No. 5517.01 Bullying and Other Forms of Aggressive Behavior, which prohibits harassment, intimidation and bullying.
  - BB. **Violations of law.** Committing any act not listed herein as a major infraction that is a criminal offense when committed by an adult

## **5610 - REMOVAL, SUSPENSION, EXPULSION, AND PERMANENT EXCLUSION OF STUDENTS**

The Board of Education recognizes that exclusion from the educational program of the schools, whether by out-of-school suspension, expulsion, or permanent exclusion, is the most severe sanction that can be imposed on a student in this District, and one that cannot be imposed without due process. However, the Board has zero tolerance of violent, disruptive or inappropriate behavior by its students.

No student is to be removed, suspended out-of-school, expelled and/or permanently excluded unless his/her behavior represents misconduct as specified in the Student Discipline Code approved by the Board. The Code shall also specify the procedures to be followed by school officials when implementing such discipline. In addition to the procedural safeguards and definitions set forth in this policy and the student/parent handbook, additional procedures and considerations shall apply to students identified as disabled under the IDEA, ADA, and/or Section 504 of the Rehabilitation Act of 1973. [See Policy 2465, "Suspension/Expulsion of Disabled Students."]

Students may be subject to discipline for violation of the Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but where such conduct is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a District official or employee, or the property of such official or employee.

For purposes of this policy and the Student Discipline Code, the following shall apply:

- A. "Emergency removal" shall be the exclusion of a student who poses a continuing danger to

District property or persons in the District or whose behavior presents an on-going threat of disrupting the educational process provided by the District. [See Policy 5610.03 "Emergency Removal"]

- B. "Suspension" shall be the temporary exclusion of a student by the Superintendent, principal, assistant principal, or any other administrator from the District's instructional program for a period not to exceed ten (10) school days. Suspension may extend beyond the current school year, if at the time a suspension is imposed, fewer than ten (10) days remain in the school year. The Superintendent may apply any or all of the period of suspension to the following year. The procedures for suspension are set forth in the Student Discipline Code and Board Policy 5611 "Due Process Rights".
- C. "Expulsion" shall be the exclusion of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place or for one (1) year as specifically provided in this policy and the Student Discipline Code. Only the Superintendent may expel a student. The procedures for expulsion are set forth in the Student Discipline Code and Board Policy 5611 "Due Process Rights".

#### Responsibility for School Work

Students will be given the opportunity to complete and receive credit for school work assigned, tests, and quizzes for a total of, and not more than eight (8) OSS days per school year.

Credit will not be given for work missed due to out-of-school suspensions that:

- a. Exceed eight days throughout the school year.
- b. Include a Recommendation for Expulsion.
- c. Fall within the following 5600 codes:

H: Weapons;

J: Alcohol and other Drugs;

R: Hazing;

AA: Harassment, Intimidation, and Bullying;

BB: Violations of Law.

Failures may be given for any classroom work that cannot be attended such as laboratories or skill sessions.

If at the time of the expulsion, there are fewer days remaining in the school year than the number of days of the expulsion, the Superintendent may apply any or all of the remaining days of expulsion to the following school year.

#### 1. Firearm or Knife

Unless a student is permanently excluded from school, the Superintendent shall expel a student from school for a period of one (1) year for bringing a firearm or knife to a school building or on to any other property (including a school vehicle) owned, controlled, or operated by the Board, to an interscholastic competition, an extra-curricular event, or to any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except that the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. Similarly, the Superintendent shall expel a student from school for a period of one (1) year for possessing a firearm or knife at school or on any other property (including a school vehicle) owned, controlled, or operated by the Board, at interscholastic competition, an extra-curricular event, or at any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. The expulsion may extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place. The Superintendent shall refer any student expelled for brining a firearm (as defined in 18

U.S.C. 921(a)(3)) or weapon to school to the criminal justice or juvenile delinquency system serving the District.

A 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 silencer, or any destructive device. A destructive device, includes, but is not limited to any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device.

A knife is defined as any weapon or cutting instrument consisting of a blade fastened to a handle; a razor blade; or any similar device (including sharp, metal martial arts weapons such as a ninja throwing stars) that is used for, or is readily capable of, causing death or serious bodily injury.

The Superintendent may, in his/her sole judgment and discretion, modify or reduce such expulsion in writing, to a period of less than one (1) year, on a case-by-case basis, upon consideration of the following:

- a. Applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student's disability);
- b. The degree of culpability given the age of the student and its relevance to the misconduct and/or punishment and/or evidence regarding the probable danger posed to the health and safety of others, including evidence of the student's intent and awareness regarding possession of the firearm or knife; and/or
- c. The academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

## 2. Violent Conduct

If a student commits an act at school, on other school property, at an interscholastic competition, extra-curricular event, or any other school program or activity and the act:

- a. would be a criminal offense if committed by an adult;  
and
- b. results in serious physical harm to person(s) as defined in Revised Code Section 2901.01(A)(5), or to property as defined in Revised Code Section 2901.01(A)(6)

the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, upon consideration of the following:

- a. Applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student's disability);

Or

- b. other extenuating circumstances, including, but not limited to, the academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

If at the time of the suspension or expulsion, there are fewer days remaining in the school year than the number of days of the suspension or expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

### 3. Bomb Threats

If a student makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat, the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, for the following reasons:

a. for students identified as disabled under the IDEA, ADA, and Section 504 of the Rehabilitation Act of 1973, upon recommendation from the group of persons knowledgeable of the student's educational needs;

Or

b. other extenuating circumstances, including, but not limited to, the academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

If at the time of the suspension or expulsion, there are fewer days remaining in the school year than the number of days of the suspension or expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

D. "Permanent exclusion" shall mean the student is banned forever from attending a public school in the State of Ohio. (See Policy 5610.01)

If a student is expelled for more than twenty (20) school days or for any period of time that extends into the next school year, the Superintendent shall provide the student and his/her parents with the names, addresses, and telephone numbers of those public or private agencies in the community which offer programs or services that help to rectify the student's behaviors and attitudes that contributed to the incident(s) that caused the expulsion.

If the Superintendent determines that a student's behavior on a school vehicle violates school rules, s/he may suspend the student from school bus-riding privileges for the length of time deemed appropriate for the violation and remediation of the behavior. Any such suspension must comply with due process and the Student Discipline Code.

The Board authorizes the Superintendent to provide for options to suspension/expulsion of a student from school which may include alternative educational options.

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 must be imposed for the same duration it would have been had the student remained enrolled.

The Board may temporarily deny admittance to any student who has been expelled from the schools of another Ohio district or an out-of-state district, if the student's expulsion period set by the other district has not expired. The expelled student shall first be offered an opportunity for a hearing. This provision also applies to a student who is the subject of a power of attorney designating the child's grandparent as the attorney-in-fact or caretaker authorization affidavit executed by the child's grandparent and is seeking admittance into the schools of this District in accordance with Policy 5111.

The Board may temporarily deny admittance to any student who has been suspended from the schools of another Ohio district, if the student's suspension period set by the other district has not expired. The suspended student shall first be offered an opportunity for a hearing.

When a student is expelled from this District, the Superintendent shall send written notice to any college in which the expelled student is enrolled under Postsecondary Enrollment Options at the time the expulsion is imposed. The written notice shall indicate the date the expulsion is scheduled to expire and that the Board has adopted a provision in Policy 2271 under R.C. 3313.613 to deny high school credit for postsecondary courses taken during an expulsion.

If the expulsion is extended, the Superintendent shall notify the college of the extension.

## **DUE PROCESS RIGHTS POLICY 5611**

### **A. Student subject to suspension:**

When a student is being considered for an out-of-school suspension by the Superintendent, principal, or other administrator:

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions.
3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
4. Within one (1) school day of the suspension the Superintendent, principal, or other administrator will notify the parents, guardians, or custodians of the student and the Treasurer of the Board. The notice will include the reasons for the suspension and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.
5. Notice of this suspension will also be sent to the:
  - a. Superintendent;
  - b. Board Treasurer;
  - c. student's school record (not for inclusion in the permanent record).
6. If a student leaves school property without permission immediately upon violation (or suspected violation) of a provision of the Student Discipline Code or prior to an administrator conducting an informal hearing as specified above, and the student fails to return to school on the following school day, the principal, assistant principal, Superintendent, or any other administrator, may send the student and his/her parent(s)/guardian(s) notice of the suspension, and offer to provide the student and/or his/her parents an informal hearing upon request to discuss the reasons for the suspension and to allow the student to challenge the reasons and to explain his/her actions, any time prior to the end of the suspension period.

### **Appeal of Suspension to the Board or its designee**

The student who is eighteen (18) or older or the student's parent(s) or guardian(s) may appeal the suspension to the Board or its designee. They may be represented in all such appeal proceedings.

A verbatim record will be kept of the hearing which will be held in executive session at the request of the student, parent, or guardian, if held before the Board.

The procedure to pursue such appeal will be provided in regulations approved by the Superintendent. Notice of appeal must be filed with the Treasurer or the Superintendent within fourteen (14) school days of the notice to suspend.

### **Appeal to the Court**

Under Ohio law, appeal of the Board's or its designee's decision may be made to the Court of Common Pleas.

### **B. Students subject to expulsion:**

When a student is being considered for expulsion by the Superintendent:

1. The Superintendent will give the student and parent, guardian, or custodian written notice of the intended expulsion, including reasons for the intended expulsion.
2. The student and parent or representative have the opportunity to appear before the Superintendent or designee to challenge the proposed action or to otherwise explain the student's actions. The written notice will state the time and place to appear, which must not be

earlier than three (3) school days nor later than five (5) school days after the notice is given, unless the Superintendent grants an extension upon request of the student or parent.

3. Within one (1) school day of the expulsion, the Superintendent will notify the parents, guardians, or custodians of the student and Treasurer of the Board. The notice will include the reasons for the expulsion and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.

#### **Appeal of Expulsion to the Board**

A student who is eighteen (18) or older or a student's parent(s) or guardian(s) may appeal the expulsion by the Superintendent to the Board or its designee. They may be represented in all such appeal proceedings and will be granted a hearing before the Board or its designee.

A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent, or guardian.

The procedure to pursue such appeal will be in accordance with regulations approved by the Superintendent. Notice of intent to appeal must be filed within fourteen (14) school days of the Superintendent's decision to expel to the Board directly or through the Superintendent's office.

While a hearing before the Board may occur in executive session, the Board must act in public.

#### **Appeal to the Court**

Under State law, the decision of the Board may be further appealed to the Court of Common Pleas.

#### **C. Students subject to emergency removal:**

Students whose conduct warrants emergency removal shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.03 – Emergency Removal.

#### **D. Students subject to permanent exclusion:**

Students whose conduct is that for which permanent exclusion is warranted shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.01 – Permanent Exclusion of Nondisabled Students.

#### **E. Students subject to suspension from bus riding/transportation privileges:**

Students whose conduct warrants suspension from bus riding and/or transportation services shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.04 - Suspension of Bus Riding/Transportation Privileges.

The Superintendent shall ensure that all members of the staff use the above procedures when dealing with students. In addition, this statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

These procedures shall not apply to in-school disciplinary alternatives including in-school suspensions. An in-school suspension is one served entirely within a school setting. In-school disciplinary alternative procedures shall not apply to students who are prohibited by authorized school personnel from all or part of their participation in co-curricular, interscholastic, and/or noninterscholastic extra-curricular activities.