

# Margaretta High School “Polar Bears”

## 2011-2012 Student Handbook

Margaretta High School  
209 Lowell St.  
Castalia, Ohio 44824  
School Telephone: (419) 684-5351

Mr. Ed Kurt  
*Superintendent*

Mr. Troy Roth, *Principal*  
Mr. Dale Sartor, *Assistant Principal*  
Mr. Ryan Bohn, *Assistant Principal/A.D.*

Student: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Grade: \_\_\_\_\_

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## GENERAL INFORMATION

### Important Foreword

This student handbook was compiled to inform both students and parents of opportunities, as well as the rules and policies, at Margareta High School. **The purpose of this code is to provide for an appropriate educational atmosphere.** The rules and policies at Margareta apply to all students. Reaching age 18 does not exempt a student from school rules and policies.

In the event of any conflict between the provisions of this handbook and Ohio Revised Code Section 3301.60, statute will prevail.

All students are reminded that a registration form, birth certificate, and proof of custody must be on file upon entering school. The Emergency Medical Authorization form must be in the office by the second week of school!

### Daily Time Schedule

Period	Gr. 6-8	Period	Gr. 9-12
1	7:59-8:41	1	same
2	8:44-9:26	2	same
3	9:29-10:11	3	same
4	10:14-10:56	4	same
5	10:56-11:26	5-6	10:59-11:41
6	11:26-11:56	7	11:44-12:00
7	11:59-12:15	8	12:00-12:30
8-9	12:18-1:00	9	12:30-1:00
10	1:03-1:45	10	same
11	1:48-2:30	11	same

### Margareta School Calendar 2011-2012

Aug. 31	First Day for Students
Sept. 6	Labor Day – No School
Oct. 11	In-Service Day - No School for Students
Nov. 18/22	Parent/Teacher Conferences
Nov. 24-26	Thanksgiving Break - No School
Dec. 23-Jan 2	Winter Break - No School
Jan. 17	Martin Luther King Day – No School
Jan. 20	Delay 2 hours
Feb. 21	President's Day – No School
April 18 - 3	Spring Break – No School
May 30	Memorial Day - No School
June 3	Last Day of School for Students
June 4	Graduation

### School Policy

School policy is formulated for the ultimate benefit of the vast majority of students. Input for our school policy comes from administration and faculty, student government, and community members. It is approved by our local board of education, which in turn, is elected by our community.

It is our goal to cover as much as possible in this student handbook to help our students understand what it takes to succeed. But we also understand that we can not cover every possible situation. A more detailed list of school rules and regulations can be obtained through the high school office or the board of education.

### Non-Discrimination Statement

Margareta Local Schools affirms that no person shall, on the basis of sex, race, color, national origin, or handicap be excluded from participation in, be denied the benefits of, or subjected to discrimination under any educational program or activity conducted under its auspices. This shall extend to employees therein and to admission thereto. Inquiries concerning the application of this policy may be referred to the Superintendent, the designated coordinator. This policy shall prevail in all Board policies concerning school employees and students.

The Board designates the Superintendent as the Title VI Coordinator (race, color, and national origin), the Title IX Coordinator (sex), and the Section 504 Coordinator (handicaps).

Complaints should be referred to the Superintendent at 419-684-5322 or at 305 S. Washington St., Castalia, Ohio 44824. A Discrimination Grievance Form, along with additional information, can be obtained from the Superintendent.

### Safe and Drug Free School

Margareta School firmly believes that students have the right to attend a safe, drug free school. Random locker searches and trained dog searches of school property will occur throughout the school year. Everyone's support and cooperation toward promoting a safe and drug free school is greatly appreciated.

### Extra Planner

Students may buy another student planner for \$5.

### Parent Notification

#### Right to Request Teacher Qualifications

Our school receives federal funds for Title I programs that are a part of the No Child Left Behind Act of 2001. Throughout the school year we will continue to provide you with important information about this law and your child's education.

You have the right to request information regarding the professional qualifications of your child's teacher(s). If you request this information, the district or school will provide you with the following as soon as possible:

- if the teacher has met state licensing requirements for grade level and subjects in which the teacher is providing instruction;
- if the teacher is teaching under an emergency status for which state licensing requirements have been waived;
- the type of college degree major of the teacher and the field of discipline for any graduate degree or license; and
- if your child is receiving Title I services from a paraprofessional and, his/her qualifications.

If you would like to request this information, please contact your child's school.

If your child first-learned or home language is anything other than English please contact your school office for a Home Language Survey:

Grades PK-5	Margareta Elementary	(419) 684-5357
Grades 6-12	Margareta High School	(419) 684-5351

### Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. These rights are:

- The right to inspect and review the student's educational records within 45 days of the day the School receives the request for access.

Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's educational records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with requirements of FERPA. The Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

#### **Notification of Rights under the Protection of PPRA**

PPRA (Pupil Rights Amendment) affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

\* Consent before students are required to submit to survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department Education –

1. Political affiliations or beliefs of the student or students' parents;
2. Mental or psychological problems of the student or students' family;
3. Sexual behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;

5. Critical appraisals of others with whom respondents have family relationships;

6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;

7. Religious practices, affiliations, or beliefs of the student or parents; or

8. Income, other than as required by law to determine program eligibility.

\* Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;

2. Any non-emergency, invasive physical exam or required as a condition of attendance, administered by the school or its agent;

3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

\* Inspect, upon request and before administration or use:

1. Protected information surveys of students;

2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and

3. Instructional material used as part of the educational curriculum.

These rights transfer from parents to student who is 18 years old or emancipated minor under State law.

Margaretta Local Schools has adopted policies regarding these rights, as well as arrangements to protect students' privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information in distribution purposes. Margaretta Local Schools will annually notify parents of these policies. Margaretta Local Schools will make this notification at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys. For surveys or activities scheduled after the start of the school year, parents will be provided reasonable notification of the planned activities and surveys listed below, and are provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of specific activities and surveys covered under this requirement:

\* Collection, disclosure, or use of personal information for marketing, sales, or other distribution.

\* Administration of any protected information survey not funded in whole or part Education Department.

\* Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

#### **Asbestos**

The Margaretta Board of Education retained the services of Martin Brumbaugh, a federally trained and licensed asbestos inspector, to perform a thorough asbestos inspection and to develop a complete management plan which will meet all Federal, State and Local requirements. The inspection report and management plan was formally accepted by the Board of Education on October 10, 1988 and mailed to the State Dept. of Health on the same day. A copy of this extensive report is on file in the superintendent's office for public inspection. The plan has been recently approved by the EPA.

Nearly all of the asbestos in our schools is located in ceiling plaster. Asbestos was encouraged to be used as a fire retardant in much of the construction which took place during the mid to late 1950's and early 1960's. Most of the remaining asbestos will be found in plaster type coating covering the boilers and some steam pipe lines. A re-inspection to monitor the condition of our asbestos-containing materials will be conducted every six months by a trained member of our staff and every three years by a certified, outside inspector.

The inspector rated all asbestos containing materials on a scale of 1 (lowest) to 7 (highest). Most all of the asbestos in our schools was rated as 3 or 4 which means it is in a stable, non-threatening condition, given proper care and maintenance.

### **Building Entrances and Hall Procedures**

Students are to enter the building through the front foyer doors or the side doors to the parking lots. Suggested arrival time for students is 7:44 a.m. Students arriving before 7:44 a.m. will wait between the front glass doors.

Hats should be removed and cell phones turned to silent once a student enters the building. Students who missed the previous school day must report to the Main Office with a note from parents. Students arriving late to school must also report to the Main Office to obtain a pass /detention slip to first period.

Once school begins, only the front foyer doors and the back door to the vo-ag building will remain unlocked. With the exception of students in vo-ag, students are not to leave the building to change classes.

Middle School students with classes in the high school (art, band, choir, etc.) are to use the gym tunnel instead of the senior hallway.

### **Visitors**

All visitors must receive approval to be in the building from the Principal. If approved, all visitors will have a visitor's pass signed by the Principal. Anyone in the building without a signed visitor's pass should be reported the Principal's office.

### **Medication Policy**

Students on medication should follow these guidelines:

1. Pick up a medication form in the high school office or on the Margaretta Local Schools website.
2. Complete the medication form and return to the high school office, along with instructions.
3. Medication must be in its original container.
4. Inform the high school office of any changes in medication or changes with instructions.

It is the student's responsibility to come to the high school office when it is time to take the medication. The office will log dates and times medication was administered. Parents should call the high school office if they have any questions or concerns.

### **Student Fees**

Student fees are to be paid on time in the high school office. There will be a \$25 charge for bad checks. High school transcripts will not be forwarded and a high school diploma will not be given until all school fees are paid in full.

### **Fines and Assessments**

Fines and assessments will be made against students for mistreatment of equipment, materials and facilities.

Lost, destroyed or unaccounted for books and materials and equipment should be determined on its depreciated value, deducting 15% of original value per year for each year, up to 75% for five years or more. To determine furniture and building abuse assessments, the business manager will be contacted. High school transcripts will not be forwarded and a high school diploma will not be given until all assessments are paid.

### **Fire and Tornado Drills**

Students should follow these guidelines:

1. Follow the directions for exits posted in each room.
2. Follow the directions of the teacher or administrator.
3. Please remain quiet and calm.

### **Computer Use Policy**

Students and their parent/guardian are required to sign the Computer Network and Internet Acceptable Use Policy and Agreement Form in order to use our computers. This form is enclosed in the Margaretta Handbook and will also be available in the library. Please read the rules and disciplinary policies regarding computer use.

### **Notification for Buildings Containing Asbestos**

Asbestos found in our buildings is in stable, non-threatening condition and given proper maintenance. A complete inspection report and management plan can be obtained at the Board Office, 305 S. Washington St., Castalia, Ohio.

### **Procedures for State Mandated Testing**

The Ohio Department of Education sets procedures for state testing by law. This law covers the Ohio Graduation Test (OGT), and the State Achievement Tests. The law, Rule 3301-13-05 of the Ohio Administrative Code, requires that "Test Security" must be maintained at all times. This means that: NO PERSON SHALL DISCUSS, SHARE, RELEASE, CAUSE TO RELEASE OR REPRODUCE ANY SECURE STATE TEST MATERIALS THROUGH ANY MEANS OR MEDIUM; ELECTRONIC, PHOTOGRAPHIC, WRITTEN OR ORAL. The Ohio Revised Code prohibits the disclosure of test questions, paraphrases, facsimiles, or any other material that would assist a pupil taking the state tests.

Students, teachers, and administrators are all responsible for insuring test security as mandated by the law. All state test questions and material considered part of the State Tests are considered secure materials as required by law. Building and District Test Coordinators monitor test security procedures. Violations shall be handled as outlined in the district procedures in compliance with the law. For further information contact the Test Coordinator through the Guidance Office.

### **Work Permits**

An employed minor must secure a new work permit each time he/she changes employers. Application forms for a work permit may be obtained in the athletic office. During summer months, forms are available in the main office

### **"But, I'm 18"**

Students who turn 18 years old are still expected to follow all rules, regulations, and procedures outlined in this student handbook.

### Policy on Gifted Children

The district uses a three-part approach to identify students who perform or show potential for performing at high levels of accomplishment in the areas of superior cognitive ability, specific academic ability, creativity, and visual and performing arts.

The district ensures that there are ample and appropriate scheduling procedures for assessments. Referrals are accepted on an on-going basis using the process outlined in the 'Information for Parents' brochure available at the school office.

For further information regarding gifted identification, contact the building Principal.

### Search and Seizure

Storage places, including lockers and desks, are property of the Board and, in accordance with law, may be subject to random search. The Board also authorizes the use of canines, trained in detecting the presence of drugs. Also, school authorities may search person or property, including vehicles, of a student, with or without consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of school rules. Administrators are authorized to arrange for the use of a breath-test instrument in cases where alcohol use is suspected. A complete explanation of the Board's "Search and Seizure" policy can be obtained in the office.

### Student Aides

Students must complete a student aide form and meet the following requirements:

1. No D's or F's the previous grading period, including semester and final grades.
2. No out of school suspensions,
3. May only aide for offices, library, ISI, and P.E. classes.
4. Must obtain staff signature on an application to be turned into the office.
5. Must follow all student aide guidelines outlined on application.

### Emergency Evacuation

In cases of emergency, students are to remain calm and quiet. Teachers and administrators will direct students to a location deemed safe and secure. Follow all directions given by school and law enforcement officials. Attendance will be taken so it is imperative that students stay with their group and teacher.

## ACADEMICS

### Foreword

Communication is the key to success when it comes to academic achievement. Communication between a student and teacher and between parent and teacher is essential. Please read all grade cards and interim reports carefully. Attend the two parent/teacher conferences during the year. Finally, call the school and set up an appointment if you have any questions or concerns.

### Grading

A semester grade will be the average of all grades during the first two nine weeks. A final grade will be the average of the two semester grades.

For semester long courses, the semester grade is considered the final grade. For year long courses, academic credit is given at the completion of the course; thus, no single semester credit is awarded.

A - Excellent 90% - 100%

B - Above Average	80% - 89%
C - Average	70% - 79%
D - Below Average	60% - 69%
F - Failing	59% or below
P - Passing	(For courses graded on Pass/Fail basis)

### Requirements for Graduation

In order to graduate from Margareta, a student must meet four requirements:

1. Seniors must pass four (4) credits their final year.
2. Proficiency Tests - Pass the State's proficiency tests and/or Ohio Graduation Test.
3. Credits - 21 credits
4. Financial obligations are to be paid.

The minimum credit requirements for graduation for the Class of 2003 and beyond (until 2013) are as follows:

English	4 credits
Social Studies	3 credits
Mathematics	3 credits
Science	3 credits
Health & P.E.	1 credit
Other Electives	<u>7 credits</u>
TOTAL	21 credits

### Ohio Core Graduation Requirements

Beginning with students who enter ninth grade for the first time on or after July 1, 2010, the requirements for graduation from every public and chartered nonpublic high school shall include twenty units that are designed to prepare students for college and the workforce. The units shall be distributed as follows:

- English language arts, four units;
  - Health, one-half unit;
  - Mathematics, four units, which shall include one unit of algebra II or its equivalent;
  - Physical education, one-half unit;
  - Science, three units with inquiry-based laboratory experience that engages students in asking valid scientific questions and gathering and analyzing information, which shall include the following, or their equivalent:
    - Physical sciences, one unit.
    - Biology, one unit.
    - Advanced study in one or more of the following sciences, one unit:
      - Chemistry, physics, or other physical science;
      - Advanced biology or other life science;
      - Astronomy, physical geology, or other earth or space science.
  - Social studies, three units, which shall include both of the following:
    - American history, one-half unit;
    - American government, one-half unit.
- Each school shall integrate the content of economics and financial literacy, as expressed in the social studies academic content standards adopted by the State Board of Education (SBOE), in a social studies or other course so that all students receive this instruction.

- One sequence or any combination of foreign language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education, an approved Junior Reserve Officer Training Corps (JROTC) program or English language arts,

mathematics, science, or social studies courses not otherwise required, for a total of five units.

Margaretta requires 21 credits to graduate.

### Graduation Option

Students may graduate and receive a diploma without passing all five tests of the OGT if they meet ALL of the following requirements:

3313.615 Alternative conditions for eligibility for diploma where person passes all but one graduation test.

This section shall apply to diplomas awarded after September 15, 2006, to students who are required to take the five Ohio graduation tests prescribed by division (B) of section 3301.0710 of the Revised Code.

(A) As an alternative to the requirement that a person attain the scores designated under division (B) of section 3301.0710 of the Revised Code on all the tests required under that division in order to be eligible for a high school diploma or an honors diploma under sections 3313.61, 3313.612, or 3325.08 of the Revised Code or for a diploma of adult education under section 3313.611 of the Revised Code, a person who has attained at least the applicable scores designated under division (B) of section 3301.0710 of the Revised Code on all but one of the tests required by that division and from which the person was not excused or exempted, pursuant to division (H) or (L) of section 3313.61, division (B) of section 3313.612, or section 3313.532 of the Revised Code, may be awarded a diploma or honors diploma if the person has satisfied all of the following conditions:

(1) On the one test required under division (B) of section 3301.0710 of the Revised Code for which the person failed to attain the designated score, the person missed that score by ten points or less;

(2) Has a ninety-seven per cent school attendance rate in each of the last four school years, excluding any excused absences;

(3) Has not been expelled from school under section 3313.66 of the Revised Code in any of the last four school years;

(4) Has a grade point average of at least 2.5 out of 4.0, or its equivalent as designated in rules adopted by the state board of education in the subject area of the test required under division (B) of section 3301.0710 of the Revised Code for which the person failed to attain the designated score;

(5) Has completed the high school curriculum requirements prescribed in section 3313.603 of the Revised Code or has qualified under division (D) or (F) of that section;

(6) Has taken advantage of any intervention programs provided by the school district or school in the subject area described in division (A)(4) of this section and has a ninety-seven per cent attendance rate, excluding any excused absences, in any of those programs that are provided at times beyond the normal school day, school week, or school year or has received comparable intervention services from a source other than the school district or school;

(7) Holds a letter recommending graduation from each of the person's high school teachers in the subject area described in division (A)(4) of this section and from the person's high school principal.

### Honor Roll and Merit Roll

To obtain a position on the honor roll, a student must have an average of 3.5 or better on their grade card. The appearance of an "F" or "D" on the report card means disqualification. To be on the

merit roll, a student needs to have an average of 3.0 or better. Unlike the honor roll, an "F" or "D" does not mean disqualification.

### Award of Merit and Honors Diploma

A complete list of requirements and criteria for various awards and scholarships can be obtained in the Guidance office. Students entering high school and wishing to qualify for the Award of Merit and Honors Diploma should make an appointment with the Guidance Counselor.

### High School Academic Diploma with Honors for Graduating Classes of 2011 and Beyond

Students need to fulfill only 7 of the following 8 criteria

<b>Subject</b>	<b>Criteria</b>
English	4 units
Mathematics	4 units
including Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content	
Science	4 units
including physics and chemistry	
Social Studies	4 units
Foreign Language	3 units
(must include no less than 2 units for which credit is sought) i.e., 3 units of one language or 2 units each of two languages	
Fine Arts	1 unit
Career-Technical	
Not counted toward requirements and may not be used to meet requirements	
Electives	
Not counted toward requirements	
Grade Point Average	3.5 on a 4.0 scale
ACT/SAT Score	27 ACT / 1210 SAT
[excluding scores from the writing sections	
Additional Assessment	None
*Writing sections of either standardized test should not be included in the calculation of this score.	

Diploma with Honors requirements pre-suppose completion of all high school diploma requirements in Ohio Revised Code including:

- ½ unit physical education
- ½ unit health
- ½ unit in American history
- ½ unit in government

### Career-Technical Diploma with Honors for Graduating Classes of 2011 and Beyond

Students need to fulfill only 7 of the following 8 criteria

<b>Subject</b>	<b>Criteria</b>
English	4 units
Mathematics	4 units
including Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content	
Science	4 units
including physics and chemistry	
Social Studies	4 units
Foreign Language	Not counted toward requirements
Fine Arts	Not counted toward requirements
Career-Technical	Now counted in Electives
Electives	4 units of Career-Technical minimum

Program must lead to an industry recognized credential, apprenticeship or be part of an articulated career pathway which can lead to post secondary credit.

Grade Point Average 3.5 on a 4.0 scale  
ACT/SAT Score 27 ACT / 1210 SAT

[excluding scores from the writing sections]\*  
Additional Assessment

Achieve the proficiency benchmark established for the appropriate Ohio Career-Technical Competency Assessment or the equivalent  
\*Writing sections of either standardized test should not be included in the calculation of this score.

Diploma with Honors requirements pre-suppose completion of all high school diploma requirements in Ohio Revised Code including:  
½ unit physical education  
½ unit health  
½ unit in American history  
½ unit in government

### Eligibility Criteria for Award of Merit

The requirements listed below have been adopted for the Award of Merit. This certificate will be awarded by the State Board of Education to all those who meet the criteria specified in A and C or B and C below.

NOTE: Courses completed prior to ninth grade, taught by a teacher licensed to teach high school, and recognized as high school level work by the local school district board of education. Courses that are part of the Post Secondary Education Options Program also apply to the criteria for the Award of Merit.

**A. College Prep Requirements** – complete the following minimum requirements:

1. English – 4 units (May include 1 unit of fundamentals of speech.)
2. Mathematics – 3 units (Must include 1 unit of algebra and 1 unit of geometry.)
3. Science – 3 units (Must include 2 units from among biology, chemistry and physics.)
4. Social Studies – 3 units (Must include 2 units of history and 1/2 unit of civics or government.)
5. Foreign Language – 3 units (Must include no less than 2 units of any language for which credit is sought i.e., 3 units of one language or 2 units each of two languages.)
6. Complete 2 units from one or more of the following, or 2 additional units from one or more of the areas listed A.1 through A.5 above.
  - a. Business
  - b. Computer Science
  - c. Visual or Performing Arts

### B. Career-Technical Curriculum Requirements

1. Complete a career technical occupational preparation program
2. Complete the following curriculum requirements
  - a. English – 4 units
  - b. Mathematics – 3 units
  - c. Science – 3 units
  - d. Social Studies – 3 unitsApplied academic credits earned via career-technical education shall apply to the criteria for the Award of Merit.
3. Complete two units from one or more of the following, or two additional units from one or more of the areas listed in B.2 above.
  - a. Business

- b. Computer Science
- c. Foreign Language
- d. Visual or Performing Arts

### C. Performance Criteria (applies to both curricula)

1. Maintain above average attendance for grades nine through 12 (compared to a rolling four-year state average). For 2010, the four-year state average is 94.17 percent attendance.
2. Demonstrate outstanding achievement in the curriculum as evidenced by one of the following: earning the equivalent of an overall grade point average of 3.25 on a four point scale for grades nine through 12; earning the equivalent of an overall grade point average of 3.5 on a four point scale for grades 11 and 12; or ranking in the top 25 percent of the class, whichever is more inclusive.
3. Participate in co-curricular, extracurricular or community activities in accordance with procedures established by the district board of education.
4. Demonstrate outstanding citizenship/character traits in accordance with criteria established by the district board of education.

### College Financial Aid and Scholarships

Students seeking financial aid for college should also make an appointment to discuss the available grants, loans, and scholarships. Parents and students alike are encouraged to attend the annual college financial aid meeting held in January.

### College Visits

The college visit day privilege is limited to juniors and seniors with a 2.0 accumulative grade point average or better. No student will be allowed more than three (3) accumulated days over a two year period.

Students must follow these procedures prior their college visit:

1. Make appointment with college through Guidance.
2. Obtain a “blue slip” in the Assistant Principal’s office 24 hours prior the visit. NOTE: Students with excessive absences will not be permitted to take off school time to make college visit.
3. Obtain a letter from the Guidance Office that must be signed by college personnel and returned to the Guidance Office.

### Guidance Office and Scheduling

Understanding that each student has unique interests and abilities, it is the goal of the Guidance Office to help each student become aware of the many opportunities available. Whether it be preparing for college, pursuing a vocational program, or wanting to join the military, we advise all students to stay in close contact with the Guidance Office. Read the bulletin board postings carefully, listen for announcements, and attend the informational meetings as they come along.

When scheduling your classes, students and parents are advised to read the course description guide carefully. Let the Guidance Office know of your interests and future plans. Instead of scheduling classes based on friendships, schedule your classes based on your future plans.

### Change of Class Schedule

Students are not permitted to change schedules or drop subjects without permission of the Guidance Counselor or Principal. Students should not register for classes with the attitude that if he / she does

not like the course, he / she will drop it. If students register for a course, they are expected to complete the course.

No schedule changes or adjustments will be made until after the first week of school. If a subject is dropped after the second week of school, a semester mark of "W" will be recorded on the permanent record. If a subject is dropped after the third week of school, a grade of "F" will be recorded.

### **C.B.I. & EHOVE**

Students of Margareta wishing to pursue a vocational program should see the Guidance office about the C.B.I. program and opportunities at EHOVE.

### **Tutoring**

Students in need of additional help with coursework may see the Guidance Office about receiving tutoring.

### **Homework Policy**

#### **Mission**

\*To prepare students to function productively and responsibly in a changing society.

#### **Purpose**

- \*To reinforce basic skills and concepts.
- \*To complete assignments not completed during class time.
- \*To develop and build basic study habits.
- \*To complete projects or studies involving individual research.
- \*To provide tools to enable students to become lifelong learners.

#### **Teachers**

- \*Reserve new or very difficult work requiring teaching assistance for class.
- \*Guide students to establish standards of good study habits, including writing assignments in planner.
- \*Plan and assign homework.
  - a. Make assignments purposeful. Keep homework relevant to the students' needs and to the class.
  - b. Base the number, frequency, and degree of difficulty for homework assignments on the ability and needs of the students.
  - c. Provide clear instructions. Post assignment in room along with verbal reminder. Post or make assignments available to parents.
- \*Be available to assist students with assignments and provide resources.
- \*Hold students accountable for completing assignments, while at the same time considering individual circumstances.
- \*Provide appropriate feedback.
- \*Contact parents when the student does not complete assignments.

#### **Parents**

- \*Ask to see homework assignments or student planner.
- \*Contact the teacher if your child repeatedly says, "I have no homework," or when there are other concerns (e.g. textbooks not coming home, supplies needed).
- \*Encourage the completion of homework assignments.
- \*Provide a suitable place for your child to do his/her homework.
- \*Show an active interest in the homework to be completed, but refrain from doing homework for them.
- \*Encourage other outside school activities (e.g. reading, museums, plays) that help stimulate and/or enhance the learning process taking place at school.
- \*Help students prioritize academics with extracurricular activities, social events, and work.

\*Make it a priority to understand in what subjects your child does well and where they may need more encouragement or assistance. Remain involved in your students' academic program from seventh grade until graduation.

### **Students**

- \*Be accountable for your actions regarding completion of homework, including recording assignments in planner daily.
- \*Complete the assigned homework and return it on time. Avoid procrastination.
- \*Submit quality work according to teachers' expectations.
- \*Seek help from the teacher when needed. Do not feel intimidated to ask for assistance, as both parents and teachers want you to be successful.
- \*Produce original, non-plagiarized work.

### **Purpose**

- \*To reinforce basic skills and concepts
- \*To complete assignments not completed during class time.
- \*To develop and build basic study habits.
- \*To complete projects or studies involving individual research.
- \*To provide the tools to enable students to become lifelong learners.

### **Class Rank**

- 1) Grade point average shall be determined by totaling the number of quality points for each letter grade earned in grades 9 thru 12. The total quality points shall then be divided by the total number of credits earned.
  - a. Grades and credits earned from schools that are not accredited shall be excluded from the G.P.A. calculation.
  - b. Grades and credits earned in any program not offered during the school day shall be excluded from the grade point average calculation. Approved tutoring and state approved educational options may be included in the calculation of G.P.A. pending the principal's approval.
  - c. Correspondence courses shall not be included in the calculation of G.P.A.
  - d. Quality points will range from 1 to 4 points per credit. A.P. courses will receive a .0526 per unit addition to the final average.
- 2) Rank in class shall be determined by ranking the G.P.A. averages from the highest to the lowest.
  - a. Students who earn no credits from Margareta High or EHOVE during their senior year shall be excluded from class ranking.
  - b. In determining rank in class, the G.P.A. average shall be rounded off to the nearest hundredths place. Five and higher shall be rounded upward to the next higher hundredths place, four and lower shall be dropped.
  - c. Rank in class shall be automatically printed on the transcripts being mailed.

### **Credit Flexibility**

Credit flexibility options are designed for students who demonstrate the ability, interest, and maturity to accept personal responsibility for their learning in a selected curricular area and have the opportunity to pursue it outside of Margareta High School with a Margareta Board of Education-approved program. The purpose of the credit flexibility option is to develop learners who design their own research and learning objectives in a formal plan. Students will implement their plan outside of the traditional classroom. Students will engage in activities beyond the boundaries of traditional classroom settings that require specific work or "seat time," by taking

part in an alternative learning experience in which they will demonstrate achievement of identified learning standards. Students will be required to complete a Proposal for Credit Flexibility Plan in which they will identify their educational goals, identify the standards they will demonstrate, and create a timeline for completion. Students may work independently or with a credit flexibility partner identified by the student's parent. Individuals and organizations wishing to collaborate with the student in an instructional plan will need to seek approval from Margaretta High School.

### **Educational Options**

The guidance department will only recommend an educational option for one of our students if:

- 1) a particular course requested is not offered in our curriculum or
- 2) if the student has completed the course and has failed it.

### **Weighted Grades from Other Schools**

Courses which are weighted at other schools may carry the weight to the Margaretta Grade Point Average (GPA) to a limit of 4 points per unit of credit. As an example: If a student has a "B" in a course which carries 4 quality points (or its equivalent) they would receive the equivalent here as an "A" or 4 quality points. An "A" grade would also be limited to 4 quality points. A "C" grade would transfer as a "B" equivalent with 3 quality points and so forth.

Students, who have taken Advanced Placement Courses equivalent to those offered at Margaretta would benefit from the .0526 per unit addition to the final average. (For the present American History AP, English IV AP, Calculus AP, French IV AP and Spanish IV AP are the only courses counted. The add on would be used as in our courses instead of the increased quality points above.)

Every effort will be made to give credit for the courses from other schools. If for some reason the additional weight is missed in the GPA calculation, it is up to the student to request a correction or further information from the old school in question.

### **Withdrawal from School**

If you plan to withdraw from school, you must make an appointment with the Assistant Principal, obtain a form to take to all your teachers, return all your books, clean out your locker, and pay the balance of your bills in the high school office. Transcripts will not be sent to your next school unless all books are returned and the balance of bills is paid in full.

## **ATTENDANCE**

### **Policy**

In order to receive academic credit, a Margaretta student must satisfy two (2) basic requirements:

1. Academic requirements set by classroom teacher
2. Attendance requirements set by Board of Education

The Margaretta Board of Education supports and requires that students be absent **NO MORE THAN EIGHTEEN (18) DAYS IN A SCHOOL YEAR, NINE (9) DAYS IN A SEMESTER.**

But, if for some reason, a student goes over the allotted number of absences, the student will be afforded the opportunity to "make up" excessive absences in Extended School. This policy also includes student absences from individual classes. Any student who accumulates over eighteen (18) absences from an individual year long class or nine (9) absences from a semester long class will receive no credit for the class unless the number of excessive absences is made up in Extended School. **FAILURE TO SERVE**

**EXTENDED SCHOOL TO MAKE UP EXCESSIVE ABSENCES WILL RESULT IN THE LOSS OF ACADEMIC CREDIT!**

### **Extended School**

Extended School will be offered on twenty (20) half days after the school day in the spring and five (5) days in June. This makes for fifteen (15) total Extended School days. Therefore, **ANY STUDENT WHO MISSES IN EXCESS OF THIRTY-THREE (33) DAYS DURING THE SCHOOL YEAR WILL LOSE ALL ACADEMIC CREDIT.**

Extended School days and locations will be scheduled through the assistant principal's office. A Margaretta teacher will be in attendance to help students with their school work. Failure to serve Extended School when it is assigned will result in an absence and an additional day of Extended School.

A complete list of rules and expectations for Extended School will be given to students prior to their first day in Extended School. A letter will also be sent home. Any questions about Extended School should be addressed in the Assistant Principal's office.

The eighteen (18) days of absences, nine (9) for a semester policy is not to be considered as approved days to miss school. These days should only be used for legal, authorized absences as described by the law.

### **The Law**

Every child between the ages of 6 -18 who is not employed on an age and schooling certificate (full time work permit), and who has not been determined to be incapable of profiting by further instruction, must attend school. Legal, authorized absences include:

1. Personal illness
2. Recovery from accident
3. Required court attendance
4. Death in the family
5. Such good cause as may be acceptable to the Superintendent or his/her designee

**NOTE:** Absence for any reason other than those cited in 1-5 above presumably is illegal and constitutes truancy. This would result in disciplinary consequences for an unauthorized absence. **Students with excessive absences may be turned over to the Erie County Juvenile Court.**

### **Tutoring for Extended Illness**

A certified tutor may be obtained for any student with an extended illness or injury of at least 10 days or more. Parents are asked to notify the Assistant Principal previous to or as soon as possible when their child is placed in the hospital or when a medical doctor instructs the child to stay at home for a lengthy period of time. Approved tutoring days will be deducted from a student's total days absent.

### **Procedure to Follow When Absent**

1. Parent calls school (419-684-5351) first thing in the morning.
2. Signed note from the parent upon returning to school stating the number of days absent and the reason for the absence.

**NOTE:** Students should report to the **main office by 7:54 a.m.** when returning from an absence. Students failing to follow the procedure described above will be **counted as unexcused** and subject to disciplinary consequences.

### **Absences and Make-Up Work**

If a student is absent for an authorized reason and followed the procedure for being absent, the student will be permitted to make up

the work missed. It is the responsibility of the student, not the teacher, to arrange for make-up work following an approved absence. If the student fails to arrange for making up the work within two days following his / her return to school, the privilege is forfeited and all work will be recorded as an "F."

In the case of absences that last more than one day, a student will have the same amount of days to turn in the make-up work as the amount of days absent. The student should find out from the teacher the exact date all make-up work is due. Failure to turn in make-up work on time will result in an "F."

#### **Absences and Extra-Curricular Activities**

If students are absent from school, they may not attend extra-curricular activities that evening!

A student may miss one half day of school and still participate one time in a sport season. Otherwise, a student must be in school a full day in order to participate in an extra-curricular activity or practice that day. Coaches and advisors are responsible for enforcing this policy, along with the Assistant Principal.

A student who is absent on Friday may attend or participate in extra-curricular activities on Saturday.

If a student is absent from school on a school related activity (field trip, college visit, mentorship, etc.), the student may still attend or participate that evening.

Students should check with the Assistant Principal concerning absences and participation in extra-curricular activities.

#### **Field Trips, Mentorships, and Activities**

Field trips, mentorships, and activities which cause students to miss classes may only be attended by students with fewer than nine absences for a semester or fewer than eighteen absences for the year.

Field trips, mentorships, and activities approved by the Guidance office or Assistant Principal's office will not be counted toward a student's total absences.

"Take a child to work" day, hunting trips, and vacations may be approved by the Guidance office or Assistant Principals office, but these days would count toward a student's total absences. We would encourage parents and students to plan these types of activities in the evening, on the weekends, or when we are not in school. These types of activities would not be approved for students with excessive absences.

Students with five (5) or more day suspensions will not be allowed to attend or participate in field trips, mentorships and activities for two weeks following the suspension.

#### **Hunting**

Students wishing to go hunting must have less than 10 days absent, no five (5) day or longer suspensions within two weeks, and must be passing all subjects. Hunting will be limited to 3 days. Students must get a form signed from all their teachers and complete all assignments missed.

#### **Blue Slips**

Students who need to leave school early for an appointment, personal illness, or emergency must follow these procedures:

1. Report to the Assistant Principal's office.
2. Provide signed note by parent, have parent call school.
3. Call home in cases of emergency or cases when school does not receive a note or a call.
4. Provide a signed document (doctor's written note) verifying that the appointment was kept.

NOTE: Students failing to follow the procedures described above will be subject to disciplinary consequences. Also, "needed at home" is NOT considered an excused absence unless the Assistant Principal approves the request as an emergency.

#### **Tardiness**

Tardiness is defined as, "not being in his/her seat by the time the tardy bell stops sounding."

Students who are tardy to school or tardy to first period class should report to the main office. First period teachers should not admit students who are tardy unless they provide a detention slip from the Assistant Principal's office.

After first period, being tardy to class will result in a one hour detention, assigned by the classroom teacher.

Students must serve their one hour detention on one of the dates written on the detention slip.

If a student is tardy more than once on a particular day, the detention supervisor will reschedule the dates so all detentions can be served.

#### **Absences**

Arrive between 7:59am -8:21 am - Tardy  
Arrive between 8:22am-10:56 am- 1/2 day absent  
Blue Slip before 10:56 am - Full day absent  
Blue Slip any time after 10:56 am - 1/2 day absent  
Blue Slip leave and return within 3 hours- 1/2 day absent

#### **Late Bus**

Late bus students are to report to the office for an admit slip.

## **DISCIPLINE**

### **Student Code of Conduct**

Students, like all citizens, have rights guaranteed by the Constitution of the United States. The First Amendment, which ensures the freedom of religion, speech, press, assembly and petition, and the Fourteenth Amendment, which guarantees due process and equal protection, apply in school environments.

The rights of an individual are preserved only by the protection and preservation of the rights of others. A student is responsible for the way rights are exercised and must accept the consequences of actions and recognize the boundaries of rights. Each exercise of an individual's rights must demonstrate respect for the rights of others.

These statements set forth the rights of students and the responsibilities which are inseparable from these rights, which include:

1. Civil rights, including the rights to equal educational opportunity and freedom from discrimination and the responsibility not to discriminate against others
2. The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school
3. The right to due process of law with respect to suspension and expulsion
4. The right to free inquiry and expression and the responsibility to observe rules regarding these rights and the right to privacy, which includes privacy with respect to the student's school records

As part of the educational process, students should be made aware of their legal rights and of the legal authority of the Board to make

rules and delegate authority to its staff to make rules necessary for the orderly operation of the schools.

A copy of the school discipline code is posted in each of the schools and given to each student. This code describes in detail the offenses such as truancy, tardiness, property damage, etc., for which disciplinary action may be taken. Copies of the code are available to any parent in the principal's office. (Ref: Policy JF)

### **Disciplinary Rules and Regulations**

The following code sets forth rules prohibiting certain types of conduct of students of the Margareta Local School District. This code specifies the activities which may subject a student to various disciplinary penalties and the procedure to be followed by school officials when such disciplinary sanctions are contemplated and/or imposed is outlined.

This code shall be applicable to any conduct on school grounds, during and immediately before or after school hours; on school grounds at any other time when the school or the school grounds are being used by a school-related group; off school grounds at a school sponsored or endorsed activity, function or event; on a school bus or conveyance; or at any other time when the student is subject to the authority of the school. These rules and guidelines apply to 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.

### **Assertive Discipline Plan**

Each teacher and bus driver will post and review a list of rules, regulations, and procedures to be followed in their classroom or on their bus. This list of rules, along with a list of rewards for positive behavior, is called an "Assertive Discipline Plan."

Consequences for breaking a rule or misbehaving will become more severe each time a rule is broken or each time the student fails to behave. If a student gets to the end of the "Assertive Discipline Plan," the student will be referred to the Assistant Principal. The Assistant Principal will issue a consequence which reflects the Margareta Student Handbook. These consequences reflect the severity of the discipline problem and the number of instances of the discipline problem. Discipline problems, severe in nature, will be turned over directly to the Assistant Principal.

### **Student Behavior and Discipline**

When considering discipline of a student for violation of one or more of the offenses listed in the Student Code of Conduct, all procedures for suspension and expulsion must be followed. Students shall also be informed that the specific offense may result in these forms of discipline.

This section identifies four levels of offense and the most severe disciplinary actions that may be taken in response to each level of offense. The most severe disciplinary action permissible may not necessarily be used in all instances. Persistent violation of offenses under any level may result in movement to the next level of corrective action. Any offense may be moved to a higher level, depending on the severity of the offense.

Some behavior prohibited by the District's Student Code of Conduct is also prohibited by Ohio Criminal Law. Consequently, violation of the District's policy may result in the student being referred to the appropriate court of law. This reporting may be taken in addition to the discipline imposed by local school authorities.

**Students who have been suspended for five (5) days or more will lose all privileges, including extra-curricular activities,**

**driving, prom and dances, and (if warranted) graduation for a period of to two weeks.**

### **Level I – Offenses**

Offenses may include but not limited to:

- Cheating and plagiarism / dishonesty (D)
- Failure to serve teacher detention (FTSD)
- Falsifying information or signatures (D)
- Public display of affection (PDA)
- Tardiness (T)
- Unprepared for class (U)
- Use of personal communication devices/cell phones (CP)
- Violation of school dress code policy (includes purses, book bags, and lotions) (PAC)

### **Corrective Action**

Disciplinary measures other than suspension may be used by the teacher/administrator to correct Level I offenses providing it's a first-time offense. Continuous violations of Level I offenses may warrant a suspension/expulsion.

Level I offenses will result in disciplinary responses that may include:

These may be given by teacher or administrator:

- Teacher Conference (with student alone or with parent(s) and/or guardian(s))
- Principal Conference (with student alone or with parent(s) and/or guardian(s))
- Right of removal
- Parent contact by phone
- Detention

These may be given by administrator:

- Extend Detention
- ISI
- Behavioral Contract

### **Level II – Offense**

Offenses may include but not limited to:

- Being truant from school, insubordination, leaving school grounds / not reporting to class (UA)
- Continued disregard of Level I offenses
- Continuous usage of profane or improper language either verbal or written (IL)
- Disruption of school programs(s) in/out of class, (assemblies, hallways) student learning (DISR)
- Gang insignia/paraphernalia (GANG)
- Unapproved postings and poster exhibits (POST)
- Usage of tobacco in any area under control of the District or at any activity supervised by district personnel (TOB)

### **Corrective Action**

- Any disciplinary options suggested under Level I may be applied for offenses under Level II

- The principal may utilize a school based agency or mediation programs for conflicts between students as appropriate
- The principal or Superintendent may suspend a student for a period not to exceed ten (10) school days, following appropriate due process as specified in Ohio Revised Code 3313.66. Continuous violations of Level II offenses may warrant a suspension/expulsion

### **Level III – Offenses**

Offenses may include but not limited to:

- Computer Hacking (COMP)
- Damage of property, littering, arson (PROP)
- False alarms and inducing panic in the school setting/failure to report or threats to induce panic. (TIP)
- Gambling on school grounds or events (GAM)
- Gang related activity (GANG)
- Improper selling of any kind is prohibited (unless noted as school a fundraiser sponsored by school district) (SELL)
- Indecent exposure, sexual misconduct (S)
- Misconduct by student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee (SE)
- Persistent disregard of the student's dress code (PAC)
- Sexual, racial, ethnic and religious harassment (H)
- Theft or stealing (TH)
- Threat (THR) or physical assault (A) on another pupil to obtain valuables or property
- Threat or physical assault on school employees (TSE)
- Threatening, fighting and/or unprovoked attack, physically striking another student intending to do harm ( snowballs) (F)
- Use, sale, or possession of marijuana, narcotics, drug paraphernalia, intoxication liquors, look-alike or any mind altering substances, etc., or improper use of glue or other chemicals (May rise to a Level 4 Offense) (DA)
- Continuous disregard for Level II offenses

### **Corrective Action**

- The principal or Superintendent shall suspend a student for a period not to exceed ten (10) school days, following appropriate due process as specified in Ohio Revised Code 3313.66
- The student may be recommended by the proper administrator for expulsion
- Parents will be notified immediately of any possible Level III offense
- Students receiving special education services require a manifestation team review for this type of behavior
- If the actions giving rise to expulsion for any misconduct described above are committed by a student who is sixteen years of age or older and the student is convicted or adjudicated a delinquent child for a violation listed in ORC 3316.66 (A) based on such actions, the student may be permanently excluded from the district. The procedures for permanent exclusion are set forth in this handbook.

### **Level IV – Offenses**

Commissions of these offenses shall result in expulsion up to a period of one year and/or permanent exclusion from the District.

The Superintendent may reduce the expulsion on a case-by-case basis in accordance with the policy of student discipline.

Matters which might lead to a reduction of the expulsion period include: The student's mental and or physical characteristics or conditions; the age of the student and its relevance to the punishment; the prior disciplinary history of the student and/or the intent of the perpetrator. Offenses may include but not limited to:

- Assault of any kind on student or school personnel off school property will be reviewed to determine if conduct will disrupt student learning and function in the school. (per administrator and Superintendent) (A)
- Possession of firearms, weapons or weapon look-alike Selling

- and/or delivery of drugs or carrying controlled substance (ORC 2425.01) at school functions (W)
- Rape and gross sexual imposition on or at a school function. (GS)

### **Corrective Action**

- The principal and Superintendent shall suspend a student for a period not to exceed ten (10) days, following appropriate due process as specified in ORC 3316.66
- The student will be recommended by the proper administrator for the expulsion
- Parents will be informed of any level IV offense immediately by the administrator of the school
- Students receiving special education services require a manifestation team review for this type of behavior
- Students are required due process as specified in ORC 3313.16; found to have violated this section shall be expelled by the Superintendent. However, the Superintendent may reduce the expulsion on a case-by-case basis in accordance with the policy on School Discipline
- If actions giving rise to expulsion for any of the misconduct described above are committed by a student who is sixteen years of age or older and the student is convicted or adjudicated a delinquent child for a violation listed in ORC 3313.66 (A) based upon such actions, the student may be permanently excluded from the district. The procedures for permanent exclusion are set forth in this code of conduct.
- The Superintendent shall initiate expulsion proceedings for any student who has committed an act warranting expulsion under the districts policy on expulsion even if the student has withdrawn from school, for any reason, after occurrence of the incident that gives rise to the expulsion hearing but prior to the expulsion hearing or decision.

### **Types and Procedures of Disciplinary Penalties:**

#### **Aiding and Abetting**

Students who aid or abet another student who violates any rules, guidelines, regulations, or policies of the Margareta Local Schools will be subject to the same disciplinary action as the student committing that violation.

#### **Assault or Threat on a Student or Authorized Visitor**

Striking or assaulting another student or authorized visitor will cause an immediate suspension from school with a recommendation for expulsion made to the superintendent. The police and/or juvenile court may be notified of the incident and criminal charges may also be filed.

#### **Assault or Threat on a Teacher or School Employee**

Students shall not strike or assault, or threaten to strike or assault any school employee on or off school property. Any violation of this section will cause an immediate ten (10) day suspension from school with a recommendation for expulsion made to the superintendent. The police and/or juvenile court may be notified of the incident and criminal charges may also be filed.

#### **Assembly Procedures and Conduct**

Students must sit in the assigned seats. All students must attend assembly programs unless designated otherwise by the Principal/Assistant Principal. Conduct in the assembly will be

appropriate to the type of program being observed. Margareta Local Schools will be judged by your conduct.

### **Attendance at School Dances**

School dances will be open to Margareta students and his/her guest. Margareta High guests are to be of high school age and/or not exceed the age of 20 for high school dances. Middle School guests are to be of Middle School school age and/or not exceed the age of 15 for Middle School school dances. In order to be admitted to Margareta High School dances, each Margareta High School student is required to produce a current Margareta High School identification card. Each guest will be required to have a guest registration form on file. The guest must be accompanied by a Margareta student and produce a form of picture identification. A new guest form is required for each dance and must be completed and turned in by school closing on the last school day prior to the dance. The style or type of dress shall be indicated at the time the dance is officially announced. All regulations and exceptions will be announced at that time.

### **Cafeteria**

All food and beverage must be consumed in the cafeteria during lunch hours. Beverages and beverage containers of any kind are not permitted in the hallways or classrooms. Students may not leave for lunch or eat their lunch in a classroom. Students may not order food or have food delivered.

### **Cheating/Plagiarism**

Students shall not take and use another student's answers and/or take and use the writings, ideas of another and deceptively submit them as their own work in fulfilling a school assignment.

### **Classroom/Hallway Behavior**

Disruption of the classroom instruction due to yelling, loud noises, abusive language, etc. in the hallways or classroom will be subjected to discipline. Concern for oneself and others will be displayed by all students, when moving about the building, between classes and at lunch time. Students must walk and may not impede the normal flow of traffic in the halls or on the stairwells.

### **Coercion - Obtaining Property or Things of Value by Use of Coercion and Related Misconduct**

Students shall not use or attempt to use an express or implied threat, violence, harassment, coercion or intimidation to obtain money or any other type of property belonging to another student, a school employee, or other person. Failure to comply may be due cause for suspension.

### **Computer Use Policy**

Students are NOT to share their password with others or impersonate another user. Intrusion into the network(s) of computers or any individual computer is strictly prohibited. Accessing or attempting to access any pornographic material or materials that encourage violation of the law is strictly prohibited. Students are to use the computers for their intended use and follow all directions given by staff members.

Minimum notification to parents and disable the account for two weeks.

Additional Offenses result in minimum notification to parents, disable account indefinitely.

Note: Inappropriate computer use deemed severe by the administration can result in a 10 day suspension with a recommendation for expulsion.

### **Demonstrations & Dissent**

Any actions by either an individual or group which in any way are disruptive to the educational processes or in any way infringes upon the rights of another individual or group by overt demonstration or dissent, shall not be tolerated and shall be due cause for suspension or, if of an extreme nature, civil intercession or expulsion from school.

### **Disruption of the School Program**

No student has the right to infringe on the educational opportunity of any other student or the rights of a teacher to provide the educational opportunity to every student. The behaviors outlined should be viewed as representative of the misconduct that most frequently causes a disruption to the orderly educational process. These acts of misconduct are not inclusive.

### **Dress Code - Personal Appearance Code (PAC)**

The purpose of having a personal appearance code is to provide an atmosphere which is both conducive to learning and safe for all students.

#### **General Standards and Rules:**

- Clothing should be neat and clean. Clothing with rips, tears, frays, shredded fabric, slashes, burns or similar distressed features, whether manufactured, accidental, or intentional is not permitted.
- Clothing should not be tight fitting or revealing.
- Clothing should not contain advertisements, symbols, words, or pictures that are sexually suggestive, obscene, profane, drug related, alcohol related, tobacco related, weapon related or could detract from the educational process.
- Clothing must cover all underwear (slips, bras, boxers, etc.), including when you bend over, reach, and move about.

#### **Specific rules on Clothing:**

- Pants must be pulled up. If your underwear shows, you may receive a minimum one hour detention.
- Tops must cover the entire stomach area. If your belly button shows, your top is "inappropriate" and you may receive a minimum one hour detention.
- Shorts and skirts must reach the top of the knee.
- Mesh/gym shorts are permitted so long as there is a drawstring in place and tied around the waist.
- Sweat pants must have a drawstring in place and tied around the waist.
- NO pajamas, look-a-like pajamas, or pajama pants. NO slippers!
- Fishnet or see-through tops, tank tops, tank top dresses, halter tops, bare midriffs, strapless or off the shoulder dresses and backless tops are inappropriate. Tops and dresses with plunging necklines or spaghetti straps are inappropriate for school attire and are not to be worn. Shirts and tops must be hemmed and cover the shoulder.
- No cleats, or shoes with wheels, are to be worn.
- Coats or jackets are to be left in your locker and never worn to class.

### **Rules on Accessories:**

- Hats and caps, along with sunglasses are to be removed before you enter the building and put in your locker.
- Belts should not exceed four inches past the buckle.
- The following items are not needed in school, therefore, leave these items at home: lighters, head-bands, pouches, rubber bands, trading cards & collectables, yo-yos, and chains.

NOTE: The Margareta administration has the right to amend, verbally or in writing, the personal appearance code during the course of the year. Also, special events such as the Middle School spring dance, junior/senior prom, and graduation require special attire. If the attire is not suitable according to that event, the student will not be allowed to participate in that event.

### **Drugs and Alcohol Abuse Policy**

Students of the Margareta Local School District shall not knowingly possess, use, sell, give, or otherwise transmit, or be under the influence of any intoxicant or drug or counterfeit (look-alike) controlled substance or drug paraphernalia, the possession of which is prohibited by law:

- On property owned, leased by, or under the control of the Margareta Board of Education, including vehicles used for the transportation of students.
- On any public or private property during normal school hours including lunch and class changes.
- At any school sponsored or sanctioned activity or event within or away from the school district.
- Drugs prohibited by this policy includes any stimulant, depressant, narcotic or hallucinogenic drugs or alcohol or intoxicants of any kind, but does not include medication as defined in this policy.
- Drug paraphernalia is prohibited under this policy. Drug paraphernalia will be subject to confiscation.
- In accordance with state law (O.R.C. 2925.01), a counterfeit controlled substance is defined as follows: Any drug that bears, or whose container or label bears a trade mark, trade name or other identifying mark used without authorization of the owner or rights to such trade mark, trade name, or identifying mark;
- Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed or distributed by a person other than the person that manufactured, processed, packed, or distributed it;
- Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance;
- Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

This policy will be subject to enforcement and/or disciplinary action by the administration during the course of any school year, including summer school sessions.

When a school official has reason to believe that a student is in violation of the drug/alcohol policy, the following action will be taken:

- The student will be brought to the school official and informed of the alleged offense, the evidence to support the allegations, and the disciplinary penalty which may apply.
- A student reasonably suspected of consuming or being under the influence of alcohol will be subject to a student sobriety test.

This test will be administered by a school official in the presence of a witness.

- Test results indicating consumption of alcohol will serve as conclusive evidence for disciplinary action. Refusal to submit to the student sobriety test will be considered equivalent to an admission of guilt.

### **Personal Searches (Drugs and Alcohol)**

When there is reasonable suspicion that a student is in possession of illegal or dangerous items, or substances or paraphernalia prohibited by this policy, a school official may ask the student to reveal the item suspected to be on his/her person. If the student refuses, the school official may do any of the following:

1. Detain the student and call the student's parent for permission to search
2. Detain the student and call the police
3. If there is probable cause to believe that the student is in possession of items which constitute a danger to him/her or other persons, or property, the student may be searched to the extent necessary under the circumstances to eliminate the danger.

In determining whether reasonable suspicion to search exists, the following factors are to be considered: the relative seriousness of the suspected violation, the potential danger to the health and safety of students and staff, the reliability of information used as justification for a search, the value of the items involved, the possible consequences of delaying the decision to search, and the prior experience with the student. In determining whether individualized probable cause to search exists, the above factors are considered, but to a greater degree of certainty than reasonable suspicion, and that evidence exists which tends to indicate that this particular student has possession of the item sought. The school official making the decision to search shall bear in mind that the more intrusive the proposed search, the clearer the individualized probable cause should be.

### **Student Vehicles (Drugs and Alcohol)**

When there is reasonable suspicion that a student's vehicle on school property contains illegal or dangerous items, or substances or paraphernalia prohibited by this policy, a school official may ask the student to reveal the item suspected to be in his/her vehicle. If the student refuses, the school official may do any of the following:

- Detain the vehicle and call the student's parent or the owner of the vehicle for permission to search
- Detain the vehicle and call the police
- If there is probable cause to believe that the vehicle contains items which constitute a danger to persons or property, the vehicle may be searched, in or out of the presence of the student, to the extent necessary under the circumstances to eliminate the danger.

### **Offenses and Disciplinary Action (Drugs and Alcohol)**

Possession and/or use of intoxicants, illegal drugs, controlled substances, counterfeit controlled substances, drug paraphernalia and or/instruments on school property or at school sponsored events will result in:

#### **A. First Offense:**

- Parents will be notified immediately and the student will be

removed from school for the remainder of the day.

- The police and/or juvenile court may be notified of the incident and may conduct an investigation.
- Consultation with parent(s) and the student emphasizing available counseling services will be conducted.
- The nurse or designated school official will be notified and the emergency medical rescue squad called, if necessary.
- The student shall be suspended five (5) days if the student seeks and receives within such five (5) day period an evaluation by a certified alcoholism counselor (CAC), licensed prescriber trained in chemical dependency or a person recommended by the Drug Education Services Coordinator. A written copy from the evaluator will be sent to the school officials including findings and recommendations for the student.

**OR**

- The student shall be suspended for ten (10) days.
- Student and parent(s) will have a readmission conference.
- Education plans and placement will be recommended.

**B. Second and Subsequent Offense Or Selling and/or delivering intoxicants, illegal drugs, controlled substances, counterfeit controlled substances, drug paraphernalia and or/instruments on school property or at school sponsored events will result in:**

- Parents will be notified immediately and the student will be removed from the school for the remainder of the day.
- The police and/or juvenile court may be notified of the incident and, at their discretion may conduct an investigation.
- Consultation with parent(s) and the student emphasizing available counseling services will be conducted.
- The nurse or designated school official will be notified and the emergency medical rescue squad may be called, if necessary.
- The student shall be suspended for ten (10) days and recommended for expulsion.
- If brought back on an expulsion contract, students will go through an evaluation by a certified alcoholism counselor (CAC), licensed prescriber trained in chemical dependency or a person recommended by the Drug Evaluation Services Coordinator. A written copy from the evaluator will be sent to the school officials including findings and recommendations for the student.
- Student and parent(s) will have a readmission conference.
- Student will attend in-school student support group sessions or attend an equivalent out-of-school program of assistance.
- Parent(s) will be recommended to attend parent support group meetings.

**Electronic Devices**

Students are permitted to possess the following types of electronic devices: laptop, cell phone, iPod, MP3 player, pager, video camera, or camera. The student is responsible for the security of the item. Devices that emit a sound must be turned to the silent position or turned off; noises or loud vibrations may interrupt the educational process. Electronic devices may not be used inside the classroom, study hall, seminar, assembly, or other instructional settings unless permitted by the instructor for educational purposes. Individual teachers are responsible to establish and enforce a policy to address electronic devices in his/her classroom. Students are not permitted to possess a laser pointer or similar device.

If an electronic device is used in an inappropriate manner or emits a sound, the teacher will be responsible for assigning a consequence.

Consequences may range from detention to confiscation of the device for the class period. Repeated or blatant violations will result in the device being confiscated and given to an administrator. The administrator may assign additional consequences, ranging from traditional school consequences to retention of the device for an extended period of time, and/or requiring a parent/guardian to pick up the device. Pictures or videos may not be taken of any individual without their permission. Taking pictures or videos in a restroom, locker room, or similar setting is strictly prohibited and violation may result in suspension or expulsion.

**Fighting** (in or near school building or at school sponsored functions)

Any student involved in a fight will cause an immediate five (5) day suspension from school. Parents shall be contacted by phone (when possible) and by letter. The Police and/or juvenile court may be notified of the incident and Criminal charges may also be filed.

**Fire Equipment**

Students are not to handle any fire equipment such as hoses or fire extinguishers at any time. It is imperative that all fire equipment be in working condition in the event of an emergency. Students caught disturbing any fire equipment will be subject to disciplinary action.

**Foreign Substances**

Students shall not cause a disruption or obstruction to the school's operation by threat or the release or presence of any biological agent, hazardous substance, or poison, regardless of the circumstances of the threat. Parents will be notified immediately and the student will be subject to suspension, expulsion, or manifest determination.

**Forgery, Falsification, or Misstatement of Facts or Other Information**

Students shall not forge the writing of another or falsely use the name of another person, falsify times, dates, grades, addresses, or other data on school forms or school-related correspondence.

**Fraternities and Sororities**

The words fraternity and sorority should be held to mean only such organizations whose deliberations and activities are secret and discriminatory. According to the Ohio law no pupil in the public schools shall organize, join, or belong to a fraternity or sorority composed or made up of pupils in the public schools.

**Gambling**

Students shall not engage in or promote games of chance, placing of bets, or risk of anything of value.

**Gangs**

Any student wearing, carrying, or displaying gang paraphernalia or exhibiting behavior or gestures which symbolize gang membership or causing and/or participating in any act or acts that injures, degrades, disgraces, or tends to injure, degrade or disgrace any student, staff member, or other individual will be due cause for suspension, expulsion or manifest determination.

**Graduation or related events including proms, class trips and any other extracurricular activities**

Disciplinary results are available to the school for even last minute conduct code violations. These events are privileges and not rights. Misconduct may result in being excluded from such events.

### **Harassing, Hazing, Intimidating, Dating Violence and/or Bullying Behavior**

Harassing, hazing, intimidating, dating violence and/or bullying behavior by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Harassment, hazing, intimidation, dating violence and/or bullying means any intentional written, verbal, graphic, or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District email accounts and or computers on school-provided transportation or at any official school bus stop.

### **Aggressive Behavior Toward Students (Bullying)**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the district, including activities on school property and those occurring off school property if the student or employee is at any school related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

The entire Board of Education adopted policy on Aggressive Behavior Toward Students may be found in section 5517.01 of the Bylaws and Policies of the Margareta Local School District.

### **Inappropriate Conduct**

Students shall not, by use of violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance or any other conduct, cause, attempt, or threaten to cause the disruption or obstruction of any lawful mission, process, activity, or function of the school. Violations of this section are subject to disciplinary actions. Students shall not urge other students to engage in such conduct for the purpose of causing, attempting or threatening to cause the disruption or obstruction of any lawful mission, process, activity or function of the school. While this list is not intended to be all-inclusive, the following acts illustrate the kinds of misconduct prohibited by this rule:

1. Occupying any school building or grounds
2. Blocking the entrance or exit of any school building or corridor or room
3. Setting fire or attempting to set fire to or damaging or attempting to damage or defacing or attempting to deface any school building or property
4. Threats or menacing actions by phone, letter, e-mail, electronic messaging, or other means
5. Damaging or destroying any school property

6. Disrupting any school-sponsored or related activity, function, or event, on or off school grounds
7. Activating or attempting to activate an emergency alarm system in the absence of an emergency
8. Preventing or attempting to prevent by physical act or verbal utterance, the convening or continuing functioning of any school class, or activity or any lawful meeting or assembly on or off the school property
9. Preventing or attempting to prevent students from attending a class or any school-sponsored or related activity
10. Blocking pedestrian or vehicular traffic on school property or at the site of any school-sponsored or related activity or event.
11. Disrupting a teacher's ability to conduct a class or an extra-curricular or co-curricular by any means
12. Use of any electronic device such as: cell phones or similar device. Similar devices may include but not be limited to CD players, MP3 players, laser pointers, radios, DVD players, tape players, electronic games or any device that can interrupt the educational process or that is deemed inappropriate

### **Inappropriate Physical and/or Verbal Conduct**

Students shall not threaten, act, or participate in or attempt to threaten, act or participate in any act or acts that injures, degrades, disgraces, or tends to injure, degrade, or disgrace any student, staff member, or other individual.

### **Insubordination**

Students shall comply with directives, requests and orders of teachers, student teachers, substitute teachers, educational aides, bus drivers, principals, and other appropriate school personnel. This includes refusing to leave a class when directed by a teacher, refusal to accept discipline, refusal to give their name when requested by teachers or appropriate school personnel.

### **Line of Sight**

A student's behavior on or off school property will be covered by the Code of Conduct as long as the line of sight starts on school property or at a school-sponsored or endorsed event.

### **Littering**

Any student observed disposing of waste materials of any nature not in appropriate receptacles shall be assigned two (2) hours detention by school officials. This includes gum wrappers, candy wrappers, gum while on school property

### **Lockers**

Student lockers are the property of the District, and since random searches have a positive impact on reducing drugs and other criminal activity, it is the policy of the Board to permit the building administrator to search any locker and its contents as the administrator believes necessary. Such notice will be posted at or near the entrance to the school grounds and at the main entrance to each school building.

### **Misconduct Away From School**

Students who engage in an assault upon a school employee or other student off school property, at a non-school-sponsored or related activity, function or event, or on school property before or after school hours may be subject to suspension or expulsion from school if it is determined that the student's continued presence in the

school is reasonably certain to disrupt or interfere with the educational process or endanger the health or safety of the students or others. Violations will be due cause for disciplinary actions.

#### **Profane, Vulgar or Improper Language or Gestures**

Students shall not speak or write profane, vulgar, derogatory, demeaning or other improper or inappropriate gestures or signs. Inappropriate language or gestures directed toward a teacher, other school personnel, or a visitor at any time school related activity will be due cause for disciplinary actions.

#### **Public Display of Affection**

Students shall not engage in kissing, embracing or any sexual acts not appropriate to the educational environment. Failure to comply will be due cause for disciplinary action.

#### **Removal From Class (RC)**

A student removed from class and referred to the Principal/Assistant Principal's Office for disciplinary reasons shall cause enactment of the following procedures and penalties. Class removal is viewed as a serious disciplinary problem. Every class removal from any staff member will be included in the student's removal total.

#### **Repeated Violations**

Students who acquire three (3) suspensions for serious breaches of school policy may have their names submitted to the Superintendent of Schools with the recommendation for review of the case for expulsion. If a severe violation of the school policy occurs, a student may be referred for expulsion following the first or second suspension.

- 1 RC = Conference with a principal and One hour of detention
- 2 RC's = One hour of detention
- 3 RC's = Extended 2 hour detention
- 4 RC's = 3 days ISI
- 5 RC's = 5 day ISI.
- 6 RC's = Three day O.S.S. w/parent conference
- 7+RCs = Review of the case by the school and may cause a more serious penalty.

#### **Revocation of Driving Privileges**

Students will be subject to having their driver's license revoked or denied by the Superintendent of the Margaretta Local Schools who are absent from school without an acceptable excuse for 10 consecutive days or 15 total days in the semester or term. A hearing will be conducted by the Margaretta High School Principal to determine facts and any special circumstances. Following the hearing, a decision will be made to forward a revocation recommendation, on a case by case basis, to the Superintendent. The Superintendent will review the recommendation and decide upon filing a notice of license revocation with the Ohio Bureau of Motor Vehicles. The Erie County Juvenile Judge will also be notified of the decision for a driver's license revocation.

#### **Revocation of Work Permit**

Students will be subject to having a work permit (age and schooling certificate) revoked or denied by the Superintendent of the Margaretta Local Schools who are absent from school without an acceptable excuse. Students who are not in regular school attendance and have 10 consecutive unexcused absences from school or 15 days unexcused in a semester or term will be subject to having their work

permit revoked or denied. The Principal or designee will attach a school attendance report to all work permit requests. Students who are attending school regularly without excessive unexcused absences will receive work permits.

#### **School Bus Conduct**

Students shall not act or participate in any act or acts or attempt to act or participate in any act which poses or tends to pose a danger to the safe operation of a school bus, including, but not limited to:

Failing to remain seated

Throwing objects out of the windows

Shouting

Any disorderly conduct which could cause physical harm, emotional stress, or diversion of the driver's attention.

Any behavior that may be detrimental to the safe operation of the bus shall cause immediate removal of the offender.

Police and/or juvenile court may be notified of any serious incidents and at their discretion, may conduct an investigation.

Any incidents will be subject to discipline and could include being denied bus riding privileges.

The Board furnishes transportation in compliance with State law. This fact does not relieve parents of students from the responsibility of supervision until such time as the student boards the bus and after the student leaves the bus at the end of the school day. Students on a bus are under the authority of, and directly responsible to, the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver is sufficient reason for refusing transportation services or suspending transportation services to any student once proper procedures are followed. The Board authorizes the Superintendent or other administrators to suspend a student from school bus riding privileges only for a period of up to one school year. The only due process required is notice to the student of an intended bus riding suspension and an opportunity to appear before the administrator considering the suspension before it happens

#### **Sexual Harassment**

Sexual harassment is improper, immoral, illegal, and will not be tolerated. Sexual harassment is defined as unwanted sexual advances, or unwanted visual, verbal, or physical conduct of a sexual nature. Such offensive behaviors include, but are not limited to the following:

Unwanted sexual advances, including propositioning, repeatedly asking someone for a date after it is clear that the person is not interested.

Making or threatening reprisal after a negative response to sexual advances.

Non-verbal conduct: leering; making sexual gestures; displaying sexually suggestive objects, pictures, cartoons, or posters.

Verbal conduct: making or using derogatory comments, epithets, slurs, or jokes; making sexually based remarks about another person's or one's own body.

Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations.

#### **Smoking or Use of Tobacco Products**

The use or possession of tobacco or tobacco products, lighters, matches, or other forms of ignition devices in the school building, on the school campus, or at a school-sponsored event is prohibited. Any

student who aides or abets smokers, or who withholds information relative to smokers will also be due cause for disciplinary action. Parents will be notified and a parent conference arranged if so desired. Police and/or juvenile court may be notified of the incident, and the student may be charged with use or possession of tobacco products.

### **Snowballs**

Because of possible physical harm from a misdirected snowball, students shall not throw snowballs on school property. Failure to observe this regulation shall be due cause for disciplinary action.

### **Tardiness**

A student is recognized as tardy (T) to school if not in his/her first period seat when the 7:59 a.m. bell sounds. A student is recognized as tardy to class (CT) if he/she is not in his/her classroom seat when the tardy buzzer sounds. The teacher will note this on the daily attendance slip which will then be submitted to the attendance office at the end of each school day. The teacher will notify the student when a T or CT has been assigned.

#### **Penalties for Tardiness:**

- 1<sup>st</sup> tardy- Conference with Assistant Principal's office
- 2 - 5 tardies - 1 hour detention.
- 6 - 10 tardies - 2hr. extended detention
- 11 - 15 tardies- 3 day ISI and referral to juvenile court

Continued school tardiness will be cause for administrative review and further action on an individual basis. Tardies to school could include further court contact and possible filing of criminal charges. (Ohio Revised Code Sections 3321.19, 3321.30)

Continued class tardiness will be cause for administrative review and further action on an individual basis. If a student is significantly late with no pass, he/she will be given a UA for the period and penalized accordingly.

### **Technology Misuse (Including Computers and Internet)**

Students shall not use or attempt to use or steal any electronic school media, such as computer hardware and software, either at school or from home, phone, calculators, etc., in any fashion, in an unauthorized manner, to access school information, use another student's or the school's software (disc, CD-ROM, CUD, etc.) or information not exclusively belonging to the student. Students shall not use school electronic equipment, nor access such equipment, in any manner contrary to the district's or Provider's Acceptable Use Policy. Students will be required to sign technology use agreements. Failure to comply will be due cause for discipline and criminal charges may also be filed.

### **Theft, Unauthorized Removal, Damage, or Destruction of School Property or Private Property**

Students shall not cause or attempt to cause damage to school property or private property of students, teachers, school personnel or other persons. Students shall not steal or attempt to steal school property or private property or engage or attempt to engage in or participate in the unauthorized removal of school property or private property. Failure to comply will be due cause for discipline and criminal charges may also be filed.

### **Trespassing**

Students shall not enter upon school grounds or premise of a

school building to which the students are not assigned during or after school hours except with the express permission of the school principal of that building or to attend or participate in a school-sponsored event in which their regularly assigned school is involved or where students from their regularly assigned school have been invited to attend or participate. Students already under suspension, expulsion, or emergency removal shall not enter the grounds or premises of the students' regularly assigned or other school buildings without the express permission of the principal. Violation will be due cause for suspension or expulsion. Criminal charges may also be filed.

### **Truancy**

Truancy shall be considered any unauthorized absence from school, homeroom, class, or lunch period. Any unauthorized absence (UA) shall be due cause for discipline. A student who is truant and/or left the building during any period may receive ISI. Continual truancy will result in further disciplinary action.

### **Weapons, Look-alike Weapons, Dangerous Instruments, Fireworks and Explosives**

Students shall not use, possess, handle, transmit, purchase, attempt to purchase, sell, attempt to sell, or conceal any object that can be classified as a weapon, look-alike weapon, or dangerous instrument. Weapons and dangerous instruments shall include any object which is used or may be used to inflict physical harm or property damage or to threaten to inflict such harm or damage. Students shall not possess, handle, transmit, sell, conceal or bring upon school grounds any fireworks, explosives, or munitions, nor shall students ignite, explode or detonate or attempt to ignite, explode or detonate fireworks, explosives, or munitions. Any violation of this section will cause an immediate suspension from school with a recommendation for expulsion made to the superintendent. Criminal charges may also be filed.

### **Weapons Policy**

The Board of Education prohibits students from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

Policy exceptions include items pre-approved by the building principal as part of a class or individual presentation under adult supervision, if used for the purpose and in the manner approved (working firearms and any ammunition will never be approved as part of a presentation).

Students shall report any information concerning weapons and / or threats of violence by students, staff members, or visitors to the principal. Failure to report such information may subject the student to disciplinary action.

This policy shall be implemented through the Code of Conduct/Student Discipline Code, Policy 5610.01, and through administrative guidelines.

The Superintendent is authorized to establish instructional programs on the weapons and the requirement that students immediately report knowledge of weapons and threats of violence by students and / or staff to the building principal. Failure to report such knowledge may subject the student to discipline.

The Superintendent will refer any student who violates this policy to the student's parents or guardians and to the criminal justice system. The student may also be subject to disciplinary action, up to and including expulsion.

### **Corrective Actions**

#### **Teacher Detention**

A part of each teacher's "Assertive Discipline Plan" will include a detention before or after school, either Wednesday or Friday. The teacher assigning the detention will supervise the detention and will inform the student as to where and when the detention is to be served. Students will be given at least 24 hours notice so they can inform their parents that they have to stay after school. Failure to serve a teacher's detention will result in administrative detention.

#### **Detention**

Detention assigned by the Principal, or Assistant Principals for any infraction of school policy will be served at the rate of one detention per day. Failure to appear for an assigned detention will be cause for parental notification. On the second failure to report to detention, a student shall receive extended detention. On the third failure to report to detention, a student shall receive ISI. (In School Isolation). Detention assigned by a teacher will be served in the teacher's respective classroom or study hall with the amount of time to be determined by the teacher. Detention not served with the teacher will be sent to the assistant principal and doubled.

#### **In School Isolation (ISI)**

Will be the temporary placement of a student to a special temporary placement outside of the classroom within the school for disciplinary purposes. Students will be assigned to an In School Isolation for excessive tardiness, truancy, smoking, and some forms of insubordination, other than those listed elsewhere in the handbook. The following rules and regulations will be in effect regarding Behavior Intervention Assignments:

1. In School Isolation will be held for Margaretta High School and Margaretta Middle School at regular school hours. Students are to remain in the ISI room all day
2. Students will be given the opportunity to complete regular class work while assigned to the ISI room. Credit for completed assignments will be issued by a regular classroom teacher.
3. Refusal to accept any academic, supplemental or remedial work will be grounds for removal from the ISI program.
4. Any work assigned during the ISI program and not finished during the placement will not be considered for credit.
5. Students assigned for the ISI program are expected to bring all items necessary for the entire school day including textbooks and materials for respective classes.
6. Restroom and lunchroom privileges will be given by the ISI supervisor and will not be during the regular change of classes.

7. Students must be present in the ISI room for the number of days assigned before they will be re-admitted to the regular school program. Absence does not count as a day of ISI. Absent days will be made up in the ISI room upon return of the student.
8. Students serving an ISI will be expected to show complete respect for all school personnel and school rules and regulations. Failure to do so will be due cause for removal of the ISI privilege.
9. Any student unwilling to serve an In School Isolation will receive double the days as an out of school suspension.
10. Any student removed from the ISI program will have the remaining days doubled and be sent home.
11. There will be no sleeping, laying of head on desk, talking, passing notes, noisemaking (verbally, tapping feet, humming, gestures), eating or drinking
12. Inclement weather/calamity days do not count as days served in ISI.
13. Students will be allowed to makeup tests during a period equal to the number of days of an ISI.

#### **Disciplinary Removal**

A student may be removed from a class or other curricular activity where the student engages in conduct which tends to interfere with or disrupt the class or curricular activity or for a violation of code or school rules and regulations. A student may be removed from an extra-curricular or co-curricular activity in which he/she has been accepted or qualified for membership where the student engages in conduct which tends to interfere with or disrupt the extra-curricular or co-curricular activity or where the student violates the rules or regulations which govern participation in the extra-curricular or co-curricular activity.

This action is less severe than suspension, expulsion or emergency removal and is defined as the removal of the student from a class or from participation in an extra-curricular or co-curricular activity. No disciplinary removal may extend beyond five (5) school days

#### **Emergency Removal**

This is defined as the denial to a student whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, for a period not exceeding twenty-four (24) hours, of permission to attend school and to take part in any school function.

When circumstances are such that a student's continuing presence in school pending completion of the procedures set forth under Suspensions and Expulsions is reasonably certain to pose a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within the classrooms or elsewhere, on the school premises or at school-sponsored or related activities or events, the superintendent or principal or assistant principal may remove a student from curricular, extra-curricular or co-curricular activities or from the school premises, without complying with the notice and hearing requirements of Suspensions and Expulsions. In like circumstances, a teacher may remove a pupil from curricular, extra-curricular or co-curricular activities under his/her supervision, without complying with the notice and hearing requirements of Suspensions and Expulsions. As soon as practicable after making such removal, the teacher shall submit reasons, in writing, for such removal to the principal.

If a student is removed under Emergency Removals, written notice

of the reasons for the removal shall be given to the student in a timely manner. The hearing must be held within twenty-four (24) hours from the time the initial removal is ordered. The hearing shall be held in accordance with the procedures set forth under Suspensions, unless it is probable that the student may be subject to expulsion. In that event, the hearings shall be held in accordance with the procedure set forth under Expulsions, except that the hearing shall be held within twenty-four (24) hours of the initial removal. The school official, who ordered, caused or requested the student's removal under this article shall be present at the hearing. This procedure shall not and need not be followed in cases when a student is removed from one or more curricular activities for a period of less than twenty-four (24) hours and is not subject to suspension, expulsion, or for removal from extra-curricular or co-curricular activities.

### **Home Referral**

A student may be sent home as a result of a breach of school policy. The home will be contacted and the student will remain in the home until the parent(s) confer with the school and the problem is satisfactorily resolved.

### **Suspension**

A suspension is defined as the denial to a student for a school period of at least one (1) but not more than ten (10) school days of permission to attend school and to take part in any school function. A suspension will be the temporary assignment of a student to his/her home for disciplinary purposes. While on suspension the student may not be on any school property without prior permission. Participation in any regular, extra-curricular or co-curricular school activity before, during, or after school is prohibited. Inclement weather/calamity days do not count as days of suspension.

When the alleged misconduct becomes known, the student shall be given written notice of the intention of suspension and the reasons for such action by the superintendent or principal. The student will be given an opportunity to appear at an informal hearing before the superintendent, superintendent's designee, principal or assistant principal and challenge the reasons for the possible suspension or otherwise explain his/her actions.

Within twenty-four (24) hours after the time of a student's suspension, the superintendent or principal shall send written notice of the suspension to the student and his/her parent, guardian, or custodian and the Treasurer of the Board of Education. The notice shall specify the duration of the suspension and the reasons. It also shall include notification of the right of the student of his/her parent, guardian or custodian to appeal the suspension to the Board of Education or its designee within 10 calendar days of the suspension in order to be heard against the suspension, to be represented in the appeal proceeding, to be granted a hearing before the Board or its designee in order to be heard against the suspension, and to request that such hearing be held in executive session.

This procedure shall not and need not be followed in cases where a student is removed from one or more curricular activities for a period of less than twenty-four (24) hours and is not subject to suspension or for removal from extra-curricular or co-curricular activities. Students may be assigned a suspension for directing profanity at visitors or school personnel, fighting, theft, intoxication, possession of alcohol or drugs, sale of drugs, possession of a weapon, extreme acts of vandalism, some forms of insubordination, and any act which threatens the well being of students or staff.

Students will be encouraged to make-up work missed, but will not

receive credit.

### **Alternative School**

An alternative school may be used in place of an out-of-school suspension or expulsion. Each case will be dealt with on an individual basis. Some cases may involve a court order, while others may be placed by the administration and/or a building assistance team.

### **Home Instruction**

Students placed on home instruction for disciplinary reasons may NOT be on Margareta school property for any reason without prior approval of the Principal /designee. Violations will be considered trespassing and will be reported to local law enforcement. This holds the same for students expelled from school.

### **Expulsion**

Expulsion is defined as the denial to the student to attend school and school-sponsored activities, for a period exceeding ten (10) school days. Permission to attend school and to take part in any school function or the denial of permission to attend a particular class or classes or to take part in any activity for such a period. The Superintendent of Schools may expel a pupil from school for a period up to 80 days or one semester (Senate Bill 51, October 29, 1991). If, at the time an expulsion is imposed, there are fewer than 80 days remaining in the school year in which the incident that gives rise to the expulsion takes place, the Superintendent may apply any remaining part or all of the period of the expulsion to the following school year.

Prior to any expulsion, the superintendent or his designee shall give the student and his/her parent, guardian, or custodian written notice of intention to expel and shall provide the student and his/her parent, guardian or custodian with an opportunity to appear in person before the superintendent or his designee and challenge the reasons for the intended expulsion or otherwise explain the student's actions. The notice shall include the reasons for the intended expulsion, notification of the right of the student, guardian, custodian or their representative to appear before the superintendent or his designee to challenge the reasons for the intended expulsion or otherwise to explain the student's actions, notification of the time and place to appear. The time to appear should not be earlier than three (3) nor later than five (5) school days after the notice is given unless the superintendent grants an extension of time at the request of the student or his/her parent, guardian, custodian, or representative of the new time and place to appear.

Within twenty-four (24) hours after the time of any expulsion, the superintendent shall send written notice to the student and his/her parent, guardian or custodian and the Treasurer of the Board of Education. The notice shall specify the duration of the expulsion and the reasons therefore. It also shall include notification of the right of the pupil, or his/her parent, guardian, or custodian to appeal expulsion to the Board of Education or its designee within 10 calendar days of the expulsion in order to be heard against such expulsion, to be represented in the appeal proceeding, to be granted a hearing before the Board or its designee in order to be heard against the expulsion, and to request that such hearing be held in executive session.

This procedure shall not and need not be followed in cases when a student is removed from one or more curricular activities for a period of less than twenty-four (24) hours and is not subject to expulsion or for removal from extra-curricular or co-curricular activities.

### **Permanent Exclusion**

Permanent Exclusion shall mean the student is banned forever from attending a public school in the State of Ohio. For further information on permanent exclusion, refer to the Bylaws and Policies of the Margareta Board of Education or call the Superintendent.

### **Conduct Rules for Extra-Curricular and Co-Curricular Activities**

If extra-curricular and co-curricular activities are to be a valuable part of the educational process, then as in the operation of the school, there must be rules and regulations to govern the conduct of the students participating in these activities. The Margareta Local Schools regard extra-curricular and co-curricular activities as a **privilege**, not a right; therefore certain rules must be followed. The students who represent Margareta Local Schools have chosen to make a commitment to their respective programs and they have a responsibility to meet these commitments. In order to aid our students in maintaining an optimum performance level and so that there can be consistency throughout the many programs; the following policies have been developed. These rules are to be in effect and enforced the entire year (12 months).

## **ACCEPTABLE USE AND INTERNET SAFETY POLICY FOR THE COMPUTER NETWORK OF THE MARGARETTA LOCAL SCHOOL DISTRICT**

The Margareta Local School District is pleased to make available to students access to interconnected computer systems within the District and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities.

In order for the School District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the School's teachers and other Staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy ("Policy") of the School District and the Data Acquisition Site that provides Internet access to the School District. Upon reviewing, signing, and returning this Policy as the students have been directed, each student will be given the opportunity to enjoy Internet access at School and is agreeing to follow the Policy. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the Policy. The School District cannot provide access to any student who, if 18 or older, fails to sign and submit the Policy to the School as directed or, if under 18, does not return the Policy as directed with the signatures of the student and his/her parents or guardians.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the person that your School has designated as the one to whom you can direct your questions. If any user violates this Policy, the student's access will be denied, if not

already provided, or withdrawn and he or she may be subject to additional disciplinary action.

### **I. PERSONAL RESPONSIBILITY**

By signing this Policy, you are agreeing not only to follow the rules in this Policy, but are agreeing to report any misuse of the network to the person designated by the School for such reporting. Misuse means any violations of this Policy or any other use that is not included in the Policy, but has the effect of harming another or his or her property.

### **II. TERM OF THE PERMITTED USE**

A student who submits to the School, as directed, a properly signed Policy and follows the Policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new Policy each year during which they are students in the School District before they are given an access account.

### **III. ACCEPTABLE USES**

- A. Educational Purposes Only. The School District is providing access to its computer networks and the Internet for only educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the School to help you decide if a use is appropriate.
- B. Unacceptable Uses of Network. Among the uses that are considered unacceptable and which constitute a violation of this Policy are the following:
  1. uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the School District's Student Discipline Policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
  2. uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "trojan horse," "time bomb" or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
  3. uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user.

4. uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.

C. Netiquette. All users must abide by rules of network etiquette, which include the following:

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
2. Avoid language and uses which may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
3. Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
4. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

#### IV. INTERNET SAFETY

A. General Warning; Individual Responsibility of Parents and Users. All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guide to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the School.

B. Personal Safety. Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

C. "Hacking" and Other Illegal Activities. It is a violation of this Policy to use the School's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other

applicable law or municipal ordinance, is strictly prohibited.

D. Confidentiality of Student Information. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.

E. Active Restriction Measures. The School, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The School will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that - taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; - depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; - taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

#### V. PRIVACY

Network and Internet access is provided as a tool for your education. The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

#### VI. FAILURE TO FOLLOW POLICY

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this Policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the School District may refuse to reinstate for the remainder of the student's enrollment in the School District.

A user violates this Policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The School District may also take other disciplinary action in such circumstances.

**VII. WARRANTIES/INDEMNIFICATION**

The School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy. By signing this Policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, the School District, the Data Acquisition Site that provides the computer and Internet access opportunity to the School District and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the School in the event of the School's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a School computer or on another computer outside the School District's network.

**VIII. UPDATES**

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new Policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new Policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the School to receive such information.

**STUDENT'S AGREEMENT**

Every student, regardless of age, must read and sign below: I have read, understand and agree to abide by the terms of the Acceptable Use and Internet Safety Policy of the Margaretta Local School District. Should I commit any violation or in any way misuse my access to the School District's computer network and the Internet, I understand and agree that my access privilege may be revoked and School disciplinary action may be taken against me.

\_\_\_\_\_  
Student name (PRINT CLEARLY) Home phone

\_\_\_\_\_  
Student signature Date

\_\_\_\_\_  
Address

User (place an "X" in the correct blank): I am 18 or older \_\_\_\_ I am under 18 \_\_\_\_

If I am signing this Agreement when I am under 18, I understand that when I turn 18 this Agreement will continue to be in full force and effect, and I will continue to abide by the Acceptable Use and Internet Safety Policy.

**PARENT'S OR GUARDIAN'S AGREEMENT**

\_\_\_\_\_  
Student's name

To be read and signed by parents or guardians of students who are under 18:

As the parent or legal guardian of the above student, I have read, understand and agree that my child or ward shall comply with the terms of the Margaretta Local School District's Acceptable Use and Internet Safety Policy for the student's access to the School District's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the School to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the Policy. I am therefore signing this Agreement and agree to indemnify and hold harmless the School, the School District and the Data Acquisition Site that provides the opportunity to the School District for computer network and Internet access against all claims, damages, losses and costs, of whatever kind, that may result from my child's or ward's use of his or her access to such networks or his or her violation of the Acceptable Use and Internet Safety Policy. Further, I accept full responsibility for supervision of my child's or ward's use of his or her access account if and when such access is not in the School setting. I hereby give permission for my child or ward to use the building-approved account to access the School District's computer network and the Internet.

\_\_\_\_\_  
Parent or Guardian name(s) (PRINT CLEARLY) Home phone

\_\_\_\_\_  
Parent or Guardian signature(s) Date

\_\_\_\_\_  
Address

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ADOPTED: REVISED: Legal References: Children's Internet Protection Act of 2000 (H.R. 4577, P.L. 106-554) Communications Act of 1934, as amended (47 U.S.C. 254[h], [l]) Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)

**EXTRA-CURRICULAR ACTIVITY  
DISCIPLINE CODE**

**Purpose**

The purpose of this discipline code is to establish a uniform set of general standards, regulations and procedures governing student conduct and eligibility in the extra-curricular activities of the Margareta Local Schools. Student conduct in extra-curricular activities has a direct reflection upon the Margareta Local School District and should exemplify the high and proud standards of our school district. Eligibility in extra-curricular activities is a privilege and those desiring to participate should meet academic standards as well as appropriate behavioral standards.

#### **Academic Standards (Eligibility)**

Students in grades 7-12 must have a 1.5 GPA and pass five (5) credits the previous 9 week grading period to be eligible for extracurricular activities.

4-4-4- A student enrolled in the first grading period after advancement from the eighth grade must have passed a minimum of five of all subjects carried the preceding grading period in which the student was enrolled.

4-4-5 – A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of the previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be currently enrolled in school the immediately preceding grading period and received passing grades during that grading period in a minimum of five of those subjects in which the student received grades.

If correspondence courses are approved for eligibility, the grading period to which they will be applied must be approved in advance. Only final grades in correspondence courses will be used for eligibility.

. In addition to academic eligibility, a student must be in good standing as to conduct and discipline to be able to participate in athletics.

#### **Behavioral Standards**

Participants in extra-curricular activities shall abide by the rules and regulations set forth in this student handbook and by the coach. Violations of rules in the student handbook or set forth by the coach may result in disciplinary action including temporary or permanent denial of participation.

Participants who are suspended five (5) days or more will lose the privilege to attend and participate in extra-curricular activities. Participants who are suspended five (5) days or more may attend and participate in 'practices' after completing their suspension from school until two school weeks have passed and then they may resume play.

Participants who are suspended from school for any reason are not permitted to attend practices, games or activities on or off school property.

Participants who are expelled from school will lose the privilege to participate in all extra-curricular activities for the remainder of the school year. Students who are expelled from school may not attend school related activities or be on school grounds until their expulsion is completed.

Any athlete who quits or is dismissed from a team must get permission from the athletic director to participate in another sport.

A participant who is cut from an extra-curricular activity may participate in another extra-curricular activity during the same season if the second coach/advisor agrees to have them participate.

Athletes participating on two athletic teams in the same season must make arrangements with the coaches of those teams ahead of time.

#### **Participation Requirements:**

A. **TRANSPORTATION** - Individuals involved in extra-curricular activities are expected to ride the bus, both to and from the activity. A coach or advisor may give permission to an individual to ride with their own parent or guardian provided they complete a transportation release form. Any other exceptions may be permitted only with prior approval of an administrator of Margareta Local Schools.

B. **EQUIPMENT** - Participants are responsible for all equipment issued to them. Individuals will be required to pay for lost or damaged equipment at replacement cost.

C. **PROGRAMS AND BANQUETS** - Students involved in extra-curricular activities are expected to attend programs and banquets of the activity, which are part of the season. Failure to attend may result in forfeiture of awards.

D. **ATTENDANCE** - Participants must be in school the entire day in order to participate in that evening's activity, with one exception. In the event a student misses one-half day due to an excused absence, the student may participate in that evening's activity one time in that particular season.

#### **Alcohol / Drug Screening**

Individuals involved in athletics, driving to school, National Honor Society, Peer Leadership, and/or S.A.D.D. will be subject to alcohol and drug screening. Participants who test positive for alcohol or drugs in their system will be subject to denial of participation and assessments set forth in the alcohol/drug screening policy. A complete explanation of this policy, along with the consequences, shall be given to each participant and must be signed by both parent and student in order to participate in athletics, driving to school, National Honor Society, Peer Leadership, and/or S.A.D.D.

#### **Denial of Participation**

Violations of the following rules shall result in temporary or permanent denial of participation in extra-curricular activities:

##### **A. Law Enforcement Charges**

###### **1. Any misdemeanor charge / conviction**

brought by a law enforcement agency against a participant may result in denial of participation for a minimum of 20% of a season's scheduled contests. Examples could include, but not be limited to, shoplifting, underage consumption, under the influence of drugs or alcohol, and unruliness. Violators will be ineligible for all post-season special awards and honors given by Margareta. A varsity letter, if earned, may be issued.

###### **2. A felony charge / conviction**

brought by a law enforcement agency against a participant may result in the denial of participation for the balance of the current season / session or forty-five (45) school days (whichever is greater). The forty-five (45) days of exclusion may carry over into the next season / session. If the charge / conviction is brought over the summer, this rule applies to the ensuing school year (season / session).

An Appeals Committee comprised of the Superintendent, Principal, Assistant Principal, Athletic Director, and one teacher will review the circumstances surrounding the charge / conviction and

determine the future eligibility of the student based upon the best interest of the student and the school district.

A probationary period may be imposed upon a student charged / convicted of a **felony** in which the participant may be permitted, upon the recommendation of the Appeals Committee, to practice, but not participate in competition, with the team or activity during the ensuing season / session. Upon successful completion of the probationary period (as determined by the Appeals Committee) the participant may be determined to be eligible to resume complete participation with the team / activity.

## **B. Alcohol, Drugs, and Tobacco**

Participants shall not possess, use, exhibit evidence of use, offer to another person, attempt to sell, purchase, transport, be under the influence of, have under his /her control any drug, alcohol, **tobacco product**, or paraphernalia, actual or look-a-like. For participants in Margareta extra-curricular activities, this rule in effect **24 hours a day, 7 days a week, and 365 days a year!** Violations of this rule may lead to the following penalties:

### **1. First Offense**

Denial of participation for 20% of the total contests scheduled during a regular season. In the event the offense occurs at the end of a season, denial of participation will carry over into the next season. On first time offenses, practice is mandatory. Violators will be ineligible for all post-season special awards and honors given by Margareta. A varsity letter, if earned, may be issued.

### **2. 2nd Offense**

A second offense for drugs, alcohol, **or tobacco product** may result in denial of participation for 365 days from the time of the violation.

### **3. 3rd Offense**

A third offense for drugs, alcohol, **or tobacco product** may result in denial of participation for the remainder of one's high school career. An Appeals Committee comprised of the Superintendent, Principal, Assistant Principal, Athletic Director, and one Teacher will review the circumstances surrounding the charge / conviction and determine the future eligibility of the student based upon the best interest of the student and the school district.

## **C. Written/Electronic Transmissions**

Student-athletes are responsible for information contained in written or electronic transmissions (i.e.: email) and any information posted on a public domain (i.e.: internet, chat room, Facebook, You Tube, My Space). Inappropriate or embarrassing information or pictures should not be posted in any public domain. Student-athletes are not precluded from participation in such online social network sites; however, student-athletes should be reminded that they serve as representatives of Margareta Local Schools. Any individual that is identified on a social networking site which depicts illegal or inappropriate behavior will be considered in violation and is therefore subject to extra-curricular discipline, suspension, or expulsion.

### Note on All Denials of Participation:

Denials of Participation will not be deemed completed by the participant serving the violation if he/she does not fulfill all the requirements of the other athletes during that season of the denial. Quitting the activity does not constitute fulfilling the denial requirement. Students out for more than one extra-curricular activity during the same season will serve the same denial for each activity.

### Note on Students Transferring to Margareta:

Margareta will enforce our extra-curricular activity discipline code to students coming from other schools. Students who commit a violation at their previous school will complete the penalty administered by that school.

### Note on NHS, Peer Leadership, and S.A.D.D.:

Students punished for alcohol, drug, or tobacco offenses will be dismissed from further participation in National Honor Society, Peer Leadership, and/or S.A.D.D. for that school year (please note that this pertains to dismissal. See group guidelines for selection criteria).

## **Behavior at Dances, Assemblies, Activities**

Students are to follow these guidelines when at a dance, assembly, or activity:

1. Do not do something or say something that would cause embarrassment to yourself or the school.
2. Follow all rules and regulations outlined in this Margareta Handbook.
3. Students in grades 9-12 only may attend high school dances. Students in grades 7-8 only may attend Middle School dances.

If the behavior of anyone in attendance becomes disruptive or dangerous, school authorities and their designees (chaperones, police) have the right, authority, and affirmative obligation to take action. This may include instructing the offender to leave the premises and denying entrance into future activities! Students would also be subject to an in-school penalty in accordance with the rules and regulations section of the Margareta Handbook.

**NOTE: Students who have been suspended for five (5) days or more will lose all privileges, including extra-curricular activities, driving, prom and dances, and (if warranted) graduation for a period of to two weeks.**

### **All other behavior unbecoming of a Margareta student**

such as insubordination toward the coach(s), director(s), advisor(s), and official(s), unsportsmanlike conduct, profane/inappropriate language, obscene gestures, etc., may result in a denial of participation in all activities or a specific activity for a portion of the year/season, as determined by the building principal.

### School-Sponsored Clubs and Activities

1. The Margareta Local Schools provide students with the opportunity to broaden their learning through co-curricular (curricular related) activities. A co-curricular activity may be for credit, required for a particular course, and/or contain school subject matter.
2. The school has many authorized student groups. It is the District's policy that the only authorized groups are those approved by the Board of Education and sponsored by a staff member.
3. Participation in extra-curricular activities is a privilege, not a right. Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.
4. All students are permitted to participate in the activities of their choosing, as long as they meet the academic eligibility requirements. These requirements are not less than the requirements for student

athletes as passed by the Ohio High School Athletic Association and are adopted by the Margareta Board of Education.

### **Athletic Equipment**

All athletes will be responsible for the care of and return of any equipment issued in the student's name during a sport season. Failure to return all equipment issued at the conclusion of a sport season shall cause the termination of any athletic practice or participation in a school-sponsored activity until the equipment is returned or paid in full.

### **Non-School-Sponsored Clubs and Activities**

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the Principal. The application must verify that the activity is being initiated by students, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and the non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as prescribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate. Youth gangs are not permitted. Gangs are characterized by secret or exclusive membership and unlawful or anti-social behavior that threatens the welfare of others. If a student is suspected of being a member of a gang, his/her parents will be contacted, proper authorities will be notified, parents will be held liable for any damages or vandalism and disciplinary measures including suspension and expulsion may be applied.

Non-district-sponsored organizations may not use the name of the school or school mascot.

### **Non-School-Sponsored Publications**

The distribution of such publications as to when and where, does come under the jurisdiction of the principal and must have his prior approval. It is appropriate to mention that slanderous articles or statements could be due cause for legal and/or school disciplinary action against the authors or editors.

### **Conduct of Students Representing the School**

The Margareta Board of Education recognizes the value of extra-curricular and co-curricular activities in the education process and the values that young people develop when they have an opportunity to participate in an organized activity outside of the traditional classroom. The Board of Education regards the participation in any extra-curricular or co-curricular activity as a privilege. Students involved in board approved activities are expected to demonstrate the same level of responsibility and behavior at practice and competitions as is expected in the classroom. The board further expects each student who chooses to participate in extra-curricular or co-curricular activities to demonstrate a high level of sportsmanship, ethics and integrity in all phases of the educational process and in all segments of their involvement in the community.

Therefore, as provided for in Ohio Revised Code Section 3313.664, the Board of Education authorizes the building principal to deny a student from participating in all extra-curricular or co-curricular activities for the following:

- Violations of the Student Code of Conduct.
- Violations of established athletic training rules or rules of the school organization that the student is a member.
- Failure to meet academic standards as established by the Board of Education.

- For conduct that demonstrates lack of character, integrity, or ethics and/or conduct that may bring discredit to the school or its programs. (i.e. criminal charges for any felony or serious misdemeanor)

- For behavior which indicates that a student's further participation in any activity that may represent a threat to the safety and/or well being of other students and/or staff.

A denial of participation may be invoked for student conduct that occurs at school and/or a school related activity and/or for conduct outside the school day and/or off school property during the entire year (12 months). The length of denial of participation from extra-curricular or co-curricular activities may be from (1) one day to a full calendar year. The exact length of the denial of participation shall be determined by the building principal. This determination shall be based upon such factors as the severity of the misconduct, the frequency of a student's involvement in other situations involving misconduct, concern for the safety of other students and/or staff members, concern for the reputation of the school and or the extra-curricular or co-curricular program(s) the student is associated with, and/or other factors that may be deemed relevant by the principal. A denial of participation, as used in this policy, relates only to extra-curricular or co-curricular activities and does not relate to the removal of a student from the school district's educational program.

### **Identification of Children Who Are Gifted**

Questions, please call your Building Principal or Coordinator of Gifted Services at 419-684-5351.

### **Notice of Non-Discrimination**

#### **Title VI, Title IX, Section 504, Ohio Department of Education**

The Margareta Local School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the District's nondiscrimination policies: Mr. Ed Kurt, Superintendent  
Margareta Local School Schools  
305 S. Washington St.  
Castalia, Ohio 444824

## **PROGRAMS AND ORGANIZATIONS**

### **Academic Challenge**

Students may try out for this team. Academic challenge is similar to a quiz bowl. This team competes in the Firelands Challenge league and travels to opposing schools. See the guidance office for further information.

### **Achievement Banquet**

High School students are honored each year by the faculty and administration for high achievement, attendance, awards and other activities for which they achieve special recognition.

### **Champions Program**

Students with two (2) days absence or fewer AND no discipline administered by the office in a semester are eligible for cash and prizes. Cash and prizes will be awarded each semester!

### **Future Farmers of America**

Agricultural leadership plus cooperation are the ideals set forth for the Future Farmers of America. Eligibility for membership requires taking vocational agricultural classes and attending periodic meetings

#### **Hourglass Players**

Students with an interest in acting or theater should watch and listen for announcements during the year for try-outs.

#### **International Club**

International Club members plan activities throughout the year. Students should contact the Spanish teachers for information.

#### **Journalism**

Students interested in working on the "Polar Bear Press" should contact an administrator/guidance counselor for information.

#### **Middle School Incentive Program**

Students in grades 7 and 8 with a positive work record (assignments turned in on time, passing grades) AND no discipline administered by the office in a nine weeks will be allowed to attend the end of quarter incentive program activity.

#### **National Honor Society**

Members of the National Honor Society are selected by Margaretta faculty and staff based upon a student's academic achievement, service, leadership and character. They are involved in public service and other activities.

##### MEMBERSHIP

##### BYLAW 1.

Selection of students for membership is the responsibility of the local school through its Faculty Council and shall be published in the Student Handbook.

##### BYLAW 2.

Candidates eligible for election to this chapter must be members of the Junior or Senior class and shall have a minimum scholarship average of

3.5. This scholastic level of achievement shall remain fixed and shall be the required minimum scholastic level of achievement for admission to candidacy and membership.

##### BYLAW 3.

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Candidates eligible for election to this chapter must participate in a minimum of one advanced or honors course offering one semester prior to election and for each semester while a member. These may include the following offerings or Advanced Placement (AP) classes: Chemistry, Advanced Biology, Physics, American History CP, Algebra II, Trigonometry, and Calculus AP. Students enrolled in Post Secondary classes are required to submit their class schedule to the advisor for review by the Faculty Council.

##### BYLAW 4.

Candidates must submit a completed student activity form to demonstrate their activities in leadership, service, and character. This will be available to the Faculty Council for review.

##### BYLAW 5.

Candidates must submit a letter of recommendation for such membership by a faculty member, advisor, or employer.

#### **Polaris**

The Polaris staff is in charge of publishing the yearbook. Hard work and a desire to present a fine publication are traits of a staff member. Interested students should contact the yearbook advisor.

#### **Students Against Destructive Decisions**

Students are encouraged to join Students Against Destructive Decisions (S.A.D.D.). The purpose of a local chapter is to protect lives and improve the general well being of their school and community. Membership is open to all students who accept these goals:

- To end underage drinking, drinking and driving, and drug use.
- To not ride with a driver who has been drinking or using drugs.
- To help others do the same.

#### **Student of the Nine Weeks**

Students are recognized by their teacher and the Principal for doing the best job in their class for a nine week grading period.

#### **Success Card Program**

Teachers and staff will hand out success cards to students who exhibit behavior which warrant special recognition (an act of kindness, a positive attitude, leadership, improvement in performance). Students should have their success card signed by their parent and turn it in to the Assistant Principal for a coupon.

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