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Southern High School Alma Mater

(1st Verse) As we gaze upon your portals, stately Southern High. Proudly we proclaim your praises, till' they reach the sky.
 (1st Chorus) Hail! All Hail! Our Alma Mater, hear the Echo ring. Hail! To thee our Alma Mater. Hail! All Hail! Racine.
 (2nd Verse) As we wave our royal colors, Purple & the Gold. Hearts and minds will ever cherish mem'ries we will hold.
 (2nd Chorus) Hail! All Hail! Our Alma Mater, hear the Echo ring. Hail! To thee our Alma Mater. Hail! All Hail! Racine!

SOUTHERN LOCAL SCHOOL DISTRICT School Calendar 2019-2020

August 21	First Day for Students
September 2	Labor Day- NO SCHOOL
September 18	FASFA Night 6pm
October 7-11	Homecoming Week
October 25	End of 1 st 9 weeks
November 11	Veterans' Day Assembly
November 14	Mandatory Winter Sports OHSAA Meeting
November 27-Dec. 2	Thanksgiving Break-NO SCHOOL
December 3	School in Session
December 4	ASVAB Test ALL Juniors
December 20	NHS Induction
Dec. 23- Jan. 3	Christmas Break- NO SCHOOL
January 15	CCP Parent Meeting 6pm
January 17	End of 2 nd 9 weeks
January 20	Martin Luther King Day- NO SCHOOL
February 17	Presidents Day
February 27	Mandatory Spring Sports OHSSA Meeting
February 28	Career Palooza
March 20	End of 3 rd weeks
April 9-13	Spring Break
April 14	School in Session
April 18	Prom
May 5	SLSD Academic Banquet
May 15	Senior Awards Day
May 17	Graduation 7:30 pm
May 21	Last day for Students
May 22	Last day for Staff

Scheduled School Test Dates
<i>Mandatory Attendance</i>
Oct. 23rd & 25th: 7 th & 8 th nine weeks
Jan 15th & 16th: 7 th & 8 th nine weeks & 9-12 Semester tests
March 18th & 19th : 7 th & 8 th nine weeks
May 6th & 7th: Senior Finals
May 19th & 20th: 7 th & 8 th nine weeks & 9-11 Semester tests

Scheduled State Test Dates
<i>Mandatory Attendance</i>
<i>Subject to change with notification</i>
Jan 6th-10: AIR Retakes (grades 7-12 all subjects)
April 8: Eng 10
April 15-22: All JH State Tests
April 23: Eng. 9
April 30: Algebra 1
May 1: Geometry
May 4: American History
May 5: Biology & AP Calc
May 6: Government
May 7: AP Chem
May 11: AP Bio

Parent/Teacher Conferences

1 st	October 3	3:30-6:30 PM	Aug. 30
2 nd	December 12	3:30-6:30 PM	Oct. 3
3 rd	February 27	3:30-6:30 PM	Nov. 22
4 th	April 30	3:30-6:30 PM	March 27

Pictures

Fall Sports 8am start
 School Pictures (7-12) 8am start
 Winter Sport Pictures 8am start (school individual retakes)
 Spring Sport Pictures & yearbook Pictures 8am start

THE TORNADO CODE

- | | |
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| <ol style="list-style-type: none"> 1. 2. Do the right thing. 3. Strive for perfection/excellence. 4. Protect those that are weaker, younger, smaller, or less fortunate. 5. Always show class. 6. Support your school and community. 7. Show respect to be respected. | <ol style="list-style-type: none"> 8. Know your actions are a representation of you, your family, your school, and your community. 9. Do your job! 10. Leave no doubt! |
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The Student/Parent Handbook is based in significant part on polices adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Polices and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Polices and Administrative Guidelines are periodically update din response to changes in law and other circumstances. Therefore, there may have been changes to documents reviewed in this Handbook since it was printed in June 2018. If you have any questions or would like more information about a specific issue or document, contact your school Principal, or access the document on the District’s website southernlocalmeigs.org by clicking on “NEOLA” and finding the specific policy or administrative guidelines in the Table of Contents for that section. Also if in the Principal’s professional opinion, he determines that he needs to adapt, change, alter, etc... from the handbook, he may.

WELCOME TO THE SOUTHERN LOCAL JUNIOR/SENIOR HIGH SCHOOL

This manual is to provide the students and their parents of Southern Local Junior/Senior High School with information concerning policies, procedures, rules, and regulations. This manual is required reading for all students and parents, and we expect a statement to be signed and returned stating that this manual has been read, the material has been understood, and the polices outlined will be observed. **This statement can be found in the packet of papers that need returned and is due back to the students homeroom teacher by the end of the first week of school.**

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year to provide specific information about Board Policies and Procedures. Please take time to become familiar with the important information contained in this Handbook and keep the Handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to your teachers or the building principal. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to irrevocable contractual commitment to the students, but only reflects the current status of the Board’s Policies and the School’s rules as of June 2018. If any of the policies or administrative guidelines reference herein is revised, the language in the most current policy or administrative guidelines prevails. Copies of current Board policies and administrative guidelines are available from the building principal and on the districts website.

Although it is impossible to cover all the situations that a student will encounter, it is our hope that many problems can be avoided with a simple understanding of what is expected. It is important to remember that our job, goal, and mission at Southern Jr./Sr. High School, then they will be subject to the discipline we feel needed to correct inappropriate behavior. *This discipline may include filing charges through the court system. The Principal reserves the right to alter from this handbook per his discretion if he feels it is warranted for the issue he is dealing with at this time.* If any policies or guidelines referenced in this handbook are revised, the language in the most policy prevails. The administration reserves the right to alter from the handbook per the manual, please feel free to contact me at 740-949-4222 during regular school hours, and I will be happy to discuss them with you.

Mr. Daniel Otto, Principal [ext: 2300/ Daniel.otto@southernlocal.net]

Mr. Russ Fields, Guidance Counselor(s) [ext: 2400/ Russ.fields@southernlocal.net]

Mr. Tony Deem, Superintendent of Schools [ext: 1100/ Tony.deem@southernlocal.net]

All other SLDS policies may be found at the following website: www.neola.com/southernlocal-oh or a link can be found on Southern Local’s webpage.

Student Code of Conduct (including Student Discipline Code) adopted by the Board of Education on June 2018.

EQUAL EDUCATION OPPORTUNITY

This District provides an equal educational opportunity for all students. Any person who believes that s/he has been discriminated against on the basis on his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District Compliance Officer(s): Tony Deem, Superintendent, 740-949-2669 ext 1100.

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

SCHOOL DAY

Students, grade 7-12, must be inside the building by 7:40am. Grades 7-12 do not dismiss until 2:45pm. Showing up late or leaving early will result in absent minutes that accumulate as part of their overall attendance. Any minute of absences to school requires a note from student’s guardian. Students will enter and exit the building through the front doors only, unless arriving on a bus. Students are to stay in the designated area prior to classes beginning. There is to be no going to lockers. Only the downstairs restrooms are to be used during the morning before school begins. Students are to be in the building by 7:40am. **NO ONE MAY LEAVE THE SCHOOL GROUNDS AFTER ARRIVAL: Once a student has arrived at school or on school grounds in any fashion in the morning; he or she may not leave the grounds without permission of the principal. This includes students riding a bus, riding in or driving a motor vehicle, dropping off people, or walking.** The students caught leaving the grounds during the school day without the Principal’s permission will receive three days alternative school for the first offense, following incidents will result in discipline per Principal’s discretion. This includes students eighteen years and older. Permission may be given through custodial parent /guardian note to the principal but students **MUST** speak to Principal or designee prior to leaving. Principal reserves the right not to excuse the absence.

STUDENT RESPONSIBILITIES/EXPECTATIONS

The School's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all the school rules. Students must arrive on time at school on time, prepared to learn and participate. If, for some reason, this is not possible, the students should seek help from the school principal or school guidance counselor.

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

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The School, however, may use the mail or hands delivery when appropriate. Parents have the option of receiving communication from the School via e-mail and/or facsimile by filling out the appropriate form available in the school's administrative office. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her goals.

PARENT EXPECTATIONS

We encourage parent involvement in all aspects of their children's educational journey. We ask that you take every opportunity to stay in communication with the school and your child's teachers. Parents are expected to go through the handbook with their child. We have a chain of command set up to handle any situations that may surface concerning your child and the school. It is:

- 1st THE CHILD'S TEACHER
- 2nd THE JR/SR HIGH SCHOOL PRINCIPAL
- 3rd THE SUPERINTENDENT
- 4th THE BOARD OF EDUCATION

Working together will allow us to help your child find success.

Parents and students are responsible for seeing that requirements for graduation are completed. SLHS will make every effort to maintain current records and to keep students and parents informed about the status of progress toward completing the necessary coursework for graduation requirements. It is each student's and parent's responsibility to be acquainted with the necessary requirements to meet this goal.

INFINITE CAMPUS

Steps for using the parent Portal

1. Visit www.southernlocalmeigs.org
 2. Click on the top right hand corner of the page one "Forms and Links"
 3. Click "Parent Verification Form"
 4. Complete the parent verification form on your computer, save the form and attach it in an email to parent.portal@southernlocal.net.
- *note: the portal administrative page is checked about once a week, so you may not receive a response for about a week.
5. When your email is received and processed you will receive an email with your access code.
 6. Once you have received your activation key you may visit the school website and click on the left hand link that says "Parent Portal."
 7. Click "Help." A dropdown bar will appear asking if you have a access code. Click the link beside "If you have been assigned a campus portal activation key."
 8. Enter your activation key and submit.
 9. You should be able to log in after you have submitted your activation key. You may be asked to create a username and password for your account.
 10. If you need assistance with the parent portal please contact the high school.

Parents may also pick up a Parent Verification Form in the school office and return it back to the office.

Steps for using the student Portal

1. Email Mr. Russ Fields russ.fields@southernlocal.net

STUDENT WELL BEING

Student safety is the responsibility of both students and staff. Staff members are familiar with the emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately.

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

Students with specific health care needs should deliver written notice about needs, along with physician documentation, to the School office.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to contact the student's parents. A student who becomes ill during the school day should request permission to go to the office/nurse. An appropriate adult in the office will

determine whether the student should remain in school or go home. No student will be released from the school without proper parental permission.

ENROLLING IN THE SCHOOL

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

- Unless enrolling under the District's open enrollment policy.
- Unless enrolling and paying tuition.

New students under the age of 18 must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. A birth certificate or similar document
- B. Court papers allocating parental rights and responsibilities, or custody papers (if appropriate)
- C. Proof of residency
- D. Proof of immunizations

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

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

Homeless children who meet the Federal definition of homeless may enroll and will be under the District Liaison Homeless Children with regard to enrollment procedures.

New students 18 years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrolling process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

In addition, if a new student resides in the District with a grandparent and is the subject of a: (1) power of attorney designating the grandparent as the attorney-in-fact; or (2) a caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the District the child's educational progress, the student's grandparents may enroll the child in school on a tuition-free basis. However, in addition to the above-referenced documents that are typically required for enrollment, the grandparent must provide the District with the duly executed and notarized copy of a power of attorney or caretaker authorization affidavit.

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

If a student has been recently discharged or released from the custody of the Department of Youth Services (DYS) records, which are required to be released by the DHS to the Superintendent, have been received:

- A. An updated copy of the student's transcript;
- B. A report of the student's behavior while in DHS custody;
- C. The student's current IEP, if one has been developed for the child; and
- D. A summary of the instructional record of the child's behavior.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

Note: Admission and eligibility to be a student does not cover athletic eligibility.

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the school counselor. Students may be denied course enrollment due to lack of available space or the need for the student to pass prerequisite courses. Students are expected to follow their schedules. Any variation must be approved with a pass or schedule change.

EARLY DISMISSAL

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

INCLEMENT WEATHER

If school is on a delay schedule, students on work-study programs are still expected to be at school on the delayed schedule. If the bus runs your route, you are expected to be at school. Parents will be notified by a prerecorded telephone message to the phone number we

have on file. *Notifications of school closings, delays, or early dismissals will be done through the district all-call system and on local TV news.*

SKIPPING CLASS/SCHOOL

Students are to report to all designated classes. Students skipping class will receive an after school detention for each period (or fraction thereof) missed. Students proven to be skipping school (not absent for one of the reasons on page 6/7) will receive Alternative school (< .5= 1 day alt, 1 day= 2 days alt, 2 days= 4 days alt school, etc...). Parent's permission to skip school does not dismiss school consequences. Repeated offenses will be dealt with per Principal's discretion.

TEXTBOOKS

The school furnishes textbooks. This is done with the expectation that the student will properly safeguard this major investment. Reasonable wear is expected as a result of daily use. Unreasonable damage to textbooks will result in fines. Lost textbooks will have to be paid for by the student.

WITHDRAWAL/TRANSFER FROM SCHOOL

No student under the age of 18 is allowed to withdrawal from school without the written consent of his/her parents and in compliance with the state law. A student who otherwise withdrawals from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver's license, if s/he is under the age of 18. Parents must notify the Principal about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within 14 days of the parents' notice or request.

IMMUNIZATIONS

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

EMERGENCY MEDICAL AUTHORIZATIONS

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

USE OF MEDICATIONS

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

- A. Parents should, determine with the counselor of their child's prescriber whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The appropriate form must be filled out with the respective building principal before a student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.
- C. All medications must be registered with the Principal's Office and must be delivered to school in the original containers in which they are dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.
- D. Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the Principal's Office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours provided the student has written permission from a parent or physician and has submitted the proper forms. In the case of epinephrine auto injectors ("epi pens"), in addition to written permission and submission of proper forms, the parent or student must provide a back up dose to the school nurse. Students are strictly prohibited from transferring medications, epi pens, or inhalers to any other student for their personal use or possession.
 - Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance.
 - If, for supportable reasons, the Principal wishes to discontinue the privilege of a student self-administering a medication, except for the use of asthma inhalers, the parent(s) shall be notified of the decision in sufficient time for an alternative means of administration to be established.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have the sole responsibility to instruct their child to take the medication at the scheduled time.

- G. The principal will maintain a log noting the personnel designated to administer medication, as well as the date and time of day that the administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.

Nonprescribed (Over-the-Counter) Medications

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

- By written notice parents may also authorize that their child
 - May self-administer nonprescribed medication.
 - May keep nonprescribed medication in his/here possession.

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

Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

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

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

Students shall be permitted to possess and self-administer over-the-counter topical sunscreen products while on school property or at school sponsored events; provided the student has submitted prior approval of his/her guardian to the Principal.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff may remove or isolate a student who has been ill or has been exposed to communicable disease or highly or highly-transient pest, such as lice. Specific communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

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

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

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

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.

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

CONTROL OF BLOOD-BORNE PATHOGENS

The School District seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to blood-borne pathogens in the school environment and/or during their participation in the school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all bodily fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection. Students may be exposed to blood-borne pathogens in situations, including, but not limited to the following:

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

Whenever a student has contact with blood or other potentially infectious material, s/he must immediately notify his/her teacher, who will contact the school nurse and assist the student in completing the requisite documents (e.g., Form 8453.02 F1 - Exposure Report). The parents of a student who is exposed will be contacted immediately regarding the exposure and encouraged to have the student's blood tested for Hepatitis B and HIV either by his/her physician. The student's parents are encouraged to consult with the student's physician concerning any necessary post-exposure treatment.

- The student's parent will also be asked to provide a copy of the test results and any post-exposure treatment for maintenance in the student's educational record in accordance with Federal and State laws concerning confidentiality.

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

- The student's parents will be asked to provide a copy of the test results for maintenance in the student's educational record in accordance with Federal and State laws concerning confidentiality.
- The student's parents will be encouraged to allow the District to release their child's name to the exposed student's parents, in the event serious health issues are presented as a result of the exposure.

STUDENTS WITH DISABILITIES

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities.

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

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

The District has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation. Additionally, in accordance with State and Federal mandates, the District seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive and related services. Students are entitled to a free appropriate public education in the "least restrictive environment." A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. Section 504) and State law. Contact Scott Wolfe (ext; 4114) or Vickie Northup (ext: 4125) to inquire about evaluation procedures, programs and services.

HOMELESS STUDENTS

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. The Southern Local School District provides programs for school personnel (including principals, attendance officers, teachers, enrollment personnel, and pupil services personnel) to heighten the awareness of such personnel of the specific needs of homeless children and youths. If you are aware of any families in our school district who are facing this difficult problem and who have children who are not enrolled in school or for additional information contact the liaison for Homeless Students, extension 4004.

CHILDREN AND YOUTH IN FOSTER CARE

Students, who meet the Federal definition of "in foster care", including those who are awaiting foster care placement, will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. For additional information see Policy 5111.03.

PROTECTION AND PRIVACY OF STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information. The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received. [District Policy 8330] Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may consult the Board's annual *Family Education Rights and Privacy Act* (FERPA).

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student requests that prior written consent be obtained. See Form 8330 F13. Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers. Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter. Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

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

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the principal. The Superintendent will notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

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

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605

www.ed.gov/offices/OM/fpco

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

FERPA@ED.Gov and PPRA@ED.Gov

STUDENT FEES AND FINES

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

- Athletics (program fee: HS: \$20 per sport, \$40 max per student per year. Jr High: \$15 per sport, \$30 max)
- Vocational courses

Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. Fees may be waived in situations where there is financial hardship. Students can avoid late fines by promptly returning borrowed materials. Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

STUDENT FUNDRAISING

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

- **Crowdfunding activities are governed by Policy and Administrative Guidelines 6605.**
- Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- Students may not participate in a fund-raiser activity for a group which they are not members without the approval of the students' counselor.
- Students may not participate in fund-raiser activities off school property without proper supervision by approved staff or other adults.
- Students may not engage in house-to-house canvassing for any fund-raiser activity.
- Students may not participate in a fund-raiser activity conducted by a parent group, booster club, or community organization on school property without the prior approval of the Principal.
- Students may not sell any item or service in school without the prior approval of the principal.
- Violation of this policy may lead to disciplinary action.

STUDENT VALUABLES

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

MEAL SERVICE

The school participates in the National School Lunch Program and makes lunches available to students **for free (grades 7-12) through the CEP (Community Eligibility Program).** Students are still responsible for past lunch account charges. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student may leave school premises during the lunch period without specific written permission from the Principal. **Students are not permitted to use school microwaves at any time or have school personnel microwave food for them.**

SAFETY AND SECURITY

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

FIRE, TORNADO, AND SAFETY DRILLS (NO ELECTRONIC DEVICES PERMITTED DURING THESE DRILLS)

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

Safety drills will be conducted at least once per school year. Teachers will provide specific instructions on the appropriate procedures to follow in situations where students must be secured in the building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

EMERGENCY CLOSING AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the local radio and television stations:

- Information concerning school closings or delays can also be found on the schools web page at southernlocalmeigs.org and the school's twitter page.
- Parents will be notified of school closing and delays via a pre-recorded telephone message delivered to the phone number on file.
- Parents and students are responsible for knowing about emergency closings and delays.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

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

VISITORS

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

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

USE OF SCHOOL EQUIPMENT AND FACILITIES

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

LOST AND FOUND

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

USE OF OFFICE TELEPHONES

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

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

USE OF WIRELESS/PERSONAL COMMUNICATION DEVICES

Students may use personal communication devices (PCDs) before school and after school, and during their lunch break, during afterschool activities (e.g., extra-curricular activities) and/or at school related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time are prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

For purposes of this policy, "personal communication device" includes computer, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g. Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smart phones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)), and/or other web-enabled devices of any type. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, and/or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated. Also, during after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor. Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal. Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school day, a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity the confiscated-PCD may be turned-over to law enforcement. PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited. Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property. Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law. Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information. Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege. Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned-over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal. Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property. Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

- "Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the PCD.
- See teacher syllabus for individual teacher classroom rules concerning electron devices.

ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without receiving prior approval from the Principal. The Principal will attempt to respond to a request for approval within 1 school day of its receipt.

ACADEMIC BANQUET CRITERIA

Student selection shall be based on accumulative academic achievement without any rounding up of grade point average. *Note: students who have been assigned to four or more days of alternative schooling, any out-of-school suspension, or expelled will not be selected.*

To be honored at the banquet, a student must have the following criteria:

1. (Grades 7-12) Be in the top 15% of their class. This number will be determined by the total number of students in the class by the end of the third grading period. (Grades 9-12 will use weighted accumulative GPA)
2. This selection is based on the student's accumulative weighted GPA at the end of the first semester and must be on A/B honor roll during third nine weeks.

COURSE OFFERINGS

See Website or contact school Counselor, Russ Fields ext. 2400

SCHEDULE CHANGES OR DROPS:

Schedule changes will only be made during the first two weeks at the beginning of each semester. Exceptions may be made per Principal's discretion however dropping a class after this period will result in a (WA, WB, WC, WD, or WF depending on grade you had at time class was dropped) being displayed on the transcript. All paperwork must be filled out properly and turned in to make a change and changes will not be made on bases of not liking an instructor, **trying to protect a GPA, etc...** Schedules are made based on need and available class space. We try to accommodate the student's request, but it is important to know that the request can be denied for student needs, qualifications, or class space. Extended explanation and guidelines is given out at time of scheduling and by request. Students are expected to follow their schedule unless given a new one by office or directed otherwise by the principal. **Grades 7 and 8, we do not take class, homeroom, etc... requests**

FIELD TRIPS

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

- Attendance rules apply to all field trips.
- While the District encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.
- Students who violate school rules may lose the privilege to go on field trips.

GRADES

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

The School applies the following grading system:

Credits for courses will be given at the end of each semester (unless otherwise noted as a full year course). Students are required to take any semester test and end of course test to receive credit.

Grade Point Average

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

Grading Periods

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

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

Required subjects must be completed before graduation. The grading scale is as follows:

Standard Grading Scale Regular Classes and CCP 4.0 Scale			Honors Grading Scale & CC Plus Equivalent Honors/Weighted Classes 1.1 Scale			AP Courses or Equivalent CCP courses that we offer Grading Scale 1.2 Scale		
Number Grade	Letter Grade	GP A	Number Grade	Letter Grade	GPA	Number Grade	Letter Grade	GPA
98, 99, 100	A+	4.0	98, 99, 100	A+	$4.0 \times 1.1 = 4.4$	98, 99, 100	A+	$4.0 \times 1.2 = 4.8$
95, 96, 97	A	4.0	95, 96, 97	A	$4.0 \times 1.1 = 4.4$	95, 96, 97	A	$4.0 \times 1.2 = 4.8$
92, 93, 94	A-	3.7	92, 93, 94	A-	$3.7 \times 1.1 = 4.07$	92, 93, 94	A-	$3.7 \times 1.2 = 4.44$
89, 90, 91	B+	3.5	89, 90, 91	B+	$3.5 \times 1.1 = 3.85$	89, 90, 91	B+	$3.5 \times 1.2 = 4.2$
86, 87, 88	B	3.3	86, 87, 88	B	$3.3 \times 1.1 = 3.63$	86, 87, 88	B	$3.3 \times 1.2 = 3.96$
83, 84, 85	B-	3.0	83, 84, 85	B-	$3.0 \times 1.1 = 3.3$	83, 84, 85	B-	$3.0 \times 1.2 = 3.60$
80, 81, 82	C+	2.5	80, 81, 82	C+	$2.5 \times 1.1 = 2.75$	80, 81, 82	C+	$2.5 \times 1.2 = 3.0$
77, 78, 79	C	2.3	77, 78, 79	C	$2.3 \times 1.1 = 2.53$	77, 78, 79	C	$2.3 \times 1.2 = 2.76$
74, 75, 76	C-	2.0	74, 75, 76	C-	$2.0 \times 1.1 = 2.2$	74, 75, 76	C-	$2.0 \times 1.2 = 2.4$

71, 72, 73	D+	1.5	71, 72, 73	D+	1.5 X 1.1 = 1.65	71, 72, 73	D+	1.5 X 1.2 = 1.80
68, 69, 70	D	1.3	68, 69, 70	D	1.3 X 1.1 = 1.43	68, 69, 70	D	1.3 X 1.2 = 1.56
65, 66, 67	D-	1.0	65, 66, 67	D-	1.0 X 1.1 = 1.10	65, 66, 67	D-	1.0 X 1.2 = 1.20

F = Failure

I = Incomplete

P = Acceptable achievement

Note: CCPlus Courses credit weight will be based off of the ODE CCP Policies and Procedures as determined by the Principal

October 2017 CCP Policies & Procedures Manual 2017-18	
LOCAL SITUATION (IF...)	OUTCOME (...THEN)
1. District has a weighted Honors, AP, or IB course in a subject area. <i>EX: The school offers English (or other courses) and the grading scale for the English course is weighted.</i>	The district MUST weight a CCP course in that subject area.
2. District DOES NOT HAVE a weighted Honors, AP, or IB courses in a subject area. <i>EX: The school offers business courses (or other subjects), but the grading scale for those courses is not weighted.</i>	The district CANNOT weight CCP courses in that subject area.
3. District has no Honors, AP, or IB course in a subject area. <i>EX: The school does not offer any courses in Culinary Arts (or other subjects); therefore, the district has no grading scale assigned.</i>	The district MAY weight CCP courses higher than non advanced courses in that subject area.

PROMOTION, ACCELERATION, AND RETENTION

High School Grade Determination: will be decided using the following credit requirements:

0-- < 6	Freshman		12-- <18	Junior
6-- <12	Sophomore		18 and above	Senior

Questions concerning **Retention, Acceleration, or Promotion** can be answered by seeing the Principal.

7th & 8th Grade Determination: See board policy for more in depth policy (Subject to change with SLSD Board Policy)

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

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

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

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

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

- A. in the opinion of professional staff, failure to demonstrate proficiency in the core subjects.
- B. in the opinion of professional staff failure to achieve the instructional objectives at the current grade level that are requisite for success at the next grade level
- C. scoring at the below basic level on any State-mandated assessment test

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

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

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

A seventh or eighth grade student may not be promoted to the next grade level if the student scored at the below basic level on any State-mandated assessment test.

HOLDING OF CREDIT/GRADE: Credit may be withheld due to poor attendance, failure to pay fees, fines, or charges for lunch, non-returned school property, discipline not yet served, and/or destruction of school property.

FINALS: Students must be in attendance on day(s) of nine weeks, semester, and end-of-year finals or they will receive a zero on the final. Only a Dr. Excuse will prevent the receiving of a zero and must notify principal prior.

GRADUATION REQUIREMENTS

Students must meet all graduation requirements (state and local) prior to being permitted to participate in commencement exercises. Also all fees must be paid and school property returned. Students must attend all graduation practices and awards day unless granted permission by Principal or Superintendent for extenuating circumstances, or they may not be permitted to participate in graduation ceremony.

Regular Diploma

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

As an alternate to the requirement that students attain enough combined quality points (18) on all state AIR tests (7) required by the ODE in order to be eligible to graduate, students can meet Alternate Pathways. Please see Mr. Fields as it pertains to your child.

Specific course requirements are:

All state graduation credits may change per state guidelines.

Class of 2018 and Beyond (Must have 21 credits)(SLBOE)			
4 units	of English (language arts)	4 units	of Math (Which shall include one unit of Algebra II or equivalent)
3 units	of Lab-Based Science (1 Physical Science, 1 Biological Science and, 1unit advanced study in one or more of the following sciences: Chemistry, physics, advanced biology or other life science; or other earth or space science.)	5 units	Elective courses (1 sequence or any combination of foreign language, fine arts, business, career-tech education, family and consumer science, technology, agricultural education, or English language arts, mathematics, science, social studies courses not otherwise required).
1 unit	Government/Economics/ Financial literacy		Fine arts of Health
1 unit	of American History	1 unit	
1 unit	of Social Studies Elective	½ unit	of Physical Education (1 full year)
½ unit	World History (Class of 2021 and beyond)	½ unit	

*Students are required to take at least 8 class periods with no more than one study hall unless otherwise determined by the principal.

* All students must take one everyday study hall (Can be adjuster per principal).

* All seniors that take any courses on our campus must take the senior College/Career Readiness course

* All students must be scheduled at the least 5 periods

State AIR Test Graduation Requirements (may be changed to change in legislation)

Includes the Course requirements above

*Must take 7 End of Course (EOC) exams and receive 18 quality points from these exams with at least 4 in math, 4 in language arts, 6 in social studies and science combined.

Provided exams are: Biology, Algebra I, Geometry, English 9 and 10, American history, and American government.

Alternative Pathway for Eligibility for a Diploma (if you do not meet the above EOC Requirements):

- **Path1: Industry credential and workforce readiness:** Earn a minimum of 12 points by receiving a State Board of Education approved, industry-recognized credential or group of credentials in a single career field and earn 13 on WorkKeys, a work-readiness test.
- **Path 2: College and career readiness tests:** Ear the "remediation free" score (subject to change) on either:
 - **ACT:** English- 18 or higher; Mathematics- 22 or higher; reading- 22 or higher
 - **SAT:** Writing- 430 or higher; Mathematics-520 or higher; reading- 450 or higher
- **NOTE:** For all alternative pathways, your child must also meet the course requirements mentioned above.

For more information please see your school counselor

Reminder State graduation requirements and pathways are subject to change per the Ohio Department of Education.

Credit will be earned by:

- A. completing coursework;
- B. testing out of or demonstrating mastery of course content; or
- C. pursuing one or more educational options in accordance with the District's Credit Flexibility Program.

Honors Diploma

The Southern Local High School shall award the Diploma with Honors to any student who has:

1. successfully completed the high school curriculum (i.e., course, credit and other requirements), or completed the student's individual education program;
2. attained at least the applicable scores on the achievement tests required by the State Board of Education for graduation;
- 3A. completed the academic curriculum and met at least 7 of the following 8 criteria:
 - a. earn 4 units of English;
 - b. earn 4 units of Mathematics, which shall include Algebra I, Algebra II or equivalent, Geometry, and another higher course or a 4 year sequence of courses which contains equivalent content;
 - c. earn at least 4 units of Science, **including 2 Units of advanced Science**;
 - d. earn 4 units of Social Studies;
 - e. earn either 3 units of 1 foreign Language or 2 units each of 2 Foreign Languages (must include no less than 2 units for which credit is sought);
 - f. earn 1 unit of Fine Arts;
 - g. maintain an overall high school grade point average of at least 3.5 on a 4 point scale up to the last grading period of the senior year; or
 - h. obtain a composite score of 27 on the American College Testing Program's (ACT) Tests or an equivalent composite score of **1280** on the Scholastic Assessment Tests (SAT); **OR-**
- 3B. completed an intensive career-technical education curriculum and met at least 7 of the following 8 criteria:
 - a. earn 4 units of English;
 - b. earn 4 units of Mathematics, which will include Algebra I, Algebra II or equivalent, Geometry, and higher level course or a 3 4 year sequence of courses which contains equivalent content;
 - c. earn 4 units of Science, **including 2 Units of advanced Science**;
 - d. earn 4 units of Social Studies;
 - e. earn 4 units of Career-Technical education program that leads to an industry-recognized credential, apprenticeship, or be part of an articulated career pathway which can lead to postsecondary credit. **(Must included a documented field –experience with a portfolio)**
 - f. maintain an overall high school grade point average of at least 3.5 on a 4 point scale up to the last grading period of the senior year;
 - g. achieve proficiency benchmark established for appropriate Ohio Career Technical Competency Assessment of equivalent assessment aligned with State-approved and industry validated technical standards; or
 - h. obtain a composite score of 27 on the American College Testing Program's (ACT) Tests, or an equivalent composite score of **1280** on the Scholastic Assessment Tests (SAT).
 - i. 2 units of one foreign language

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

EARLY GRADUATION

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

EDUCATIONAL OPTIONS

Southern Local High School provides alternative means by which a student can achieve the goals of the District, as well as his/her personal educational goals. A list of the approved Educational Options is available in the Guidance Office.

In order to participate in an Educational Option, the student must first submit an application for approval by April 1st or date set by State, etc... Students under the age of 18 may only participate with the written consent of their parent or guardian. Applications are available from the School Counselor. Credit will be granted upon the successful completion of an approved program and will be assigned according to student performance relative to stated objectives of the approved instructional and performance plan and in accordance with District policy and established administrative guidelines.

COLLEGE CREDIT PLUS PROGRAM

Any student in grades 7 through 12 may enroll in a postsecondary program provided s/he meets the requirements established by law and by the participating college or university. Students participating in this program also have a responsibility to stay informed of school activities and events. They need to provide a cell number and email to the principal and the guidance counselor.

TRANSCRIPTS

Beginning your freshman year of high school (possible select few 8th grade courses) the classes you take and your final grades for those classes will appear on your high school transcript. All final grades will appear and classes you retake will not replace the grades you previously had. Your cumulative grade point average (GPA) will be created based on the average of your grades from all completed classes. Aside from your courses, grades, and GPA your transcript may include your scores from state required tests you take (such as those required for graduation) and college preparation exam scores from the ACT if you chose to take it. At the bottom of your transcript your total amount of attempted and earned credits will appear. The total number of required credits for each specific graduation requirement will appear as well. The purpose of your high school transcript is to form a record of your courses and grades during high school. When you graduate, your transcript will verify that you graduated. Your transcript will need to be sent to colleges and/or

technical training programs if you chose to attend one after you graduation. In order to apply to colleges or training programs, you often need to send your transcript as a part of the application process. In order to have your transcript sent to a college or training program, please request it to be sent in writing by the school counselor.

CAREER ADVISING PROGRAM

Career advising is an integrated process that helps students understand how their personal interests, strengths and values might predict satisfaction and success in school and related career fields, as well as how to tie these interests and strengths to their academic and career goals. Students need to have access to comprehensive resources and support to prepare for their future success. Through relevant classroom instruction, career-related learning experiences, and a program of counseling and advising, students can discover their interests and explore academic and career pathway options. (See Policy 2413)

RECOGNITION OF STUDENT ACHIEVEMENT

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

Honor Roll(s): Students who receive a B average or above in every subject attempted will be placed on the 9-week Honor Roll.

Athletic Awards: See athletic handbook

HOMEWORK

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

COMPUTER TECHNOLOGY AND NETWORKS

The District provides Internet services to its students. The District's Internet system has a limited educational purpose, and has not been established as a public access service or a public forum. Student use of the District's computers, network and Internet services/connection ("Network") are governed by the following principles and guidelines, and the Student Code of Conduct. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

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

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

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

Students must complete a mandatory training session/program regarding the appropriate use of technology and online safety and security as specified in Policy 7540.03 – Student Network and Internet Acceptable Use and Safety before being permitted to access the Network and/or being assigned an e-mail address (this will be through their English courses at the beginning of the year).

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

- A. Students are responsible for their behavior and communication on the Network.
- B. Students may only access the Network by using their assigned Network account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their account/address/password. Students may not go beyond their authorized access.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the Network.
- D. Students may not use the Network to engage in "hacking" or other illegal activities (e.g., software pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography; fraud; sale of illegal substances and goods).
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- F. Any use of the Network for commercial purposes (e.g., purchasing or offering for sale personal products or services by students), advertising, or political lobbying is prohibited.
- G. Use of the Network to engage in cyberbullying is prohibited. "Cyberbullying" involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal Web sites or MySpace

accounts, and defamatory online personal polling Web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others." For further information on cyberbullying, visit <http://www.cyberbullying.ca>

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student or school staff member on a web site or on weblog;
2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
3. using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites such as You Tube;
4. posting misleading or fake photographs of students or school staff members on web sites.

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

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

1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Network. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive or disrespectful language in communications through the Network (including, but not limited to, public messages, private messages, and material posted on web pages).
2. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
3. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending him/her messages, the student must stop.
4. Do not post information that, if acted upon, could cause damage or a danger of disruption.
5. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial web sites.
6. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
7. Never agree to get together with someone you "meet" on-line without parent approval and participation.
8. Check e-mail frequently and diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
9. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any e-mail that contains pornography. Students should not delete such messages until instructed to do so by a staff member.

I. Malicious use of the Network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Network in such a way that would disrupt its use by others. Students must avoid intentionally wasting limited resources. Students may not bypass or attempt to bypass the District's Technology Protection Measure. Students must immediately notify the teacher, principal, or Ed Baker (technology coordinator) if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access.

J. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions/acknowledgement of authorship must be respected. Rules against plagiarism will be enforced.

K. Downloading of information onto the Board's hard drives is prohibited, without prior approval from Ed Baker (technology coordinator). If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.

L. Students must secure prior approval from a teacher or Ed Baker (technology coordinator) before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs."

M. Students may use real-time electronic communication, such as chat or instant messaging, only under the direct supervision of a teacher or in moderated environments that have been established to support educational activities and have been approved by the Board, Superintendent, or principal.

N. Privacy in communication over the Internet and the Network is not guaranteed. In order to verify compliance with these guidelines, the Board reserves the right to monitor, review, and inspect any directories, files and/or message residing on or sent using the Network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

O. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the Network will be error-free or without defect. The Board is not responsible for any damage a user may suffer, including, but not limited to, loss of data, service interruptions, or exposure to inappropriate material or people. The Board is not responsible for the accuracy or quality of information obtained through the Internet. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials. The Board will not be responsible for financial obligations arising through the unauthorized use of the Network. Students or parents of students will indemnify and hold the Board harmless from any losses sustained as the result of misuse of the Network by the student. Use of the Network by students will be limited to those students whose parents have signed a release of claims for damages against the Board.

P. File-sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on the Network.

Q. Students may not establish or access web-based e-mail accounts on commercial services through the Network (e.g., Gmail), Hotmail, Yahoo mail, etc.).

R. Since there is no central authority on the Internet, each site is responsible for its own users. Complaints received from other sites regarding any of the District's users will be fully investigated and disciplinary action will be taken as appropriate.

S. Preservation of Resources and Priorities of Use: Computer resources are limited. Because space on disk drives and bandwidth across the lines which connect the Network (both internally and externally) are limited, neither programs nor information may be stored on the system without the permission of the Ed Baker (technology coordinator). Each student is permitted reasonable space to store e-mail, web, and personal files. The Board reserves the right to require the purging of files in order to gain disk space. Students who require access to the

Network for class-or instructionrelated activities have priority over other users. Students not using the Network for class-related activities may be "bumped" by any student requiring access for class-or instructionrelated purpose.

The following hierarchy will prevail in governing access to the Network:

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

T. Game playing is not permitted at any time.

TRANSMISSION OF RECORDS AND OTHER COMMUNICATIONS

Parents/Guardians have to complete and return to the District Form 8330 F4a in order to authorize the staff to communicate with the parent/guardian via facsimile and/or electronic mail ("e-mail"). Parents who elect to communicate with a staff member via e-mail are required to keep the District informed of any changes to their e-mail address.

STUDENT ASSESSMENT

Unless exempted, each student must pass all portions of the State-mandated assessment test as a requirement for graduation. The test will be administered twice a year until the student passes all parts of the test. Students are only required to retake those parts of the test they have not yet passed. While the School District does schedule make-up dates for testing, students should avoid unnecessary absences. (See calendar for mandatory attendance tests {state test, nine week tests, and semester tests})

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

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

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

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

PUBLIC SCHOOL CHOICE OPTIONS

Parents/guardians of students enrolled in a Title I school in the District the first year following the building's identification as being in "School Improvement" have the right to transfer their children to another school in the District, provided there is a school that provides instruction at the students' grade level(s) and such school has not been identified as being in the process of school improvement, corrective action, or restructuring. However, if there is not another school in the District offering instruction at the students' grade level(s) that has not been identified as needing improvement, the Superintendent will contact neighboring districts and request that they permit students to transfer to a school in one of those districts. Supplemental Education Services (SES) will also be offered to students in any school no later than the first year following the building's identification as being in "School Improvement", regardless of whether a transfer option is available.

Additionally, if a school within the District has been designated as "persistently dangerous" as defined by State law, students have the right to transfer to another "safe" school in the District. If there is not another "safe" school in the District providing instruction at the students' grade level(s), the Superintendent shall contact neighboring districts and request that they permit students to transfer to a school in one of those districts. Further, if a student is a victim of a violent crime on school property, s/he also has the right to transfer to another school in the District. If there is not another school in the District providing instruction at the student's grade level, the Superintendent shall contact neighboring districts and request that they permit that student to transfer to a school in one of those districts providing instruction at the student's grade level.

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

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

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

Teen institute, Marching Band, Concert Band, Pep Band, Yearbook, Echo, FFA, Vo-Ag Parliamentary Team, National Honor Society, Pep Club, Student Council, Junior/Senior Prom Committee, Varsity S Club, and Quiz Bowl etc...

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.

Football 7-12, Volleyball 7-12, Cross Country 7-12, Golf 9-12, Cheerleading 7-12, Girls' Basketball 7-12, Boys' Basketball 7-12, Baseball 9-12, Softball 9-12, Track 7-12, Drama Club, Foreign Language club

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

STUDENT COUNCIL OFFICES: The offices of student council include:

President
Treasurer

Vice-President
Reporter

Secretary
Bailiff

To be qualified to run for office, ten 9-11th grade student signatures are required for nomination. Petitions are available in the office. The student council officers may be elected at the end of the previous year. If a student runs for two offices, that student may only serve one of the positions he or she may be elected to.

CLASS MEETINGS: Class meetings are held as necessary with the approval of the principal.

CLASS OFFICERS: Any student in his or her class may run for class office. Ten classmate signatures are required for nomination. Petitions are available in the office. Offices include:

President Vice-President Secretary/Treasurer Reporter

Elections are held during the second week of the school year.

NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES

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

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

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

ATHLETICS

Southern Local JR/SR High School provides a variety of athletic activities in which students may participate provided they meet eligibility requirements established by the Board and by the Ohio High School Athletic Association (OHSAA). Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05. For further information, contact Carl Wolfe, the Athletic Director, at ext: 3415.

ACADEMIC ELIGIBILITY

Students at Southern JR/SR High School must be passing a minimum of 5 credits with no more than one F in their subjects. Student-athletes are required to be in attendance 5 full periods to participate in practice or games, may include lunch. Medical reasons, etc., will be taken into consideration per Principal's discretion. Students must also meet OHSAA requirements. Students are encouraged to apply to the Clearinghouse online at the NCAA Clearinghouse <http://www.ncaaclearinghouse.net> during the summer preceding their senior year if there may be a possibility they will be playing athletics in college.

STUDENT EMPLOYMENT

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

STUDENT ATTENDANCE AT SCHOOL EVENTS

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

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

STUDENT PRECINCT WORKERS

In conjunction with the County Board of Elections, the Board of Education will permit high school students to apply and, if appointed by the Board of Election, to serve as precinct officers at a primary, special, or general election.

To be eligible, a student shall be:

- A. a United States citizen;
- B. a resident of the county;
- C. at least seventeen (17) years of age;
- D. enrolled in the senior year of high school.

As part of the application process, the student shall declare his/her political party affiliation with the Board of Election. Any student selected shall be excused from school on the day of an election at which the student is serving as a precinct officer.

ATTENDANCE

School Attendance Policy

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

- Establishing a pattern of good attendance will benefit the student in school and in the workplace. Attendance is important in the development of a high quality work ethic, which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a person is his/her dependability in coming to work every day on time. This is a habit the School wants to help students develop as early as possible.
- Attendance is calculated by minutes. Every minute absent adds towards days absent.
- Students who miss more than the equivalent of nine (9) unexcused days a semester or eighteen (18) unexcused days a year, may not receive credit for that year OR may be required to complete: summer school, community service, etc... per principals discretion to retain earned credit.

Truancy

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. A student will be considered habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in 1 month, or for seventy-two (72) or more hours in 1 school year.

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

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

A student in grades 9 through 12 may be considered a full-time equivalent student provided the student is enrolled in at least five (5) units of instruction, as defined by State law, per school year.

In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a written statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

The Board considers the following factors to be reasonable excuses for time missed at school (excused absences):

- personal illness (a written physician's statement verifying the illness may be required)
- illness in the family necessitating the presence of the child
- quarantine of the home
- death in the family
- necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- observation or celebration of a bona fide religious holiday
- out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity
Any classroom assignment missed due to the absence shall be completed by the student
If the student will be absent for twenty-four (24) or more consecutive hours that the student's school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.
- such good cause as may be acceptable to the Superintendent
- medically necessary leave for a pregnant student in accordance with Policy [5751](#)
- service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy [5725](#)
- ½ day for drivers permit
- ½ day for drivers license
- Juniors and seniors are permitted 3 days for college visits (TOTAL for high school career)

Note: Students must complete an advanced excuse form for J, K, L; M. Student must bring back a note from the college's admissions office for M.

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program provided that s/he reports to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

The Superintendent may excuse a student over fourteen (14) years of age from attendance at school for a future limited period for the purpose of performing essential work directly or exclusively for his/her parents or guardians. Such excuse should not exceed five (5) days and may at the discretion of the Superintendent be renewed for five (5) additional days. At no time, however, shall such excuse cause a student to be absent from school for a period of more than ten (10) consecutive days.

At the discretion of the Superintendent or his/her designee, a student may be excused for a longer period of time than ten (10) days if a child's parent or guardian has recently died or become totally or partially incapacitated and there is no older brother or sister living in the home who is out of school. (The Superintendent may request a certificate of a physician attesting to the physical condition of the parent or guardian.)

A student will be considered habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.

Legitimate excuses for the absence of a student who is otherwise habitually truant include but are not limited to:

- the student was enrolled in another school district;

- B. the student was excused from attendance in accordance with R.C. 3321.04; or
- C. the student has received an age and schooling certificate.

If a student is habitually truant and the student's parent has failed to cause the student's attendance, the Board authorizes the Superintendent to file a complaint with the Judge of the Juvenile Court and/or to take any other appropriate intervention actions as set forth in this Board's policy.

If a student who is habitually truant violates the order of a Juvenile Court regarding the student's prior adjudication as an unruly child for being a habitual truant, s/he may further be adjudicated as a delinquent child.

In order to address the attendance practices of a student who is habitually truant, the Board authorizes the Superintendent to take any of the following intervention actions:

- A. assign the student to a truancy intervention program
- B. provide counseling to the student
- C. request or require the student's parent to attend a parental involvement program
- D. request or require a parent to attend a truancy prevention mediation program
- E. notify the Registrar of Motor Vehicles of the student's absences
- F. take appropriate legal action
- G. assignment to an alternative school (Note: If the District has established an alternative school, it must appear as an alternative intervention strategy.)

The Superintendent is authorized to establish an educational program for parents of truant students which is designed to encourage parents to ensure that their children attend school regularly. Any parent who does not complete the program is to be reported to law enforcement authorities for parental education neglect, a fourth class misdemeanor if found guilty.

The Superintendent shall develop administrative guidelines that:

- A. establish proper procedures so the student and his/her parents are provided the opportunity to challenge the attendance record prior to notification and that such notification complies with R.C. 3321.13 (B)(2);
- B. govern the keeping of attendance records in accordance with the rules of the State Board;
- C. identify the habitual truant, investigate the cause(s) of his/her behavior, and consider modification of his/her educational program to meet particular needs and interests;
- D. provide students whose absence has been excused an opportunity to make up work they missed and receive credit for the work, if completed;
- E. refer for evaluation any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the District's limit on excused absence to determine eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973, or other appropriate accommodation.

Whenever any student of compulsory school age has sixty (60) consecutive hours in a single month or a total of ninety (90) hours of unexcused absence from school during the school year, s/he will be considered habitually absent. The Board authorizes the Superintendent to inform the student and his/her parents, guardian, or custodian of the record of excessive absence as well as the District's intent to notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court of the student's excessive absence.

Notification of Absence

If a student will be absent, the parents must notify the School at 740.949.4222 or 740.949.2611 prior to 9am and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible after the student's absence. When no excuse is provided, the absence will be unexcused and the student will be identified as truant for that school day. If the offered excuse for a student's absence is questionable or if the number of student absences is excessive, the school staff will notify the parents of the need for improvement in the student's attendance.

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

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

An Advanced Excuse form should be picked up at the office if a child knows they will be absent for (vacations, college visits, etc... The final decision as to the acceptability of an excuse will rest with the building administrator.

Make-up of Tests and Other School Work

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

- Make-up work due to an excused absence must be completed within the same number of days the student was absent after returning to school. (EX. Absent two days; student will have two days to complete work when they return to school.)

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

Tardiness: Tardiness is not acceptable. They disrupt orderly classroom procedures and cause problems for the teacher, students, and office. A student who is not in the building by 7:40 a.m. shall be considered tardy. Any student arriving late to school is to report to the school office before going to class.

Suspension from School

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

Students may earn up to 75% on all missed assignments (will lose 25% of possible points to start). Also a student will follow the absent rule for timeframe to make up work (EX. If a child is OSS for two days, then the child has two days when they return to complete all missed assignments). Exceptions may be if it is at the end of a grading period. During these times it will be decided by the principal for the best plan of action. Teachers are encouraged not to give pop quizzes while students are assigned OSS.

- A suspended student will be responsible for making up school work missed due to suspension. Assignments may be obtained from their teacher beginning with the first day of suspension. Make up of missed tests may be scheduled when the student returns from school.
- The student must complete missed assignments during the suspension and turn them in to the teacher.
 - The student will be given credit for properly-completed assignments and will receive a grade (no greater than 75% credit) for any made-up tests, grades, assignments. His/Her grade for work ethic will be diminished and indicate "absence from school due to discipline."

Unexcused Absences

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

High School

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

Tardiness

Secondary Level

Each student is expected to be in his/her assigned location throughout the school day. If a student is late arriving at school, s/he must report to the School office before going to his/her first assigned location. Any student who is late to class up to .5 minutes shall be disciplined by the teacher.

Students who are tardy to school more than ten times during a semester shall be disciplined according to the Student Code of Conduct (every 5 tardies will earn an afterschool detention, discipline will progressively become more severe if needed per Principal's discretion.).

Vacations During the School Year

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

Attendance at School Events

The school encourages students to attend as many school events held after school as possible, without interfering with their schoolwork and home activities. A student must attend school for at least half of the school day to participate in any school function that afternoon/evening. **NO SCHOOL= NO EVENTS.** Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event. However, in order to ensure that students attending evening events as non-participants are properly safeguarded, it is strongly advised those students are accompanied by a parent or adult chaperone when they attend the event. The school is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

CODE OF CONDUCT

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

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

Expected Behaviors

Students are expected to:

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

Classroom Environment

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

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

Dress and Grooming (*Clothing must cover any area that would come into contact with the skin. EX: shorts must be long enough to cover the chair while sitting.*)

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

Students should consider the following questions when dressing for school:

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

The following styles or manners of dress are prohibited:

1. Shoes MUST be worn at all times. (No skate shoes, house slippers, or cleats are to be worn.) Clean gym shoes must be worn on the gym floor.
2. Adequate undergarments MUST be worn and COMPLETELY covered by clothing.
3. Clothing MUST cover a student's midsection and back while standing, and/or sitting.
4. Shorts, dresses, and skirts must extend at least three (3) INCHES past the fingertips (with arms straight down the student's side and standing straight up. This means most athletic shorts will not meet this dress code. Clothing that is distressed, has rips or holes above the above mentioned 3 inch rule ARE PROHIBITED. Wearing tights, boxers, or spandex underneath clothing that has rips or holes above the knee to get around dress code is also PROHIBITED.
5. All shirts, for males and females, MUST COVER THE ENTIRE SHOULDER and be tight-fitted to the underarm. All shirts must cover the entire chest area. Any showing of cleavage WILL NOT be tolerated.
6. Clothing which advertises or displays alcoholic beverages, tobacco products, illegal drugs, obscene or questionable symbols is PROHIBITED.
7. Clothing that is open-sided or see-thru is PROHIBITED.
8. Piercings that disrupt the learning process or create a safety hazard must be removed per the principal's discretion.
9. Hats, sunglasses, and headwear that distracts from learning are not to be worn in the building.
10. Unnatural, unsafe, and disruptive hair that is distracting to the educational process is not permitted per principal's discretion.
11. No gang related or promoting attire will be permitted (includes bandannas).
12. No headphones are to be worn; they may only be used in class for educational purposes.
13. If leggings or equivalent are worn, the shirt worn with this clothing must hang below the bottom of the buttocks.

When a student is found to be in violation of the dress code, the student will be given a change of clothes (specific clothes for dress code violators), parents will need to bring in extra clothes, or student will be required to tape over holes, and will remain in school. At the end of the day, the student will return the clothes he or she has been given to wear. Students with multiple dress code violations will receive further discipline.

Graduation Dress Code: NO DECORATING OF CAPS AND MUST HAVE CURRENT COLOR CAP AND GOWN

Females: White dress or light colored Pant suit. NO FLIP FLOPS

Males: White dress shirt with a Tie. Black dress pants and dress shoes.

Failure of being in compliance will prevent participation in graduation ceremonies.

Students who are representing the school at an official function or public event may be required to follow specific dress requirements.

Gangs

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

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

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

Care of Property

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

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

BULLYING, HARASSMENT, AND INTIMIDATION

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. 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, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business. This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means any intentional written, verbal, graphic, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or

A. violence within a dating relationship

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

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

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

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

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

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

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

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy [5517](#) - Anti-Harassment.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior.

Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

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

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

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

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

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

Complaints

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

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building principal for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Privacy/Confidentiality

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

Reporting Requirement

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

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

Immunity

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

Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian.

The statement may be sent with regular student report cards or may be delivered electronically.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

Education and Training

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

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy to the extent that State or Federal funds are appropriated for this purpose.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the building principal to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

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

In accordance with Board Policy [8462](#), the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

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

R.C. 3313.666, 3313.667

State Board of Education Model Policy (2007)

Revised 10/22/12

Revised 10/28/13

ZERO TOLERANCE

No form of violent, disruptive, or inappropriate behavior, including excessive truancy, will be tolerated.

STUDENT DISCIPLINE CODE

Each of the behaviors and/or types of misconduct described below are prohibited and may subject the student to disciplinary action including, but not limited to, student conference, parent/guardian notification, parent/guardian conference, detention, in-school discipline, suspension and/or expulsion from school. Furthermore, any criminal acts committed at or related to the School will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school. **Note: Items confiscated such as weapons, incendiary devices, tobacco, e-cigs, alcohol, etc... will not be returned to the child or parent.**

1. Possession/use of drugs and/or alcohol

Possessing, using, transmitting or concealing, or being under the influence of any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, lookalikes, over the counter stimulants or depressants, anabolic steroids, or drugrelated paraphernalia. If a building principal has a reasonable individualized suspicion of drug or alcohol use, s/he may request the student in question to submit to any appropriate

testing, including but not limited to, a breathalyzer test or urinalysis. In such circumstances, the student will be taken to a private administrative or instructional area on school property for such testing with at least one other member of the teaching or administrative staff present as a witness to the test. If a student refuses to take the test, s/he will be advised that such denial leaves the observed evidence of alcohol or drug use unrefuted thus leading to possible disciplinary action. The

student will then be given a second opportunity to take the test.

2. Possession/use of tobacco

Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products or electronic cigarettes or similar devices in school, on school grounds, on school buses, and at any interscholastic competition, extra curricular event, or other schoolsponsored event. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. Smoking of electronic, "vapor", other substitute forms of cigarettes, or clove cigarettes are also prohibited.

3. Use and/or possession of a firearm

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

- Firearm is defined as any weapon (including a starter gun) that will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in the Federal Gun-Free Schools Act of 1994). Firearms include any unloaded firearm and any firearm that is inoperable but that can be readily operated.
- Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an object and that it is a firearm or knowingly displaying or brandishing the object and indicating it is a firearm.

4. Use and/or possession of a weapon

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

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

- [Pocket knives with a blade of less than two and one-half (2 1/2) inches are acceptable ONLY with the prior approval of the student's parents, teachers, AND Principal.

5. Use of an object as a weapon

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

6. Knowledge of dangerous weapons or threats of violence

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment,

students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.

7. Arson

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

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

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

9. Verbally threatening (either orally, in writing or otherwise expressed) a staff member/student/person associated with the District.

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

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

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

11. Misconduct off school grounds

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

12. Extortion

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

13. Gambling

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

14. Falsification of school work, identification, forgery

Falsifying signatures or data, or refusing to give proper identification or giving false information to a staff member. This prohibition includes, but is not limited to, forgery of hall/bus passes and excuses, as well as use of false I.D.'s.- Plagiarism and cheating are also forms of falsification and will subject the student to academic penalties as well as disciplinary action.

15. Bomb Threats, and other false alarms and reports

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

16. Terroristic Threat

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

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

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

18. Trespassing

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

19. Theft, or knowingly receiving or possessing stolen property

Unauthorized taking of property of another person or receiving or possessing such property. Students caught stealing will be disciplined and may be reported to law enforcement officials. Students should not bring anything of value to school without prior authorization from the Principal. The School is not responsible for personal property.

20. Insubordination

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

21. Damaging property (Vandalism)

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

22. Persistent absence or tardiness

Attendance laws require students to be in school all day or to have a legitimate excuse for their absence. Penalties for

unexcused absences can range from detention to a referral to court and/or revocation of the student's driver's license.

23. Unauthorized use of school or private property

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

24. Refusing to accept discipline

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

25. Aiding or abetting violation of school rules

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

26. Displays of affection/sexual activities

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

27. Possession of electronic equipment

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

28. Violation of individual school/classroom rules

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

29. Violation of bus rules

(see Section V – Transportation)

30. Interference, disruption or obstruction of the educational process

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

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

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

personal degradation. Individuals engaging in such conduct will be subject to disciplinary action.

Conduct constituting sexual harassment, may include, but is not limited to:

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or safety;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

Note: An inappropriate boundary invasion by a District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment. Further, any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law.

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

- A. **Verbal:**
The making of offensive written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's race, color, national origin, religious beliefs, or disability.
- B. **Nonverbal:**
Placing offensive objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures based upon a person's race, color, national origin, religious beliefs, or disability.
- C. **Physical:**

Any intimidating or disparaging action such as hitting, pushing, shoving, hissing, or spitting, on or by a fellow staff member, students, or other person associated with the District, or third parties, based upon the person's race, color, national origin, religious beliefs, or disability.

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

menacing, coercion, name-calling, taunting, making threats, and hazing.

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

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

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

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

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

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

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

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

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of harassment and/or aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious

violation and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as harassment and aggressive behavior. Making intentionally false reports about harassment or aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

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

32. Hazing

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

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

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

33. Violent Conduct

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

34. Improper Dress

Clothing may not include words or visuals that are lewd, obscene, disruptive, abusive, or discriminatory, or that advertise drugs, alcohol or tobacco. Dress or grooming that is disruptive of the classroom or school atmosphere is not allowed. Shoes must be worn at all times for health and safety reasons.

35. Careless or Reckless Driving

Driving on school property in such a manner as to endanger persons or property.

36. Burglary

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

37. Fighting

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

38. Lighting Incendiary Devices

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

39. Possession of Pornography

Possessing sexually explicit material.

40. Unauthorized use of vehicles

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

41. Disruption or interference of curricular or extra-curricular activities.

42. Creation, expression, or possession of any form of profanity, written or verbal, including the use of obscene gestures, signs, pictures, or publications.

43. Skipping class, this is defined as not being in the assigned classroom, study hall, media center, assembly, or homeroom.

44. Leaving school grounds or removing an automobile from the parking lot during school hours without proper permission from the school (this includes driving through the parking lot and then leaving).

1st offense- 3 days ISS, following incidents will be disciplined per the principal's discretion and may include revoking of driving privileges.

45. Speaking maliciously without regard to the truth about others or speaking to incite others to damage property or physically harm others.

46. Continued disregard for school policies, which creates a pattern of misconduct through a series of behavioral violations.

DISCIPLINE

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

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

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

A student may be administered the following discipline, but not limited to, at the discretion of the principal. Alternative measures are listed, but not limited to, those below:

1. Deny participation in special school and/or non-curricular activities
2. Assign lunch (limited) or after school detention with 24 hours notice to parents
3. Assign in-school/alternative school suspension
4. Assign Saturday School.
5. Assign out-of-school suspension
6. Provide for a "timeout" area as a disciplinary procedure
7. Require parents to attend a conference immediately upon notification
8. Require parent to attend school with student
9. Out-of-school suspension with a recommendation for expulsion.
10. Other (Per Principal's discretion) (community service at the school, etc...)

Students that do not serve all discipline prior to end of grading period may have credit held.

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

Informal Discipline

Informal discipline takes place within the School. It includes:

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

Detentions

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one day's notice. The student or his/her parents are responsible for transportation. Teachers may assign lunchtime and recess detentions as needed (refusal to serve this discipline will result in afterschool detention(s) being assigned).

Principal Assigned Afterschool:

Afterschool detentions are served from 2:50 to 3:45p.m. Parents will be notified by phone call or mailing prior to the detention being served. ***Students must serve the detention on the date assigned and are responsible for obtaining arrangements to provide transportation for that day.*** Should a student fail to serve his or her after school detention on the date assigned, that student may be assigned an additional day of after school detention as determined by the Principal. Should a student fail to repeatedly serve detention, they may be assigned one day of alternate school suspension for each day not served. Parents are responsible for having their children picked-up promptly at 3:50p.m

THE ACCUMULATION OF DETENTIONS: Students who accumulate detentions from repeated violations of the Code of Conduct shall incur additional consequences determined by the principal including but not limited to:

1. A student who accumulates **five** detentions in a semester may be assigned three days alternative school suspension. The student's parents will be notified of the alternative school suspension and may be required to attend a conference with the teacher and the principal.
2. A student who accumulates **nine** detentions in a semester may be subject to assignment to five days alternative school suspensions as determined by the principal. Parents will be notified and must attend a conference with the building principal concerning the misconduct.
3. A student who accumulates fifteen detentions in a semester may be subject to suspension or expulsion. The student's parents will be notified by certified mail that their son or daughter may have charges filed in Meigs Juvenile Court concerning their consistent pattern of misconduct.

NOTE: Student-athletes who accumulate more than 5 detentions in their current participating season may receive one or more game suspensions.

In-School Discipline

Saturday school will be in session from 8AM to Noon. (Time may be adjusted per Principal's discretion)

Assigned students will attend a continuous four hour period during which time they will be permitted one fifteen minute break at 10 a.m. Each student shall arrive with sufficient educational materials to be busy during this four hour study period.

A student missing any portion of his/her assigned time in: Detention, In-School Discipline, Saturday School may be given an additional discipline per Principal's discretion. Failure to timely serve: Detention, In-School Discipline, Saturday School assignment(s) may lead to suspension from school for a period not to exceed ten days. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

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

Students are required to have class assignments with them.

- Students are not to communicate with each other unless given permission to do so.
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- Students shall not be allowed to put their heads down or sleep.
- No electronic communication devices, radios, CD/MP3 players, cards, magazines, or other entertainment/recreational articles or devices shall be allowed in the room.
- No food or beverages shall be consumed.
- Student may be required to complete community service during their discipline.
- Any student who has not passed all of the State-mandated assessment tests may be required to work on a study packet for one or more of the unpassed tests.

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

Formal Discipline

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

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

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

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

DUE PROCESS RIGHTS

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

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

Suspension from School

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

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

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

Emergency Removal

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

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

If the emergency removal exceeds one (1) school day, then a hearing will be held **on the next school day** after the removal is ordered. Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the

student, as soon as practical prior to the hearing. If the student is subject to an out of school suspension, the student will have the opportunity to appear at an informal hearing before the principal, assistant principal, Superintendent or a designee, and may challenge the reasons for the removal or otherwise explain his/her actions.

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

Expulsion from School

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

In accordance with Board Policy 5610, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

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

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

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

Permanent Exclusion

State law provides for the permanent exclusion of a student, 16 years of age or older who engages in certain criminal activity.

Permanently excluded students may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school:

- A. conveying deadly weapons onto school property or to a school function;
- B. possessing deadly weapons onto school property or at a school function;
- C. carrying a concealed weapon onto school property or at a school functions;
- D. trafficking in drugs onto school property or at a school function;
- E. murder, aggravated murder on school property or at a school function;
- F. voluntary or involuntary manslaughter on school grounds or at a school function;

- G. assault or aggravated assault on school property or at a school function;
- H. rape, gross sexual imposition or felonious sexual penetration on school grounds, or at a school function, when the victim is a school employee;
- I. complicity in any of the above offenses, regardless of the location.

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

Discipline of Students with Disabilities

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

Suspension of Bus Riding/Transportation Privileges

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing. After that informal hearing, the principal [or assistant principal or other administrator] will decide whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year.

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

CLASS CHANGE AND HALLWAY CONDUCT: Students are permitted to go to the restrooms and use the water fountains during class change. Students are to go directly to their next class without lingering in the halls or talking loudly to other students. Students are asked to keep to the right when moving in the halls. Students disrupting class change will receive an after school detention. Students, not in class when the TARDY BELL RINGS, may be given an after school detention.

HALL PASSES/PLANNERS: The planner is the hall pass. Students must have their hall pass/planner throughout the day to leave a classroom. A student must get their teachers signature, date, time, and destination for each time used. Teachers have the final say whether or not a student may leave the classroom. Students will not be permitted to leave to get a drink unless the teacher feels it is required. Students, who abuse the hall pass privilege, may have it revoked or limited. Their first planner is paid for by the school, after that, the students will have to purchase another planner from the office at a cost of \$5.00. The agendas have a limited number of hall passes in them. Students are encouraged to use them wisely, since that is their limit for the year. Students need to put their name on the front cover with a permanent marker upon receiving their agenda. Students are responsible for their agenda and its appearance. Agendas found to be destroyed, missing parts, or containing unacceptable/inappropriate material, drawings or wording (per principal's discretion) will result in the need for the student to replace their agenda at the above mentioned cost. Students are to have their agendas with them at all times except for lunch. Failure to have their agenda may result in an after school and/or loss of hallway privileges.

LOCKERS: Every student is assigned a locker (due to limited lockers some students may be assigned to share lockers). Lockers are the property of the Southern Local School District and may be searched and/or inspected by the district at any time. The cost of repairing any damage to a locker will be charged to the student. Under no circumstances should you ever keep money or valuables in your locker. *Students should not bring items of value to school. The school is not liable for any loss or damage to personal items.* Should a student bring a lock for their assigned locker (*which is recommended*), the combination or an extra key must be turned into the office. High School students are permitted to go to their assigned lockers in the morning after the bell rings to go to class and between classes. Students need to plan their locker stops so as they are not tardy to class. "I was getting something out of my locker", is not an excused reason to be tardy to class. Students are not to share lockers unless assigned to! **JH students may go prior to homeroom, before and after lunch, and before and after last period.**

BOOK BAGS/PURSES: Book bags may be used for transport to and from school. However, book bags are not to be carried during the day as the student moves from class to class. Book bags must be kept in the student's locker during the day. Only small purses may be carried. If your agenda can fit into your purse (While it is empty) and the purse can zip up, then your purse is too large to carry during the day and needs to be kept in your locker.

GYM RULES: Only approved footwear will be permitted in the gym at any time. The gym is to be kept clean; all trash should be put in the waste cans. Students should only be in gym when assigned to be in the gym.

OFFICE ENTRY: Students are not to go behind office desks, use office materials, or hang out in the office.

SEARCH AND SEIZURE

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

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

Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law, and may be taken, held or turned over to the police.

LOCKER SEARCH: A student shall not use school property to store items considered to be dangerous, prohibited by law or school rule. If there is reason to believe that such items are being stored on school property, then search and seizure will result.

PERSONAL & VEHICLE SEARCH: Students are protected from unreasonable search. If a school official believes that a student has on his person, his property, or in their vehicle a weapon or substance dangerous to person or property, then the official has the right and duty to conduct an immediate search and seizure.

The school reserves the right not to return items that have been confiscated.

VIDEO SURVEILLANCE: Students have NO reasonable expectation of privacy in their actions in public areas including but not limited to common areas, hallways, cafeteria, classrooms, gymnasiums, exterior school grounds, buses.

INTERROGATION OF STUDENTS

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

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

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

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

STUDENT RIGHTS OF EXPRESSION

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

- A. Material cannot be displayed if it:
1. is obscene to minors, libelous, or pervasively indecent or vulgar;
 2. advertises any product or service not permitted to minors by law;
 3. intends to be insulting or harassing;
 4. intends to incite fighting; or
 5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. Material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch periods, and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

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

TRANSPORTATION

Bus Transportation to School

The School provides transportation for all students who live farther than one mile from school. The transportation schedule and routes are available by contacting the Transportation Coordinator, Kathy Miller, at 740.949.2811 ext. 6100.

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

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

Bus Conduct

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

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

Students must comply with the following basic safety rules:

Prior to loading (on the road and at school)

Each student shall:

- be on time at the designated loading zone (at least 5 minutes prior to scheduled stop);
- stay off the road at all times while walking to and waiting for school transportation;
- line up single file off the roadway to enter;
- wait until the school transportation is completely stopped before moving forward to enter;
- refrain from crossing a highway until the driver signals it is safe to cross;
- properly board and depart the vehicle;
- go immediately to a seat and be seated.

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

During the trip

Each student shall:

- remain seated while the school transportation is in motion;
- keep head, hands, arms, and legs inside the school transportation at all times;
- not push, shove or engage in scuffling;
- not litter in the school vehicle or throw anything in, into, or from the vehicle;

- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other riders;
- not eat or play games, cards, etc.;
- not use nuisance devices (e.g., laser pointers) on the bus in a way that disrupts the safe transportation of students and/or endangers students or employees;
- not tamper with the school vehicle or any of its equipment (including, but not limited to emergency and/or safety equipment).

Exiting the school vehicle

Each student shall:

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

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

Videotapes on School Buses

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

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

Penalties for Infractions

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

Transportation of Students By Private Vehicle

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

Self-Transportation to School

Driving to school is a privilege that can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility and liability for any transportation to and from school not officially provided by the School. Students who drive to school are not permitted to return to their vehicles during the school day without office permission. All student vehicles are to be parked in the lot at the east end of the building only. Students must pick up an application for a parking permit (\$5) in the office. Students will be assigned a parking space by the principal. Student drivers must be in the school by 7:40am; earlier if tutoring or class is scheduled prior to 7:40 am. Driving privileges may be revoked due to behavior, academic, or attendance issues. Driving privileges may also be revoked for dangerous driving to and from school. *Cars maybe searched by school administration, police officers using dogs, etc... when necessary. Student drivers may be drug tested per SLSD board policy. Students will NOT be permitted to go to their cars during the school day!*

The following rules shall apply:

- Students under age 18 must have written parent permission prior to driving to school.
- Students and their parents shall complete the Student Vehicle Form 5515 F1 – Application to Drive Vehicles On School Property and provide evidence of:
 - driver's license;
 - insurance certificate;
 - vehicle registration.
- Students are required to obey the parking lot speed limit of 10 mph.
- The student must obtain a permit from office and pay a fee of \$ 5.00 for the entire school year (Students will have to pay to replace a lost or destroyed permit.).
 - If a student's parking permit is suspended, no fees will be refunded.
 - Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for a student.
- When the School provides transportation, students shall not drive to school-sponsored activities.
 - unless the student's parents provide written authorization for the student to drive and release the Board from liability using Form 5515 F2 Parental Authorization and Release From Liability Form – which is approved by the principal.
- An approved student driver may not transport other students to a schoolsponsored activity unless the parents of the approved student driver and the parents of the student(s) to be transported in the approved student driver's vehicle provide written authorization for the student to drive or to be transported and release the Board from liability using Form 5515 F2 – Parental Authorization and Release From Liability Form - which is approved by the principal.
- All vehicles entering school property are subject to search and inspection.
- Student drivers must submit to random drug testing to be permitted to obtain a parking permit.
- Parking permits may be limited per principal's discretion based off space.

POP, CANDY, FOOD, OR GUM: Pop, candy, or food may only be brought into a classroom with the PRIOR approval of the teacher and must be consumed during that period. Pop, candy, or food may not be carried in the hall from one classroom to the next (exception is grab and go breakfast). Any pop or candy permitted in a teacher's class needs to be put in that class before the start of home room. **Only unflavored water will be permitted**, it may be purchased before school or at lunch. Water containers must be clear (non colored see through) If it is brought from home, it must be in the original sealed container when entering the high school. Gum will be banned if littering becomes an issue.

SKATEBOARDS, WHEELIE SHOES, ROLLER SKATES, ETC...: There are to be no skateboards, wheelie shoes, roller blades, Heelys, etc... to be ridden or used on school property.

RESTROOM REGULATIONS: Students who chronically abuse (more than twice a day) the restroom pass may have it revoked. Students caught using electronic devices to take pictures or videos of other students while in the restroom may face discipline up to and including recommendation for expulsion and charges filed per the principal's discretion (this includes any student that helps disseminate such material).

SMOKING OR CHEWING TOBACCO: Students caught smoking/chewing or possession of tobacco (including E-cigs, e-cig paraphernalia, vapes (of any kind), (parts of vapes) etc...), lighting or possessing incendiary devices will receive five days Alternate Schooling for the first offense, three days out-of-school for the second offense with juvenile court being notified (recommendation of charges being filed), and five days out-of-school for the third offense. Fourth offense will result in 10 days out of school and recommend expulsion. Students may also receive Saturday School in addition to mentioned discipline. This includes electronic cigarettes and their accessories.

LUNCH PERIOD: Students may not leave the school grounds during lunch period except by permission of the principal. During the lunch period, students are to be in the cafeteria. Students must have a note from a teacher to leave the cafeteria during lunch. The note needs to be obtained before the lunch period. Students will not be called out of class to receive food that has been brought in by parents/guardians. The lunch line will be single file and quiet so as not to disrupt the classes still in session. Failure to do so may result in an afterschool detention. Lunch for grades 7-12 is free through the CEP.

DRUG ABUSE POLICY: No student shall intentionally sell, give, possess, use, or be illicitly under the influence of drugs, narcotics, alcohol, or other dangerous substances while at school, on a bus, or at a school sponsored activity. Any student who engages in such activity is in violation of the Southern Local School District Drug Abuse Policy. Student-drivers and athletes must participate in SLSD's random drug testing program.

FITNESS CENTER: Students are not to be in the fitness center at anytime during, before, or after school without board approved supervision. Failure to follow this policy may result in being banned from the privilege of using it and further discipline (Per Principal's discretion).

CAFETERIA: The following rules apply to the students who use the cafeteria:

1. Milk cartons, food, and waste paper are to be kept on the tray.
2. Paper debris is to be removed from the trays and placed into the waste cans before leaving the cafeteria.
3. Tables, chairs, and floors are to be kept clean. Students are responsible for cleaning up their own messes.
4. Students are to talk in a normal voice.
5. The cafeteria lines are to be kept orderly. Students are not to push or cut in line.
6. Students **may not take food/drink items (except for water) from the cafeteria.** Excludes grab and go breakfast.

MARRING SCHOOL PROPERTY: Students who damage desks, chairs, walls, shelves, school books, or any other school property will be disciplined under the suspension/expulsion policy and will have to make restitution.

INCENTIVE PLAN: There are times that incentive plans will be initiated with the intent to reward those students that have met certain criteria to improve themselves and their school. More details can be found on our school website.

PBIS: Positive Behavior Interventions and Supports (PBIS) is a proactive approach to establishing the behavioral supports and social culture and needed for all students in a school to achieve social, emotional and academic success. Southern Jr/Sr High School will continue in developing, experimenting, and implementing with a PBIS plan to help foster a more positive behavior of our student body.

PUBLIC DISPLAY OF AFFECTION: (PDA) will not be tolerated. There is to be NO hugging, kissing, holding hands, etc... permitted among couples on school property during the day. Violations will result in afterschool detention.

PLAGIARISM: Because technology (particularly the internet) has made it easier for students to copy other people's writing and claim it as their own, students should be forewarned that plagiarism will not be tolerated at Southern High School. Not only will students face disciplinary action under the Code of Conduct (item 17) if they are caught in the act of plagiarism, but they will also receive-at the teacher's discretion-either a zero or an incomplete for the plagiarized assignment.

EIGHTEEN YEAR OLDS STUDENTS: Students who are 18 years of age, who fail to make adequate academic progress towards graduation during their time period at Southern High School, at the end of the first semester, may be withdrawn. Those students who are continually disruptive to the educational environment may be withdrawn. All students who attend Southern High School are expected to abide by the same rules and guidelines regardless of age.

CARDS/GAMES/ETC: Students are not to bring cards, games, toys, etc... to play while at school.

FIGHTING: Students fighting with each other will be assigned three days out-of-school school for the first offense, five days out-of-school suspension for the second offense, and ten days of out-of-school suspension for the third offense and will be recommended for expulsion. Discipline may be altered if needed per principal's discretion. Students may receive a Saturday School along with the above discipline. Premeditated fights/assault may receive further discipline per principal's discretion. Accomplices to fights (those trying to video, encouraging, impeding intervention, etc...) will receive punishment deemed appropriate by the principal. Charges may be filed through the court system. **Assault, determined by the principal, will result in much more severe discipline up to 10 days out-of-school suspension, charges being filed, and recommend expulsion.**

NO CONCEAL/CARRY IN SCHOOL: NO PERSON SHALL KNOWINGLY POSSESS, HAVE UNDER THE PERSON'S CONTROL, CONVEY, OR ATTEMPT TO CONVEY A DEADLY WEAPON OR DANGEROUS ORDNANCE INTO A SCHOOL SAFETY ZONE, EXCEPT FOR AUTHORIZED PERSONNEL. O.R.C. 2923.122, 2923.1212

SUMMER SCHOOL: is offered for credit recovery. Please check with school counselor during the fourth grading period for details.

PEP RALLIES: Pep rallies will be held at the Principal's discretion. When we do have pep rallies it is expected for the students to be spirited, but to do so with class. Students are not to jump on the bleachers or be vulgar/mean spirited to others during the rally.

PARENT-TEACHER CONFERENCES: Parents may make appointments for conferences with teachers, counselor, or the principal by calling the high school office. Please see calendar for scheduled PTC.

NATIONAL HONOR SOCIETY: Induction policy and by-laws can be found on the school website.

PURCHASE OF SCHOOL INSURANCE: Each school year, student insurance is available to parent/guardians of the district. Parents/guardians wishing to purchase insurance for their child through the school need to call the school office.

CELL PHONES AND OTHER ELECTRONIC DEVICES: Students are only permitted to have these items prior to homeroom bell, at lunch (this may change if abuse becomes an issue), after the school dismissal bell rings. With teachers' permission, students may have them out in class for educational purposes only! Otherwise, they are not to be seen or heard other than the times approved above. Violators may receive afterschool detentions. Repeat offenders may receive more severe discipline and may require guardian to pick up item from school.

PAPERS NEEDING RETURNED: The following papers need to be returned to the office by the end of the first week of school or the student may receive a detention. **(Page 39-49 of this handbook must be returned):** * Handbook Form * Emergency Medical Form * Nurse Form * Missing Child Form * Computer Use form*Emergency Evacuation Form * House hold Information Survey (CEP

Parent's Signature

Student's Signature

Date

PARENT PERMISSION FOR THE DISTRICT TO COMMUNICATE ABOUT A STUDENT WITH THE PARENT VIA FACSIMILE AND/OR E-MAIL

Student's Name: _____ DOB: _____

Building: _____ Grade: _____

Parent's Name: _____

Parent's E-mail Address: _____

Parent's Facsimile Number: _____

I give permission for staff members from the Southern Local School District to communicate with me, concerning the above identified student, via e-mail and/or facsimile at the e-mail address and/or facsimile number provided above. I understand that the District is unable to guarantee the confidentiality of any information sent using e-mail or facsimile during the transmission of the message/fax. I further agree that I am the only one with access to the e-mail account and/or facsimile number listed above, and that if other individuals have access to the e-mail address and/or facsimile number listed above, that I hereby release the District from any responsibility and liability for any disclosure of student personally identifiable information to anyone who accesses the e-mail address and/or facsimile number listed above. I further acknowledge it is my responsibility to notify the District of any changes in the e-mail address and facsimile number listed above. Finally, I agree to promptly respond to any "test" e-mail message sent from the District to my e-mail address to confirm that the address provided has been properly inputted into the District's/staff member's address book.

Parent's Signature

Date

This permission form is for the 2019-20 school year. It will remain valid until the District receives written direction from the parent to the contrary, or the present school year

EMERGENCY EVACUATION/ MISSING CHILD/ PICK-UP RESTRICTIONS

Dear Parent/Guardian,

State law requires schools have in place an emergency evacuation procedure. In the event of an emergency evacuation from Southern High School, ALL students will go to the Racine Fire House. Parents are advised to **NOT PICK UP** their children unless they do so on a regular basis. **By completing the following form, you are directing the school as to your wishes concerning your child. Parents are to have a plan of action once the child arrives home (go to a neighbor, call a relative, etc.)**

Student's Name: _____ Grade: _____ Homeroom: _____

Persons having legal custody: _____ Guardian Date of Birth: _____

Current Mailing Address: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Please check ONE of the following:

_____ My child is ALWAYS to go home on the bus for Emergency Evacuations. Bus # ___ Driver _____

_____ My child is a walker. I understand that he/she will be excused from the fire house to walk home.

_____ My child will be riding home with _____ who will pick him/her up at the firehouse.

_____ My child drives. He/she has my permission to leave school and come home in the event of an emergency evacuation.

_____ I am uncertain that there will be anyone home for my child should he/she come home early.

Please notify the person(s) listed below, who have agreed to pick up my child in the event of an early dismissal.

Child's Name _____ Grade _____

Siblings _____ Grade _____

_____ Grade _____

_____ Grade _____

First person to call _____ Phone # _____ Alternate # _____

Second person to call _____ Phone # _____ Alternate # _____

Third person to call _____ Phone # _____ Alternate # _____

Student Pick-up Restrictions

A child may go home only with those whose names are in the files. If anyone else comes for your child we will **NOT** allow him/her to go without a note from you. One copy will be kept in the office and the teacher will keep a copy.

My child, _____ has permission to be picked up **ONLY** by the following persons:

1. _____ 2. _____ 3. _____

4. _____ 5. _____ 6. _____

My child under no circumstances is to be picked up by: *Please be advised that if you are restricting a biological parent, we must be provided with a court order so we can abide by this restriction.*

1. _____ 2. _____ 3. _____

I understand that if I send someone other than those listed above or those listed on my child's Emergency Medical Form, I will send a note to school with that person and call the school ahead of time to make them aware of this.

Signature of Parent or Legal Guardian: _____



EMERGENCY CONTACT and MEDICAL FIRST AID AUTHORIZATION and CONSENT

Child's Name _____ Date of Birth _____ SS# _____
Home Address _____ Telephone _____ Male or Female _____

Instructions to reach PARENT/GUARDIAN (daytime):

Parent/Guardian Name: _____	Parent/Guardian Name: _____
Relationship to Child: _____	Relationship to Child: _____
Home Address: _____	Home Address: _____
Home Telephone: _____	Home Telephone: _____
Cell Phone: _____	Cell Phone: _____
Work Phone: _____	Work Phone: _____
Email contact _____	

EMERGENCY CONTACT PERSONS In the event parents cannot be contacted, the school should contact:

I hereby give *Southern Local Schools* my permission for my child (name) _____, to be released to the following:

Name : _____	Name: _____
Relationship to Child : _____	Relationship to Child: _____
Address: _____	Address: _____
Telephone (day): _____	Telephone (day): _____
Cell Phone: _____	Cell Phone: _____
Email: _____	
Physician Name: _____	Dentist Name: _____

HEALTH INSURANCE INFORMATION

Insurance Company: _____
Subscriber Name: _____
Policy #: _____ Card#: _____
Authorized Hospital: _____

DENTAL INSURANCE INFORMATION

Insurance Company _____
Subscriber Name: _____
Policy #: _____ Card#: _____
Authorized Hospital: _____

If you would like the wellness center to give your child over the counter medication, please provide the medication in the original container marked with the child's name and homeroom teacher.

Yes No I give the Wellness Center with signed consent or the school nurse permission to give my child Tylenol, Motrin, Tums, and/or cough drops as needed.

Parent/Guardian Signature: _____ Date: _____

Please Complete back of form 

Does your student have an allergy to any medications, foods, insects, latex or other substances?

Yes No

If **Yes**, please list in detail: _____

Please circle if allergy is **severe moderate mild**

List symptoms: _____

What medication(s) or treatment is used to treat the allergy? _____

Has your child ever had a severe "anaphylactic" reaction requiring emergency care (list date)?

If your student is on medication, please list medication, dosage, frequency and reason for medication: _____

Please note any concerns of which the school nurse needs to be aware:

Please check all that apply to your student:

- Allergies-seasonal
- ADHD
- Asthma
- Chicken Pox - Date: _____
- Cystic Fibrosis
- Diabetes
- Down Syndrome
- Dyslexia/Learning Disorder
- Eating Disorder
- Eczema
- Epilepsy/Seizure Disorder
- Heart Condition
- Hearing Problems
- Kidney Disorder
- Migraine Headache
- Muscular/Orthopedic Disorder
- Psychiatric Psychological Disorder
- Serious Accident
- Surgery
- Vision Problems
- Other: _____

MEDICAL EMERGENCY TREATMENT AUTHORIZATION
--

I authorize staff members at *Southern Local Schools* who are trained in the basics of first aid and CPR to administer aid and/or CPR to my child (name) _____, when appropriate.

I understand that every effort will be made to contact me in the event of an emergency requiring medical attention for my child (name) _____.

In the event of an emergency requiring medical attention for my child, if I cannot be reached or when delay would be dangerous to my child's health, I hereby authorize *Southern Local Schools* to transport my child (name) _____ to the nearest medical facility and/or Hospital. I hereby authorize *Southern Local Schools* to secure for my child the necessary medical

Date Southern Local Wellness Center (operated by Coplin Health Systems)
920 Elm Street, Racine, OH 45771 Phone: 740 949-2348 Fax: 740 949-2536

STUDENT INFORMATION

Student Name: _____ Student SS #: _____
Address- City: _____ Birth date: _____
State/Zip: _____ Email: _____
Phone/Cell: _____ Grade: _____ Homeroom teacher: _____

Gender: *Female or Male* Race: *White, Black, Hispanic or Other if so list:* _____

PARENT / GUARDIAN INFORMATION

Father: _____ Phone (H) _____
(W) _____ (C) _____ Email: _____
Mother: _____ Phone (H) _____
(W) _____ (C) _____ Email: _____
Guardian: _____ Phone (H) _____
(W) _____ (C) _____ Email: _____

EMERGENCY /ALTERNATE CONTACT INFORMATION: I understand that by providing an alternate contact, If I cannot be reached, medical information regarding the above named child will be shared between the medical provider and the alternative contact.

Name: _____ Relationship: _____ May we leave a message? Y N
Phone: _____
Home Work Cell

Health Information (Additional health, family & developmental history may be collected if seen at the clinic)

Doctor's name _____ Last date of well child exam _____ If your child has not seen a Doctor within the last year would you like your child to have a well child exam at our wellness center? yes no

Name of Dentist: _____ Last date seen by dentist _____ If your child has not seen a Dentist within the last year would you like your child to have a cleaning and apply sealants at our wellness center? yes no

If we need to call in a prescription, which pharmacy would you like us to call? _____

Yes No I give the Wellness Center permission to give my child Tylenol, Motrin, Tums, and cough drops as needed

*** Signature: _____ Date: _____

INSURANCE INFORMATION – Please complete all that apply. * Please provide copy of front and back of card.**

No health insurance / Request application for sliding fee / Medicaid

Child's Insurance Information – Please check all that apply and send a copy of your insurance card(s)

Primary Health Insurance: Name of Insured Parent / Guardian _____
 Birth date of Card Holder _____ SSN of Card Holder _____
 Address (if different from child): _____
 Place of Employment _____
 Name of Insurance Company _____
 Group & ID Number _____
Secondary Health Insurance:
 Name of Insured Parent / Guardian _____
 Birth date of Card Holder _____ SSN of Card Holder _____
 Name of Insurance Company _____
 Group & ID Number _____
Medicaid: Caresource Molina Other _____ (please circle one)
 Medicaid ID#: _____ Member ID# _____
 PCP/HMO Provider: _____ Provider Phone Number: _____

INCOME INFORMATION – Please complete all that apply. Please Circle the Following:

How many people are currently living in your household? 1 2 3 4 5 6 7 8 9
 What is your estimated household monthly net income? \$100–500 \$501–\$1000 \$1000 –\$1500
 \$1501–\$2000 \$2001–\$2500 \$2501–\$3000 \$3001–\$3500 \$3501–\$4000 \$4001–\$4500 \$4501–\$5000
 \$5001–\$5500 \$5501– \$6000 **My Child qualifies for free or reduced lunch _____ Yes _____ No**
Sliding Scale Fee information: Even if you have health insurance, this program may help you with the cost of health care at our facility. This program is offered through Wirt County Health Services Association and may pay a portion of the costs for office visits at the Southern Local Schools Wellness Center. Families with insurance may qualify for deductible and co-pay discounts. Documentation required include a Southern Local Schools Wellness Center enrollment and consent form indicating how many people live in the household with the total family income and a copy of the two most recent check stubs for everyone in the household.

CONSENT FOR SBHC (School Based Health Center) SERVICES, the parent/guardian of said student, give consent for my child to receive services at Southern Local Schools Wellness Center SBHC. I understand that this consent form will be good until my child leaves/ graduates school or until I provide the Center staff with written directions otherwise. All healthcare information is confidential. By signing the consent form you are giving the SBHC, school nurse and your child’s regular doctor (if applicable) permission to communicate and share medical information regarding your child’s medical condition on an as needed basis with the understanding that this information will continue to be treated in a confidential manner. No student will be denied access to health care services due to inability to pay. As in any health center, there may be a charge depending on the service provided. When available, insurance or Medicaid will be billed. The health center may release information regarding treatment to third party payers for billing purposes. Confidentiality between the student, parents and the health center is assured. I am the legal guardian of the above named child. I understand that if guardianship changes a new consent must be signed by the legal guardian. I also understand that by providing an alternative contact, if I cannot be reached, medical information regarding the above named child will be shared between the medical provider and the alternative contact.

***Student Name _____ Date of Birth _____ *** Signature of Parent / Legal Guardian _____ Date _____
 ***Signature of Witness (this can be anyone) _____ Date _____

HIPPA OF 1996 ACKNOWLEDGEMENT OF RECEIPT OF NOTICE OF PRIVACY PRACTICES

The Health Insurance Portability and Accountability Act (HIPPA) of 1996 requires all health care providers and health care facilities to provide patients with a notice describing how an individual’s medical information may be used and disclosed as well as how a patient may obtain access to their personal health information. Please note there is an attached copy of HIPPA to this consent form, for the parent/guardian of the student receiving medical, dental or mental health counseling services at Southern Local Schools Wellness Center. You must sign below, indicating that you have received a copy of our HIPPA policies, prior to the student receiving services. I certify that I have received a copy of Southern Local Schools Wellness Center’s Notice of Privacy Practices (HIPPA). The notice of privacy practices describes the types of uses and disclosures of my protected health information that might occur for my treatment, payment of bills, or in the performance of Southern Local Schools Wellness Center’s health care operational and other purposes that are permitted and required by law. It also describes my rights to access and control of my protected health care information. The Notice of Privacy Practices is also posted in the waiting areas.

***Signature of Patient or Personal Representative _____
 Date _____ ***Printed Name of Patient or Personal Representative _____
 Description of Personal Representative Authority _____
 Witness Signature _____ Date _____

MEDICATIONS TAKEN DAILY OR AS NEEDED BASIS:

ALLERGIES to Medication: _____ **Food:** _____ **Other:** _____
Does the child have an order for and carry any of the following: ___ Epi Pen ___ Insulin ___ Glucagon ___ Inhaler

The information I have given is correct to the best of my knowledge. I understand that my medical information will remain confidential and it is my responsibility to inform the Wellness Center Staff of any changes in medical care and status.

***Parent/Guardian Signature: _____ Date: _____

Southern Local SD
 920 Elm Street
 Racine, OH 45771
 (740) 444-4325

HOUSEHOLD INFORMATION SURVEY

Southern Local will participate in the Community Eligibility Provision (CEP) under the National School Lunch Program (NSLP). Under this option, all children in the school receive a breakfast/lunch at no charge regardless if they complete this form. **However, to determine eligibility for various additional state and federal program benefits that your child’s school may qualify for, please complete, sign and return this application to your school building if your income falls within or below the guidelines listed in the following chart.**

INCOME GUIDELINES – 185%

Guidelines to be effective from July 1, 2019 through June 30, 2020

Number of persons in family or household size	Annual	Monthly	Twice per month	Every two weeks	Weekly
1	\$23,107	\$1,926	\$963	\$889	\$445
2	31,284	2,607	1,304	1,204	602
3	39,461	3,289	1,645	1,518	759
4	47,638	3,970	1,985	1,833	917
5	55,815	4,652	2,326	2,147	1,074
6	63,992	5,333	2,667	2,462	1,231
7	72,169	6,015	3,008	2,776	1,388
8	80,346	6,696	3,348	3,091	1,546
Each additional member add	+8,177	+682	+341	+315	+158

If any member of your household receives Supplemental Nutrition Assistance Program (SNAP) (formerly food stamps) or Ohio Works First (OWF) benefits, provide the name and 7 or 10-digit case number for the person who receives the benefits then proceed to Section 4. If no one receives these benefits, start with Section 1.

INSTRUCTIONS: Complete this survey and return to your child’s school or mail to the following address: Southern Local SD
C/O Tim Thoren, 920 Elm Street, Racine, OH 45771.

The following selections must be completed by the Head of Household or Designee:

1. **SIZE OF FAMILY** - Indicate the total number of individuals living in your household, including all adults and children: ____
2. **STUDENT INFORMATION** - Complete for each student Pre-K through grade 12

Last Name	First Name	Birth Date MM-DD-YY	School	Identify: H = Homeless M = Migrant R = Runaway F = Foster
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

For additional lines, please attach a second sheet to this survey or attach a copy of this survey clearly marked as Page 2.

3. TOTAL MONTHLY HOUSEHOLD INCOME – Report income for all members of household excluding foster children. If you have reported a case number above, please do not complete this section. Proceed to section 4.

Type of Income	Income	Circle if No Income
1. Gross Monthly Earnings: Wages, Salary, Commissions	\$	None
2. Monthly Welfare Payments, Child Support, Alimony	\$	None
3. Monthly Payments from Pensions, Retirement, Social Security	\$	None
4. Monthly Dividends or Interest on Savings	\$	None
5. Monthly Worker’s Compensation, Unemployment, Strike Benefit	\$	None
6. Other Monthly Income (SSI, VA, Disability, Farm, other)	\$	None
Total Monthly Household Income (Add lines 1-6)	\$	

4. SIGNATURE - If income section is completed, the adult signing the form must also list the last four (4) digits of his or her Social Security number or check the “I do not have a Social Security number” box below.

I certify (promise) that all information on this application is true and that all income is reported. I understand the school will be eligible for certain federal and/or state funds based on the information I give. I understand that the school officials may verify (check) the

information. I understand that if I purposely give false information, my child may lose benefits and I may be prosecuted.
 Sign Here: X _____ Print Name: _____ Date _____

Last Four (4) Digits of Social Security Number: XXX-XX- _____ I do not have a Social Security Number

Address _____ City _____ Zip Code _____

Home Phone _____	Work Phone _____	Email Address _____
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By providing your email address, you may be contact via email by the district.

For Internal Office Use Only: Please circle one option.
QUALIFIES **DOES NOT QUALIFY**

Southern Local School District

School Year: 2019-20

Dear Parents, Grandparents, and Guardians,
 Most of us think education is important, that is why we need your help. You can help by being a **VOLUNTEER!**
VOLUNTEERING will benefit your child. They will know you are in the school and that education is important to you.
 Please fill out the **Volunteer** form and return it to the school as soon as possible.

SOUTHERN LOCAL SCHOOL DISTRICT VOLUNTEER APPLICATION FORM

Please Complete All Areas That Apply

Name: _____ E-Mail Address: _____ Languages: _____
 Full Address: _____ City: _____ State: _____ Zip: _____
 Phone: _____ Have You Volunteered Before? ___ Yes ___ No
 Skills/Hobbies: _____
 Education: _____ Special Training: _____
 Can You Type or Use A Computer? ___ Yes ___ No

Volunteer Area Preferred (Please Check All That You Are Interested In)

Chaperone Reader-Storytelling Field Day
 Study Buddy Subject Matter Tutor Special Speaker
 Special Projects: (ie. Right to Read, Red Ribbon Week, Book Fair, etc)
 Other (Specify): Please specify other ways in which you would like to volunteer.

Grade(s) Desired: _____

Building Desired	Days and Times Available	Child(ren) Enrolled	Grade:
Southern Elem. K-3rd	_____	_____	_____
Southern Jr. H.S 7 th -8 th	_____	_____	_____
Southern H.S.	_____	_____	_____

_____ **I have not been convicted of a felony or any crime involving a child.**

_____ **I agree to perform volunteer services and uphold all procedures as prescribed by the School District.**

_____ Signature _____ Date _____

Note: Your application will not be processed without a signature.

OFFICE USE ONLY DO NOT WRITE BELOW THIS LINE

Name: _____ Address: _____ Phone: _____

Principal Approval Principal Disapproval Superintendent Approval Superintendent Disapproval

(Principal's Signature)

Date: _____

(Superintendent Signature)

Date: _____