



Arbor Hills Junior High School

2016-2017

LIVING GREEN AND GOLD PLEDGE

We are Responsible.

We are Respectful.

We are Trustworthy.

We are Kind.

We are Arbor Hills!

Principal Mr. Tim Zieroff

Assistant Principal Mrs. Mellisa McDonald

Counselor Mrs. Amy Barricklow

Counselor Ms. Liz Casey

Telephone: 419-824-8640 Fax: 419-824-8659

Homework Matrix: www.ahrunners.com

Twitter: @AHRunners

Property of: _____

Address: _____

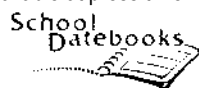
Phone #: _____

In case of emergency, please notify:

Name: _____

Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



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Arbor Hills Junior High Bell Schedules

6th, 7th & 8th GRADE

REGULAR SCHEDULE

Bldg. open	7:45
Warning Bell	8:00
1 st period	8:05 – 8:51
2 nd period	8:55 – 9:39
3 rd period	9:43 – 10:27
4 th period	10:31 – 11:15
5A	11:19 – 11:46
5B	11:50 – 12:17
5C	12:21 – 12:48
6 th period	12:52 – 1:36
7 th period	1:40 – 2:24
8 th period	2:28 – 2:55

TWO-HOUR DELAY SCHEDULE

Bldg. open	9:45
Warning Bell	10:00
1 st period	10:05 – 10:31
2 nd period	10:35 – 10:59
3 rd period	11:03 – 11:27
5A	11:31 – 11:58
5B	12:02 – 12:29
5C	12:33 – 1:00
4 th period	1:04 – 1:28
6 th period	1:32 – 1:56
7 th period	2:00 – 2:24
8 th period	2:28 – 2:55

Lunch is during 5th period

Period	1 st Quarter	RM.	2 nd Quarter	RM.	3 rd Quarter	RM.	4 th Quarter	RM.
1								
2								
3								
4								
5A								
5B								
5C								
6								
7								
8	IE		IE		IE		IE	

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PHILOSOPHY

We, the staff at Arbor Hills Junior High School, believe you, as a junior high student, require an experience different from that of your elementary school. The make-up of the student population will make your experiences unique because of the wide range of differing environmental, economic, social, and educational backgrounds among our students. The school environment provides the opportunity for you to move around physically, to explore, to create, and to become involved. You need first to discover your own capabilities, to understand better who you are, to find opportunities to pursue special interests, to participate in group endeavors, and to develop creative ability in the fine and practical arts. Our intent is to develop an atmosphere to enhance your opportunities to become involved and to enable you to build relationships of understanding and acceptance with your peers.

OUR GOALS ARE AS FOLLOWS:

1. To have you accept yourself and have the opportunity to progress and succeed at a rate and depth commensurate with your readiness, abilities, needs, and interest.
2. To foster a flexible learning environment related to your learning styles and needs and develop within **you** the responsibility for learning.
3. To provide the means by which you can exercise your intelligence, initiative, and growing maturity in solving problems of real concern to you and to others.
4. To provide you the opportunity through flexible scheduling, small and large group experiences, and social activities to interact with a large portion of the student body so that meaningful relationships may be developed.

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

GENERAL INFORMATION

ACTIVITIES

All clubs or organizational meetings should be planned in advance with the intent to end by 4:00 p.m. Rides home should arrive no later than 4:15 p.m. Athletic practices will extend beyond this time. Participating students should be picked up at the designated time. All staff have been asked to adhere to this schedule, and we ask for the cooperation of parents to pick up their children on time. Parents should not leave their child on school grounds unsupervised, because of safety concerns.

Please note: Students must be in attendance at school for a half-day to participate in activities/athletics.

After or Before School

Any student entering school before 7:45 a.m. should remain in the foyer until the 7:45 a.m. bell. Any student attending help sessions, detentions, or teacher supervised activity before 7:45 a.m. should enter through the front door and sign in at the office. Students are NOT allowed to enter the academic wings or go to their lockers without permission prior to 7:45 a.m.

Any student staying after school should have the permission of his/her parents. Prior arrangements for transportation should be made.

ANNOUNCEMENTS

Announcements will be made each morning at the beginning of 1st period. All announcements must be approved by a staff member.

ASSEMBLIES

Assemblies are a regularly scheduled part of the curriculum and as such, are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. In live shows, the performers are very conscious of their audience. Talking, whispering, whistling, stamping of feet, and booing are discourteous. Yelling is appropriate only at pep assemblies.

Attendance (See Board Policy #5200)

It is the policy of Sylvania Schools to encourage regular attendance. Parents of students who are absent may be called by the school. Parents who would prefer to be contacted at work should inform the attendance office.

1. **Parent Notification.** State law requires that contact between home and school be made when children are absent from school. **Parents should call the school prior to 8:30 a.m. on the day of absence.** If we do not hear from your parents, we will call your home or parent's place of employment. This law is for the protection of children. Please help by having your parents call school if you are absent.
2. **Absence Admit Slip.** Pupils who have been absent from school are to report to the cafeteria **before** school to get an "absence admit slip." They should have a dated note signed by a parent or guardian indicating the dates of the absence and the reason for the absence. A note is required even when your parent has notified the school of your absence. Admit slips will be issued beginning at 7:55 a.m. Students must present the admit slip to all teachers upon their return to class. Students arriving after school begins must report to the main office, sign in, and get an absence admit slip.
3. **Early Dismissal.** In the morning, **before** school, pupils who wish to be excused early must give, to the office, a written request from the parent for the dismissal. At that time, the office will issue an appointment slip. Occasionally, it may be necessary and advisable to verify the written requests by a telephone conversation. A dismissal prior to 12:55 p.m. will be recorded as a half-day absence.

4. **Absence—Request for Assignments.** It will be the responsibility of the student to check the homework matrix online for information and assignments missed. If an absence lasts three consecutive days or more, a parent may wish to call the office secretary and arrange to pick up the assignments. Twenty-four hours notice will be needed to fulfill this request.

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

A. When an absence falls within Board Policy #5200 (A-G) “Excusable Reasons for Absence” students may make-up tests and assignments within a reasonable time limit provided arrangements for such make-ups are requested by the student within two school days of his/her return. Every reasonable help and consideration in make-up work will be offered by the faculty and administration to students with excused absences. A general rule is students will be allowed 1 day for make-up work for each day absent.

B. When a student has an unexcused absence or truancy, the faculty and administration assumes no obligation to assist the student with the completion of assignments or tests.

5. **Absence—Special Religious Observance Days.** Area churches and synagogues have indicated that certain religious days will be observed and children may legally be absent from school depending on their particular church or synagogue requirements and practices during these days.

6. **Tardy.** Students who arrive to school after the 8:05 a.m. bell are considered tardy and must obtain an admit slip from the office. Students arriving at school after 10:05 a.m. will be recorded as having a half-day absence. **Repeated tardiness to school or classes will result in disciplinary action.** Even a “little” late is too late!!! A reminder/warning card will be issued on the third tardy. Four (4) unexcused tardies will result in a Tuesday (Level 1) detention. Every three tardies following will result in a Thursday (Level 2) detention.

AWARDS (ACADEMIC RECOGNITION DAY)

Awards day is held in late May. Teachers give awards in special areas to deserving students. During the day, teachers will give various awards to recognize their own students. The special program is highlighted with the presentation of the Presidents Award for Educational Excellence (8th grade), Merit Awards, as well as other special recognitions.

BACKPACKS

Students are **not** permitted to carry backpacks during the school day. Backpacks are to be used to carry materials to and from school. Backpacks must remain in lockers.

BICYCLES / SKATEBOARDS

Students riding bicycles should place them in the bicycle rack. Please do not park them near the front doors as they present a traffic and fire hazard. Lock your bike. Although the school is not responsible for damaged, lost or stolen equipment, if something does happen, contact the office and we will try to help. Motorized bicycles, mopeds, or motorcycles are not permitted. Skateboards found inside the building will be confiscated and held in the office for parent pick up.

BUS ASSIGNMENTS

Routes and pickup times are changed from year to year and new route lists are posted on the school’s front door windows one week prior to the opening of school.

Bus Pass. A written note from the parent requesting a temporary change in their child’s transportation is required for their child to ride a different bus home, or to exit the bus at a different bus stop. The note must be presented to office personnel at the beginning of the school day prior to issuance of the bus pass.

Misconduct. The safety of all pupils on the bus is of utmost importance. Every precaution must be taken to see that students arrive at their destination safely. Bus driving is a difficult task, and it is absolutely necessary that students cooperate fully with the bus driver. Failure to do so may result in loss of the bus-riding privilege. Parents will be notified by a written misconduct slip of pupil misconduct.

BUS RULES & REGULATIONS

Referrals may be given for the following reasons:

1. Be on time at bus stop. The driver has been instructed not to wait.
2. Crossing in front of the bus as it approaches the loading stop.
3. Improper unloading procedures. Once off the bus move away from it rapidly.
4. Not waiting for the signal from the driver before crossing the road when loading or unloading.
5. Not staying in one’s seat upon entering the bus. Moving from seat-to-seat is forbidden.
6. Fighting on bus.
7. Obscene language or signs.
8. *Smoking on bus or lighting matches/lighters.
9. No electronic devices permitted on the bus.
10. Eating on bus.

11. Damaging personal property.
12. Gambling.
13. Personal disrespect to bus driver.
14. Throwing litter on the floor or out of the window.
15. Head and/or arms outside the window.
16. Tampering with emergency equipment.
17. Destroying school property.
18. Disobeying driver instructions.
19. Shouting on bus.
20. Noise at railroad crossing.

This offense, by Board of Education policy, levies an automatic five (5) school days suspension from school for the first occurrence. Penalties for Misconduct:

First Referral: Principal notification, signed referral sheet by parents and student.

Second Referral: Possible five to ten day denial of bus privileges. Conference if deemed necessary.

Third Referral: Denial of bus privileges for remainder of current semester, minimum 30 days.

NOTE: If the offense is deemed serious enough by school officials, any of the preceding steps may be superseded, the next step enforced, and permanent loss of bus privileges may be the result.

Missed Bus. On those occasions when watches are not working correctly or a substitute bus driver misses a given street and you are not picked up by the bus, it is your responsibility to get to school. Call the office and inform us of the possibility of your being late, but make arrangements to get to school. Absence due to a missed bus is a truancy.

CAFETERIA

Breakfast and a hot lunch is available to students. Children wishing to “brown-bag” their lunch may purchase milk. The prices for lunch and milk will be announced at the start of school. Additional items and desserts are sold a la carte. Families qualifying under a low-income free or reduced lunch program are encouraged to contact the office for appropriate forms and registration. Students are expected to follow common sense guidelines (see lunch room rules and regulations), and exhibit good manners and self discipline. Failure to cooperate will result in a specific seat assignment, detention, school suspension and/or possibly the loss of cafeteria eating privileges.

LUNCH ROOM RULES & REGULATIONS

1. Students are to arrive at the cafeteria within four (4) minutes after class dismissal.
2. Any student who enters the cafeteria during the lunch period will remain for the entire time, unless dismissed with permission from the cafeteria supervisor.
3. “Cutting in” the lunch line or “saving places” is not allowed. First come, first served is the norm.
4. Running, stool sharing, sitting on tables, or throwing food is not permitted.
5. Paper and waste must be placed into trash cans. Table and floor areas are to be cleaned and debris picked up. Cafeteria supervisors may request students sitting at or near a messy table to help clean and students will be expected to cooperate. Food and drink may NOT be taken from the cafeteria into the halls.
6. Students are not permitted to repeatedly borrow, beg, or coerce money from another student. Any evidence of intimidation to get money from another student will result in parent contact and/or disciplinary action by the administration. For those students who may forget their lunch or money, a sandwich and drink can be provided.
7. Outside boundaries. Students are to remain in the cafeteria area (which includes the restrooms, gym or designated outside area) for the entire lunch period.
8. *ALL RULES ARE POSTED IN CAFETERIA.*
9. Failure to cooperate with the above rules will result in a specific seat assignment and possible loss of lunch room privileges.

CANCELLATION OF SCHOOL

In the event that school is cancelled, all scheduled activities during the day or evening are also cancelled.

CELL PHONES AND OTHER ELECTRONIC DEVICES - (REFERENCE BOARD POLICY 5136)

Cell phones are to be kept turned off and stored out of sight from the time the student enters the building in the morning until 2:55 p.m. Items that are confiscated by staff will be held in the office. Each violation will be recorded for disciplinary action. Students who choose to bring these items to school are solely responsible for them. Sylvania Schools will not be responsible for items that are stolen or damaged.

VIDEO SURVEILLANCE AND ELECTRONIC MONITORING

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

COMMUNICATION

Sylvania Schools has adopted the use of **DynaCal** for communicating events for the district. It can be found on the district web page www.sylvania.k12.oh.us under "What's Happening".

Arbor Hills uses **DynaCal** exclusively to communicate including sports, clubs, all school events, and meetings.

Users will be able to request email and text alerts via the Internet or cell phone for their personalized calendars. When there is a cancellation, postponement, or rescheduled event you will automatically be notified by an email or text message. Also, any postings that are made to the Communication Category (like cancellations, assignments, or announcements) you will automatically be notified by an email or text message.

DANCES

Dances are regularly scheduled for Arbor Hills 7th and 8th grade students. Dances are for the enjoyment of Arbor Hills students **ONLY!** All other students will be turned away at the door. Students must remain at the dance unless a parent comes to pick them up before the end of the dance. All students must abide by appropriate school dress, behavior, and accepted dancing standards. Items like glow sticks and flashing lights are prohibited. Rides **MUST** be here within 15 minutes of the end of the dance. Supervision will cease at that time.

The Sylvania School Board Policy #5200-Student Discipline Code covers student attendance at school dances and other school sponsored events. Failure to follow these rules will result in a student losing their privilege to attend future dances. In addition, other disciplinary measures may be taken. The privilege of attending dances may be revoked due to un-served detentions, or other disciplinary problems. Students will be notified when their privilege of attending a school dance has been revoked.

DEMERITS/DETENTIONS

Students will be issued demerits as a consequence for behaviors that are out of compliance with our Student Handbook Rules and Guidelines. Students who are deemed to have rule infractions, such as running in the halls, chewing gum, failure to comply to teacher directives, failure to follow cafeteria rules, for example, will be given a demerit. Students are responsible to take the demerit slip home and show it to their parents. Students will be issued a Tuesday School (Level 1) on their 5th and 10th demerit and a Thursday School (Level 2) on their 15th and 20th demerit. After 25 demerits additional consequences may be imposed including a combination of a Tuesday/Thursday School (Level 3) and/or out of school suspension. Occasionally, students are required to report to school before or after school because of inappropriate behavior. Students must fully understand that any staff member in the building has the responsibility and authority to correct misconduct. Therefore, a teacher may assign a detention to a student who is not in her/his classes.

A written notice indicating the reason, time, and date for the detention will be issued at least one day prior to serving the detention. A parent signature is required on the detention form, and the signed detention form must be returned to the office.

The purpose for demerits or detentions is to develop communication between the student, teacher, and parent to insure future understanding of classroom expectations and cooperation. **It is of the utmost importance that parents support this discipline policy.** If you have any concerns, please do not hesitate to contact the teacher who issued the detention or demerit.

DISCIPLINE (SEE BOARD POLICY #5600)

Good discipline and an enjoyable school experience are enhanced through understanding, as well as cooperative attitudes among students and staff. Student participation in developing and maintaining good discipline is encouraged. Failure on the student's part to find out what the rules are and to follow them may result in demerits, Level 1 and 2 detentions, parental contact, suspension, or expulsion.

Students are given ample opportunity to take responsibility for their behaviors. All teachers follow a similar procedure for discipline: warnings, demerits, and office referrals. When students fail to cooperate, referrals are made to the office for firmer discipline, where discipline will fall under Board Policy #5600 A-BB.

Tuesday Detention (Level 1)

Tuesday Detention is intended as an intermediate attempt in dealing with students' behaviors. This would include but not be limited to continued behaviors, which still persist after numerous attempts to alleviate. Tuesday Detention will be held in a designated location at Arbor Hills Junior High. This location will be noted on the Tuesday Detention form. Students assigned to Tuesday Detention are required to be in attendance on the date indicated by 3:00pm until 4:00pm with appropriate school work. Students who fail to attend or remain in assigned Tuesday Detentions may receive additional Tuesday Detentions, Thursday Detentions, or Out of School Suspension (OSS). Students may be removed at any time for behaviors which are deemed disruptive in nature. Students are required to attend with schoolbooks and homework. No sleeping, drinking, or eating will be permitted.

Thursday Detentions (Level 2)

Thursday Detention is intended as another option in dealing with students behaviors. Thursday Detentions are issued as a progressive step in discipline if repeated behaviors have not stopped after Tuesday Detentions have been issued. In addition Thursday Detentions may be issued from a singular incident depending upon the severity of the incident. Students assigned to Thursday Detention are required to be in attendance on the date indicated by 3:00pm until 5:00pm with appropriate school work. Students who fail to attend or remain in assigned Thursday Detentions may receive additional Thursday Detentions, or Out of School Suspension (OSS). Students are required to attend with schoolbooks and homework. No sleeping, drinking, or eating will be permitted.

Tuesday/Thursday Detentions (Level 3)

Tuesday/Thursday Detentions are a third option in dealing with student behaviors. They are issued as a progressive step in discipline if repeated behaviors have not stopped after individual Tuesday and Thursday Detentions have been issued. A student receiving a Tuesday/Thursday Detention will be required to attend both a Tuesday School from 3:00 until 4:00pm and a Thursday School from 3:00 until 5:00 pm. In addition Tuesday/Thursday Detentions may be issued from a singular incident depending upon the severity of the incident. Students who fail to attend or remain in assigned Thursday Detentions may receive additional Thursday Detentions, or Out of School Suspension (OSS). Students are required to attend with schoolbooks and homework. No sleeping, drinking, or eating will be permitted.

DISMISSAL

For teacher convenience, bells have been set to ring as guidelines for class dismissals and beginnings. The teacher, not the bell, dismisses class.

DRESS CODE

The Arbor Hills School dress code is established to prevent disruption, avoid safety hazards, and prepared each student for future employability. Successful students come to school prepared to give their best in each class. Their appearance demonstrates this positive commitment. Clothing and accessories that hinder our goal to make Arbor Hills a school of excellence should be left at home.

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

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

When dress or grooming is questionable, the school administrators shall make the final decision. Students in violation of this code may be removed from school or an activity and sent home to change. Time missed from school/class will be considered unexcused. Continued violations will result in discipline. Policy 5600, Section M (Inappropriate Attire). For more information, see **Board Policy #5511**.

EMERGENCY CARD

Sylvania Schools Emergency Form is required in the school office for each student. Emergency Forms are sent home the first day of school for your review. During the school year if there is a change in family status, place of employment, doctor, etc., please call the office with this new information.

EMERGENCY DRILLS

Practice of emergency drills are held throughout the school year to familiarize students with the emergency exits from the school building. Please note Exit Arrows are on school maps throughout the building. Students are expected to stay with their group, follow directions, and must maintain silence.

FIGHTING

Although we realize junior high youth are very energetic and sometimes become temperamental, fighting, for any reason, is **not tolerated**. Fighting may result in a **1 to 10** day out of school suspension to home. Students finding themselves in the position of becoming involved in a volatile situation should report to the nearest classroom or to the office. Together, we will try to resolve the conflict. Parents/guardians and students must realize that the school can never condone fighting between students, and therefore, does not normally make a distinction between students taking offensive or defensive action. Similarly, "horseplay" often results in fighting. Consequently, any appearance of fighting - even if "horsing around" - may fall under Board Policy #5600.

FINES, REPLACEMENT COSTS

Any pupil who loses any book belonging to the Board of Education or the library, shall be charged the replacement cost of the book (usually between \$60 to \$80). A fine of \$.50 shall be imposed for *each* torn page. A fine of up to \$10.50 shall be imposed for books that have to be rebound. Any damage to books such as pencil or pen marks are fined at the discretion of the teacher or librarian.

GRADES

Teachers will issue percentage scores for 6th, 7th & 8th grades on a quarter basis.

Scale:	98-100%	A+	77-79%	C+
	93-97%	A	73-76%	C
	90-92%	A-	70-72%	C-
	87-89%	B+	67-69%	D+
	83-86%	B	60-66%	D
	80-82%	B-	50-59%	F

*The top of the grading scale is capped at 100 while the bottom is set at 50.

Eighth grade students taking courses for High School. credit will follow the High School grading scale.

First, second, and third quarter grades are carried home by the student. The fourth quarter grades will be mailed to the home.

The use of the letter "**P**" on a report card indicates the student is working hard and displays effort that merit a passing grade. The scores for this student do not indicate the level of effort put forth.

A student who receives an "**I**" on a report card indicates incomplete. The student has ten schools days to make up the incomplete unless the administration grants an extension.

"**W**" is a withdrawal from the course.

To some degree, students are not entirely graded on the basis of their relative standing in the class. Students are graded on the basis of the actual performance and progress in a given subject area in relation to their individual learning rate and capabilities, determined by the teacher. Parents wishing more information in relation to their child's achievement are encouraged to attend the parent-teacher conference (see calendar) or may arrange for a personal conference with the instructor or counselor by contacting the school.

Arbor Hills Junior High will continue to use *PowerSchool* for the 2015-16 school year. Parents and students have access to grades throughout the school year. Contact the school office for login information.

GUIDANCE

Our school counselors will help you to develop skills to make appropriate decisions. Decisions may include your personal life, peer group pressures, career investigations and educational choices. The emphasis of the guidance program is to provide information and service to all students. The counselors will work with you in both individual and group situations, depending on the nature of the problem or issue. Students are encouraged to contact the counselors with any problem or concern. The counselors will assist you in learning how to deal with these issues more successfully. To see a counselor, stop by the counseling area. Parents are also invited to contact the counselors via telephone or a personal visit.

GUM

Gum chewing is not allowed inside Arbor Hills.

HALL CONDUCT

The students have four minutes to change from one class to the next. Students are expected to walk, NOT run, to stay on the right side of the hall, to move through and not stop to congregate, and to do nothing to injure or hinder other students' orderly progress through the halls. If you need to stop at the restroom and think you might be late to class, **get permission from your teacher first**. Students may talk, but should keep as quiet as possible. Romantic encounters in the halls are not permitted. Hall passes are located inside this handbook, which must be carried with the student at all times.

HARASSMENT, INTIMIDATION, AND BULLYING BOARD POLICY—#5517.01

INTRODUCTION

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

PROHIBITIONS

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

PROCEDURES, INVESTIGATION AND DOCUMENTATION

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

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

DEFINITION OF HARASSMENT, INTIMIDATION, OR BULLYING

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

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

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

RETALIATION IS PROHIBITED

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

DISCIPLINARY INTERVENTIONS

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

PUBLICATION, TRAINING, IMMUNITY AND BOARD SUMMARY

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

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

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

HOMEWORK MATRIX

Students who are absent from school or students and/or parents who wish to verify homework assignments are encouraged to use our Homework Matrix. The Homework Matrix can be accessed on-line. Go to www.sylvaniaschools.org and choose “Arbor Hills” under the “Visit Our Schools” tab. You will see an option for the Homework Matrix on the left.

ILLNESS

Whenever a student becomes ill during school and it is necessary that he/she be sent home, one of the parents will be contacted by the school office before the student may leave the building. If a parent is not available by telephone, the contact person indicated on the child's Emergency Card will be contacted.

IMMUNIZATION (SEE BOARD POLICY #5320)

State legislation requires that all students be immunized against the following childhood diseases: diphtheria, tetanus, pertussis (DTP), polio, measles, rubella, and mumps. Parents having children not meeting the above requirements should have this completed by September 1st of this school year or contact the school to explain a medical or religious exemption.

INTERNET USAGE

Arbor Hills has a network of computers throughout the building which will not only make the computers interactive within the building but will also allow for access to computer locations throughout the world. The District and/or Network computer resources are intended for the exclusive use by their registered users. A student will become a registered user through the completion of a Network and Internet Access Agreement form. This signed form is a statement of responsibility, indicating knowledge of the rules and regulations of the Network and a willingness to abide by them.

The student is responsible for the use of his/her account/password and/or access privilege. Any problems which arise from the use of a student's account are the responsibility of the account holder. Use of an account by someone other than the registered account holder is forbidden and may be grounds for loss of access privileges or other disciplinary measures.

Any misuse of the account will result in suspension of the account privileges and/or other disciplinary action determined by the District. Misuse shall include, but not be limited to:

- Intentionally seeking information on, obtaining copies of, or modifying files, other data or passwords belonging to other users.
- Misrepresenting other users on the Network.
- Disrupting the operation of the Network through abuse of the hardware or software.
- Malicious use of the Network through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks.
- Interfering with others use of the Network.
- Extensive use for non-curriculum related communication.
- Illegal installation of copyrighted software.
- Unauthorized down-loading, copying, or use of licensed or copyrighted software.
- Allowing anyone other than the account holder to use an account.

INTERSCHOLASTIC SPORTS

Seventh and eighth grade cross country (Fall), seventh and eighth grade girls' volleyball (Fall), seventh and eighth grade football (Fall), seventh and eighth grade cheerleading (Fall and Winter) seventh and eighth grade girls' basketball (Winter), seventh and eighth grade boys' basketball (Winter), wrestling (Winter) and track (Spring) are the interscholastic sports sponsored by the school. Please note that some Fall sports require mandatory practice in August. Tryouts for various teams as well as "Meet the Team Nights" will be announced in the school newsletter and over the morning P.A.

"Meet the Team Nights" will give everyone the opportunity to hear the coach and become aware of the rules and expectations for participation prior to the startup of the sport or activity.

A league fee of \$2.00 for students and \$4.00 for adults is charged for attendance at each game. Season passes are available on a per sport basis. Adult passes are also available.

All extracurricular participants must be in compliance with the Sylvania Board of Education Policy #5600B.

Sylvania Schools requires student athletes to have a GPA higher than 1.5 with no more than one F to remain eligible to participate. Arbor Hills activities may have additional standards of good standing as described by each individual advisor or coach. Standards of good standing will be available to each student and parent upon initial participation in the activity/sport.

Policy 5600B – Eligibility for Extracurricular Activities.

It shall be the practice of the Sylvania Board of Education to disapprove any transfer of athletic eligibility out of the district if the student does not meet standards of Board of Education Policy.

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

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

The Sylvania rule, which applies to everyone participating in extracurricular activities states that a student must maintain a minimum grade point of 1.5. The first time a student falls under this standard he/she is placed on probation but allowed to continue to participate. The second time a student falls below 1.5 standards, he/she becomes ineligible to participate in any extracurricular activity for the following quarter. One probationary period is allowed in the ninth and tenth grade years and one more in the eleventh and twelfth grade years. However, a student may never have two consecutive quarters of probation. An unused probationary period does not carry over and cannot be accumulated. Any information regarding the Athletic Code of Conduct may be obtained from the Athletic Office.

INTERVENTION ASSISTANCE TEAM - I.A.T.

The I.A.T. is composed of a group of counselors, teachers, and administrators who meet regarding referrals from staff members concerning academic, social, and/or behavioral issues involving individual students. The goal of the I.A.T. is early identification and intervention to provide necessary assistance to the student and parent. This support may include a parent conference, student contract, tutoring, after school programs, teacher mentoring or other appropriate measures. The success rate of the I.A.T. is directly related to the commitment shown by the student, parents, and Arbor Hills staff.

LEAVING SCHOOL BUILDING/GROUNDS

A student may leave the building or school grounds during the school day **only with** permission from, **and** by signing out of, the main office. Students leaving without permission will be considered truant and will result in consequences and may also include police notification.

LIBRARY/MEDIA CENTER

The Arbor Hills Media Center is open for student use before, during, and after school. Students who are sent to the library should have a specific purpose in mind. Students may come to the Media Center to get a book for general reading purposes, browse through newspapers/magazines, or do research for a class project. Also, a computer area is available for research and word processing. Most books may be borrowed for two weeks. Magazines, stencil sets, and pamphlets are checked out for one week. During research units, certain materials may be limited to use in the library only. Fines are charged for overdue items. The amount ranges from 5¢ to 10¢ per day depending on the item. Students should be responsible and return borrowed materials on time.

LOCKERS (SEE BOARD POLICY #5771)

Lockers are the property of the Sylvania Board of Education. Lockers and their contents are subject to reasonable searches at any time. Kicking, slamming, writing, or scratching lockers may result in the loss of locker privilege. If damage occurs, assignment to repaint or repair the locker and/or fines may be incurred. Posters, if appropriate and in good taste, may be placed on the inside of lockers. Double sided sticky tape is **not** permitted. Magnets can be used to hold up posters without creating a cleaning problem in the locker. Opening, entering, or giving out combinations of other students' lockers will result in disciplinary action. **DO NOT SHARE YOUR LOCKER COMBINATION!**

LOST & FOUND

The "Lost & Found" is located in the cafeteria. Any articles found should be turned in immediately. Any article not claimed by the end of each quarter will be given to a charitable organization.

MAGAZINE SALE

The magazine drive, held at the beginning of the school year, the only money making project in which all students may voluntarily participate. Proceeds from this drive go toward the purchase of school resource materials, student-used equipment, and student activities. Please hold any magazine orders or renewals for our annual fall magazine sale this year, as well as in future years.

MEDICATION (SEE BOARD POLICY #5530)

Administration or distribution of prescription drugs in grades 6-12 shall remain the sole responsibility of the parent/guardian. The only exception will be for students covered by the requirements of an IEP.

It is understood students will self-medicate for headaches and bodily pains, but when over the counter medication is used on a regular basis, the student will need to comply with this policy.

No student is allowed to provide or sell any type of medication to another student. Violation of this rule will be considered violations of Board Policy #5530 - Drug Prevention and Student Code of Conduct.

OHIO STATE TESTS

Because of the impact of Ohio State Tests on students' graduation, the Ohio Department of Education takes the security of these tests very seriously. Each district is required to inform students of the provisions for security of the tests and the penalty for violating test security.

As with any other tests, students must do their own work and keep their work to themselves. Any student suspected of cheating will be investigated using due process according to district procedures. Students confirmed of cheating or assisting another student to cheat on a proficiency test will have their test (s) invalidated and may be subject to a disciplinary suspension.

Students may also not share or discuss any specific test items with another person. If, for example, a student has a question from the math portion of the test, he/she may not discuss that specific question with another student or teacher. Similar questions may be addressed in context of discussions from previous classes but may not be using specific Achievement Test questions.

OPEN ENROLLMENT

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

1. Attendance/Discipline:

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

OPEN HOUSE

During Open House, parents will have an opportunity to visit Arbor Hills and meet their child's teachers. Parents will follow a shortened version of their child's daily schedule. Open House is held at the beginning of the school year. Refer to the Arbor Hills Newsletter and daily announcements for Open House dates and times.

PHYSICAL EDUCATION/GYM CLOTHES

Students are expected to have clothing suitable for sports activities. A short sleeved shirt, pair of shorts, socks, and tennis shoes would be appropriate. Students may also wear sweatpants in cooler weather. Clothes worn in Physical Education are expected to be separate from those worn to school. All students are asked to dress and participate each day. A combination lock to secure all belongings is a good investment for peace of mind. A doctor's excuse is the only excuse the teacher will accept for non-participation of three days or longer. Parents are asked to notify the Physical Education teacher of any physical handicaps that might hinder their child in the Physical Education program.

PROGRESS REPORTS (INTERIM)

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

PROMOTION POLICY

Promotion from 6th to 7th grade will be based upon a successful completion of requirements as outlined in state minimum standards, courses of study, curriculum guides and adopted instructional materials. Emphasis will be upon identifying and correcting deficiencies before a student is retained.

A student in the regular 7th and 8th grade program must pass the following subjects with at least a 1.0 grade point average for each year **and not receive an "F" the fourth (final) quarter**: Two years each of:

- English
- Math
- Science
- Social Studies

If a course is failed, the student may:

1. Attend summer school to raise the grade point to a 1.0 average in the following courses: English, math, science, or social studies.
2. Students may enroll in a correspondence course arranged through the approval of the building principal.
3. Private tutoring is another option. This can only be arranged through the approval of the building principal.

A student is limited to taking two (2) courses each summer.

Exceptions to these regulations may only be made by the principal following discussion with staff and parents.

RESTROOMS

Restrooms can be kept neat and clean only if students cooperate and are helpful to this end when using the restrooms. Loitering is not allowed. Use of the restroom does not excuse one from being tardy to class.

SCHEDULE CHANGES

Many factors are taken into consideration when planning class schedules to create a successful school experience for students. Students should be careful in their initial course selections and adhere to these choices. Changes in schedules can cause many difficulties for the individual student as well as for the master schedule. However, occasionally a change in an individual student's schedule may become necessary. For a parent-approved schedule change to be considered, you should see your counselor prior to the closing of the current school year or set an appointment for the month of August. Space availability and appropriate balancing of classes may impact these requests. Requests for specific teachers will not be honored.

SELLING ITEMS IN SCHOOL

Students will not be permitted to sell any items in school unless it is an approved school project. Although the intent of other sales may be positive, they have caused some problems in the past and, as such, cannot be allowed.

STUDENT COUNCIL

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

Any student interested and willing to work cooperatively with other students and staff members toward bettering the school atmosphere is encouraged to run for election. A Student Council candidate must be in good standing in all classes, and follow the code of conduct consistently. Elections are held in October under the guidance of the Council's advisors. This Council will have representatives from all three grade levels.

SUBSTITUTE TEACHERS

Substitute teachers are guests in our school, and we expect Arbor Hills students to behave with the same courtesy, respect, and consideration that would be given a regular teacher. It is understood by the substitute and students that a pupil sent to the office for lack of cooperation or inappropriate behavior **will receive consequences per student code of conduct.**

TEXTBOOKS

Textbooks are issued to each student at the beginning of the year. These books are *lent* to the student for use in the class. Each book is numbered and issued to a specific student. **Each student is responsible for that book.** Books will be collected at the end of the year and any student not returning the book registered to him/her or turning in a damaged book will be required to pay the replacement cost or a fine. The replacement costs run from \$60 to \$80 and a fine can be from \$7 to \$10.50 or more.

VISITORS

Parents and other visitors are invited to come to the building at any time. Please make arrangements in advance with the secretary. **Visitors are required to sign-in and sign-out of the building.** A visitor name tag must be worn while in the building. Visits by school-age children are discouraged, but may be approved under certain conditions if a written request is made at least one day prior to the day of visitation. Visitations are limited to one day. Student visitors will not be allowed the week before vacations or the last week of school.

VOLUNTEERS

Parent involvement in school sometimes wanes as children reach junior high, but we need you. Your participation in the Academic Boosters, Athletics Boosters, Parent Organization meetings and committees, activity programs, tutoring, classroom assistance and your clerical assistance in the library and during the magazine sale would be greatly appreciated. If you would be willing to volunteer your time, please call the principal, assistant principal, or our Parent Organization president or volunteer coordinator. All Volunteers must be fingerprinted. To be fingerprinted you must pick up a form at the Arbor Hills office and take it to the administration building at 4747 Holland Sylvania. There is no cost to the volunteer for fingerprinting.

WITHDRAWALS

Students who plan to withdraw should notify the school office as far in advance as possible. All books should be returned to teachers. A form will be issued to the student to have instructors give grades and sign releases. This form should be returned to the secretary. Student records will be forwarded to the new school after a "Records Release Form" is received from the new school.

YOUTH TO YOUTH

Youth To Youth is a student organization intended to help students plan and participate in fun events without the involvement of drugs and/or alcohol. Youth To Youth, for grades 6, 7, & 8, helps students learn how to deal with peer pressure in a positive manner while preventing involvement with substance abuse. Information about joining Youth To Youth will be made available to students early in the school year.



SYLVANIA SCHOOLS BOARD POLICY REFERENCE

SYLVANIA SCHOOLS

CODE OF CONDUCT FOR EXTRACURRICULAR ACTIVITIES/ATHLETICS

Participants are expected to conduct themselves in a manner that will not bring discredit to themselves or their school. They should not be involved in the use of alcoholic beverages, illegal drugs, or tobacco. Failure to abide by the code of conduct, or other behavior derogatory to the individual or the program during the calendar year, will lead to denial of participation.

No student shall possess, conceal, use, convey to another, be in the presence of illegal drug/alcohol activity, or offer for sale, or attempt to purchase any alcoholic beverage, illegal drugs, non-prescribed drugs, prescribed drugs illegally used, look alike drugs, or any mind altering substance. A student will abide by the rules, regulations, and policies of the Sylvania Schools and the laws of the community at large. Included in the prohibition are any substances represented as controlled substances, drug paraphernalia, and tobacco. A violation of this policy by any student who participates in any extracurricular activity shall be deemed in violation of the Code of Conduct, and the student shall be subject to the penalties described herein. Penalties for violation of this Code of Conduct shall apply to both athletic and extracurricular participation concurrently.

This Code of Conduct must be signed before the student participates in any extracurricular tryout, practice, game or event. The student will be subject to the Code of Conduct for the entire calendar year.

The Code of Conduct shall be deemed to have been violated under the following circumstances: (1) when a student is observed in violation of the Code of Conduct by school personnel or (2) when a student has been charged by any law enforcement officer with an activity prohibited by this code, or (3) by an admission of violation by the student or his/her parents, or (4) when a student brings discredit to himself/herself or the school (including but not limited to being at an underage party where drugs/alcohol are present, vandalism, fighting, theft...)

SELF REFERRAL/PARENTAL REFERRAL

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

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

PENALTIES FOR VIOLATIONS OF THE CODE OF CONDUCT: ATHLETICS

- (a) **First violation:** The student shall not participate in any athletic activity for one calendar year. Students who elect to receive professional assessment and assistance will be denied participation in 20% of the games in the current season as defined by the published schedule of games. Fractions of games shall be rounded to the nearest whole number. If the violation occurs at the end of the season, such that the full 20% penalty cannot be served, the remaining penalty shall be carried into the next season in which the student is a participant. The student will be denied the privilege to drive to school for 20% of the remaining semester.
- (b) **Second violation:** The student shall not participate in any athletic activity for one calendar year. Students who elect to receive professional assessment and assistance will be denied participation in the remainder of the season in which they are presently competing, and, in addition, the sports season immediately following [A second violation occurs any time in a participant's career after a first violation. Junior High (grades 7-8) and High School (grades 9-12) are considered separate careers.]
- (c) **Third violation:** A third violation of the code of conduct will result in termination of athletic eligibility for the remainder of the student's career. A student who has received professional assessment and assistance may petition the Code of Conduct Committee at the conclusion of one calendar year from the date of the code violation for permission to participate in athletics the following year. (The Code of Conduct Committee will consist of the Assistant Principal and four building staff members.) The student will be denied the privilege to drive to school for the rest of the student's career in Sylvania Schools.
- (d) **Fourth violation:** A fourth violation will result in termination of athletic eligibility in Sylvania Schools for the remainder of the student's career.

PARTICIPATION IN PRACTICE

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

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

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

DUE PROCESS

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

1. The Athletic Director and/or Assistant Principal shall hold a meeting with the student to determine if a violation of the Code of Conduct has occurred. The Athletic Director/Assistant Principal shall make every reasonable attempt to contact the parents or guardians of the student before holding this meeting and parents may attend.
2. When a determination of a violation of the Code of Conduct has been made by the Athletic Director/Assistant Principal, the parents/guardians of the student shall be notified in writing. Parents/Guardians shall be considered notified if they are present at the first meeting with the Athletic Director/Assistant Principal. This does not waive the obligation of written notification by regular mail.
3. Any student, parent, or guardian may appeal a violation decision by notifying the Athletic Director/Assistant Principal of their intent to appeal. Such notification must be made in writing to the Athletic Director/Assistant Principal, within 5 days of the date of determination of violation of the code. The Athletic Director/Assistant Principal will convene the Code of Conduct Committee, and will establish a date for the Appeal Hearing.
4. After hearing the appeal, the Code of Conduct Committee will forward its recommendation to the Building Principal, who shall have the authority to either accept or overrule the recommendation of the Committee. It shall be the responsibility of the Building Principal to notify the student and his/her parents of the decision of the Code of Conduct Committee and the determination of the Building Principal.
5. Any further appeals shall fall under the guidelines as established by the Board of Education.

CELLULAR TELEPHONES AND ELECTRIC COMMUNICATION DEVICES—BOARD POLICY #5136

A student may possess a cellular telephone or other electronic communication devices (ECD) (e.g., laser pointers and attachments, paging devices/beepers, personal digital assistants (PDAs), and other devices designed to receive and send an electronic signal) in school, on school property, at after school activities and at school-related functions, provided that during school hours and on school vehicles the cellular telephone or other ECD remains off. Students may not use cellular telephones or ECDs 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.

Also, during school activities and school-related functions, when directed by the administrator or sponsor, cellular telephones and other ECDs shall be turned off (not just placed into vibrate or silent mode) and stored out of sight.

The use of built-in cameras that are included in some cellular telephones and ECDs is prohibited in locker rooms, classrooms, bathrooms and swimming pool.

Students are prohibited from using ECDs to capture, record or transmit the voice (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such voice and/or images by all persons whose voice and/or image is captured. Using an ECD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Cameras may be used during sporting events and other public performances.

Students are also prohibited from using an ECD to capture 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 their ECDs to receive such information.

Possession of a cellular telephone or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the cellular telephone or ECD. If the cellular telephone or ECD is confiscated, it will be released/returned to the student and/or parent/guardian after the student complies with any other disciplinary consequence that is imposed. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity.

The student who possesses a cellular telephone or ECD is responsible for its care. The Board is not responsible for preventing theft, loss, damage, or vandalism to cellular telephones or ECDs brought onto its property. Property not claimed within 90 days is deemed to be abandoned and may be destroyed or donated to charity.

ATTENDANCE GUIDELINES—BOARD POLICY #5200

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

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

- I. **Excused Absence:** A written excuse for absence from school may be approved for one or more of the following reasons or conditions:
 - A. **Personal illness.** The principal/designee may require a doctor's confirmation if he/she deems it advisable.
 - B. **Illness in the family.** The absence under this condition shall not apply to children under fourteen years of age.
 - C. **Quarantine of the home.** This is limited to the length of quarantine as fixed by the proper health officials.
 - D. **Death in the family.** The absence arising from this circumstance is limited to three days unless a reasonable cause may be shown by the applicant child, parent/guardian for a longer absence.
 - E. **Necessary work at home due to absence or incapacity of parent (s)/ guardian.** Any absence arising from this condition shall not extend for a period longer than that for which the parents were absent from the home or incapacitated, nor to any student younger than fourteen (14).
 - F. **Observation or Celebration of a Bona fide Religious Holiday.** Any student shall be excused for the purpose of observing or celebrating a bona fide religious holiday consistent with his/her creed or belief.
 - G. **Emergency or set of circumstances.** The building principal shall serve as the Superintendent's designee in the determination of such emergency or set of circumstances.
- II. **Absence during the School Day for Professional Appointments:** Parents are to be encouraged to schedule medical, dental, legal, and other necessary appointments other than during the school day. Since this is not always possible, when a student is to be absent for part of the day:
 - A. The student shall have a statement to that effect from his/her parents.
 - B. The student shall bring a signed statement from the doctor, dentist, lawyer, counselor, etc. to the effect that he/she reported promptly for the appointment.
 - C. The student shall report back to school immediately after his/her appointment if school is in session.
- III. **Excessive Absence Guidelines:**
 - A. A student who misses ten (10) school days will have a letter sent informing parents that future absences will require a doctor's verification to be excused, telling them that a hearing will be required if the child reaches fifteen (15) days of absence, and including a copy of state law relative to school attendance, etc.
 - B. A student reaching fifteen (15) days of absence will have their name forwarded to Student Services. (Absences as used here would not include days for which a medical excuse has been provided.) Student Services will set up a hearing with the parents, the school principal/designee and the Director of Student Services. Possible results of this hearing could be a referral to the courts, children services and the withholding or withdraw of a student driver's license, etc.
- IV. **Personal Convenience Absence (PCA) Guidelines:**
 - A. The PCA will be considered unexcused.
 - B. The PCA forms will be issued only to parents/guardians by the principal/designee.
 - C. The PCA forms must be completed and on file before the date (s) of the absence.
 - D. The PCA forms will not be issued for absences during district wide testing, including exams, October count week as well as the first and last two weeks of the school year..
 - E. The PCA absences are applicable only to trips on which students accompany their parents or designated chaperone.
 - F. Students/parents are responsible to inform each teacher of the dates of a PCA.
 - G. Students will be permitted to make up graded assignments, classroom tests, and examinations as calculated as part of student's grade.
 - H. Students/parents are responsible to make arrangements to make up tests by the second day the student returns.
 - I. Failure to abide by the above procedures and other administrative guidelines will result in denial of make-up privileges.

- J. Sylvania Schools assumes no responsibility for a drop in grades.
- K. Teachers are not required to prepare assignments in advance for students who are anticipating days of absence.
- L. Teachers are not required to examine or correct assignments missed during a PCA that are not recorded or calculated as part of the student's grade.
- M. Teachers are not required to grade, examine, correct, or replicate any missed activity, written work, or class experience the completion of which is predicated upon a student's attendance or in-class participation (e.g. Lab, play, etc.)

V. Truancy and Habitual Absence:

A student shall be considered truant each day they are absent without a written excuse from parent/guardian with an acceptable/approved reason per state law. A student shall be considered truant each day they are absent without a parental/guardian written excusal and NO contact is made by telephone, E-mail, or fax by parent. Truancy is a legal term applied to student absence (s) when there exists NO excusable reason and NO contact with parent/guardian. Action will be taken as follows:

- A. No credit will be recorded for work missed as a result of truancy.
- B. A record of the truancy will be entered in the student's attendance record file.
- C. A parent contact may be made.

Please Note: The promotion of a student to the next grade level will be prohibited if the student has been truant for more than ten percent (10%) of the required attendance days of the current school year and has failed two (2) or more required curriculum subject areas in the current grade unless the student's principal and the teachers of any failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

VI. "Habitually and Chronically" Truant:

A student will be considered "habitually truant" under state law if the student is absent without a legitimate excuse (See A through G under "Excusable Reasons for Absence" and PCA) for seven (7) or more consecutive school days, for ten (10) or more school days in one (1) month, or twelve (12) or more school days in one (1) school year. A student will be considered "chronically truant" under state law if the student is absent without a legitimate excuse (See A through G under "Excusable Reasons for Absence" and PCA) for seven (7) or more consecutive school days, for ten (10) or more school days in one (1) month, or fifteen (15) or more school days in one (1) school year.

If a student is "habitually truant" or "chronically truant" and the student's parent (s), guardian (s), or custodian (s) has failed to cause the student's attendance, a complaint may be filed with the Judge of the Juvenile Court. The principal may also take any of the following intervention actions:

- A. Assign the student to an intervention program (e.g. detention, Saturday School, IRP, etc.).
- B. Provide counseling to the student.
- C. Request or require the student's parent to attend a parental conference/hearing.
- D. Notify the Registrar of Motor Vehicles of the student's absences.
- E. Take the appropriate legal action.

If the truancy persists, and the student becomes "habitually truant," "chronically truant," or "habitually absent," the Superintendent/designee shall notify the student and his/her parents, guardian, or custodian, in writing, that the Superintendent will notify the registrar of Motor Vehicles and the Judge of the Juvenile Court of the child's persistent absence unless the student or his/her parents wish to challenge the record. They are to be notified that the absence information has been provided to the Superintendent, that as a result of that information, the child's temporary driver instruction permit or driver's license will be suspended or the opportunity to obtain such a permit or license will be denied, and that they may appear in the principal's office to challenge such information at a scheduled date and time.

Notification will be sent within two (2) weeks after the Superintendent receives the information or the conclusion of the hearing if the determination that the student did not have a legitimate excuse for the absences is upheld. The student's name, address, birthdates', school, district, and attendance record shall be sent to the Juvenile Judge in writing and to the Registrar of Motor Vehicles in the manner designated by the Registrar.

DRESS CODE—BOARD POLICY #5511

The Board recognizes that each student's mode of dress and grooming is primarily the responsibility of that individual and his/her parents. We do expect students to maintain the type of appearance that is conducive to a good school atmosphere and is not distracting to teachers or other students. When a student's appearance is considered improper, a student may be sent home or detained in the school office until a parent/administrator conference is arranged.

When a faculty member considers a student's appearance inappropriate or disruptive to the educational process, a student may be sent home or retained in the school office until appropriate clothing can be obtained. Students are not permitted to have exposed mid-drifts, undergarments, or bare feet. Shorts that are at least mid-thigh may be worn during warm weather. Coats, hats, etc. must be kept in the locker during school hours.

Hiking boots with black soles are not permitted to be worn in the building because of the black marks which they leave on the floors. Students may wear these boots to and from school but must change into other shoes during the day. The wearing of hats, hoods, or bandannas is not permitted inside the building. They will be taken from the student and kept in the office until the end of the day if confiscated by a staff member. Repeated offenses may result in loss of the item until a parent conference at school and/or a suspension for failure to comply with reasonable school rules.

CODE OF CONDUCT BOARD POLICY—#5600

STUDENT DISCIPLINE CODE

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

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

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

- A. **Disruption of School.** A student shall not by use of force, violence, coercion, threat, harassment, insubordination or repeated lack of cooperation, cause disruption or obstruction to the educational process including repeated or flagrant violations of any school rule or accepted standard of behavior.
- B. **Vandalism.** A student shall not cause or attempt to cause damage to school property or facilities, or to private property which is on school premises. Parents are responsible for such damages and it is the policy of the school district to seek financial redress to the limits of the law.
- C. **Stealing.** A student shall not steal, be a party to a theft, possess stolen property, or attempt to steal school property, or private property, which is on school premises or in vehicles on school premises. This includes library books and supplies.
- D. **Unauthorized Use of Fire.** A student shall not threaten, set or attempt to set any fire on school property, including the use of fire or fireworks. Making false fire alarms or bomb threats is a violation of this code.
- E. **Loitering/Trespassing.** A student without a specific school related reason or purpose shall not be on school property or at school sponsored activity. Any unauthorized entry of school property or any refusal to leave school property when ordered will be considered trespassing.
- F. **Threats and Causing Harm.** A student shall not threaten, commit or attempt to commit assault (physical harm to another), harassment, intimidation, coercion, whether a misdemeanor, felony, or any violation of state criminal code against any student Board of Education employee or school guest or visitor. Intimidation includes written, verbal, or non-verbal abuse which is threatening to an individual.
- G. **Disrespect.** A student shall not use profane, indecent or obscene language either verbally or in writing toward any student, Board of Education employee, or school guest or visitor. Included in this prohibition is the use of obscene gestures, signs, pictures, or publications.
- H. **Weapons.** A student shall not possess, handle, transmit, or conceal any object or look-alike weapon that in fact or under the circumstances can be considered to constitute a weapon.
- I. **Gambling.** A student shall not be involved in the act of gambling while on school premises or at school sponsored activities.
- J. **Alcohol and Other Drugs.** A student shall not possess, transmit, conceal, consume, or show evidence of having consumed or used, or offer for sale any alcoholic beverages, illegal drugs, un-prescribed drugs, look-alike drugs, narcotics, or any mind-altering substance while on school property, both inside and outside of buildings and school buses. Included in this prohibition is the possession of any drug-related paraphernalia.
- K. **Tobacco Products.** Smoking, evidence of smoking, use of snuff, chewing tobacco, e-cigarettes or other tobacco products on school property or at any school activity, during school hours, (which includes the hours going to and from school) in any school building or on campus, is not permitted.
- L. **Forgery and Misrepresentation.** A student shall not falsify in writing the name of another person or falsify times, dates, grades, addresses, or any other data on school forms or correspondence directed to the school. A student shall not use the name or identity of another person.
- M. **Inappropriate Attire.** A student shall not dress or appear in a fashion deemed inappropriate because it either (a) interferes with the student's health, safety, and welfare or the rights of other students, or (b) causes or is reasonably likely to cause a material interference with or substantial disruption of the educational process.
- N. **Truancy.** A student shall not be truant from class, Commons, study halls, or school. Excessive tardiness is cause for disciplinary action.
- O. **Cheating.** A student shall not work with another person or persons in the execution of a test, report, or paper without authorization to do so. A student shall not use unauthorized material to cheat on a test or other assignment.
- P. **Plagiarism.** A student shall not intentionally represent another person's work, words, thoughts or ideas as his/her own.

- Q. Failure to Comply. A student shall not fail to comply with the directions of teachers, student teachers, school aides, bus drivers, principals, or other authorized school personnel.
- R. Hazing. Hazing activities of any type shall be prohibited at all times. No employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.
- S. Excessive show of affection. Any public display of affection between couples that attracts undue attention to them shall be considered in poor taste and is prohibited. This will include close body contact, hugging, kissing, and like action.
- T. Electronic Devices. A student shall not violate Policy 5136 Cellular Telephones and Electronic Communication Devices. Radios/Walkman/Pagers/Cell Phones and any other items or electronic devices which disrupt the educational process may be confiscated from students and held until the end of the current grading period or school year. A parent conference may be requested before the confiscated item(s) are returned.
- U. Harassment/Discrimination. A student shall not violate Policy 5517 Anti-harassment, including harassment based on sex, race, color, national origin, religion, disability, sexual orientation, or any other unlawful basis.
- V. Misuse of Computers and Other Equipment. A student shall not violate the School District's Policy 7540.03 Student Network and Internet Acceptable Use and Safety. Students shall not use the School District's computers or other equipment except as authorized by a teacher or other supervisor, shall not misuse or abuse such items, and shall not use such items to obtain, generate, or use information in an illegal or unethical manner or for illegal or unethical purposes. As used in this Discipline Code, "computers" includes software, hardware, and related devices.
- W. Inappropriate material. A student shall not possess, distribute or display material, including a picture, that is obscene or pornographic, including material that depicts a person in a state of nudity or undress.
- X. Copyright infringement. A student shall not violate federal copyright law.
- Y. Video and photography. A student shall not capture, record or transmit the voice (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such voice or images.
- Z. Libel/slander. A student shall not commit libel or slander. Libel is the writing and publication of a false and defamatory statement or report. Slander is the oral communication of a false and defamatory statement.
- AA. Harassment, intimidation and bullying. A student shall not violate Policy No. 5517.01 Bullying and Other Forms of Aggressive Behavior, which prohibits harassment, intimidation and bullying.
- BB. Violations of law. Committing any act not listed herein as a major infraction that is a criminal offense when committed by an adult.

STUDENT DISCIPLINE CODE

The rules and standards set forth in this student discipline code apply to conduct on school premises on or off school buses or involving school property, to misconduct by a pupil that occurs off of property owned or controlled by the district but that is connected to activities or incidents that have occurred on property owned or controlled by the district and misconduct by a pupil that, regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee.. Any conduct which causes or creates a likelihood that it will cause disruption or interference with the health, safety or well-being, or the rights of other students or Board of Education employees is prohibited. The preceding standard is a general standard that is to be used as a guide by all students. Not all items of misconduct can be itemized. This policy contains an enumeration of some areas of conduct which will lead to disciplinary action.

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

ALCOHOL AND OTHER DRUGS (POLICY 5600-SECTION J)

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications. The term "drugs" includes the following:

- A. all dangerous, controlled substances as so designated and prohibited by Ohio Statute;
- B. all chemicals which release toxic vapors;
- C. all alcoholic beverages;
- D. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- E. anabolic steroids;
- F. any substance that is a "look-alike" to any of the above;
- G. any substance that is counterfeit.

TOBACCO PRODUCTS (POLICY 5600-SECTION K)

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

VIOLATIONS WILL RESULT IN:

- A. First Offense:** Tuesday Detention
- B. Second Offense:** Thursday Detention, plus assessment by the district's Intervention and Prevention Coordinator.
- C. Third Offense:** Minimum three (3) day Out of School Suspension. Repetitive offense can result in 10 day Out of School Suspension with recommendation for expulsion.

According to R.C. 2151.87, Ohio law for a minor to "use, consume or possess cigarettes, other tobacco products, or papers used to roll cigarettes" now prohibits it. It is also now prohibited for a minor to assist, pay for or share in the costs of such products.

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

UPON ANY SUBSEQUENT VIOLATION THE COURT MAY:

- A.** Increase the fine.
- B.** Impose up to twenty (20) hours of community service.
- C.** Suspend driving privileges for up to thirty (30) days.

DUE PROCESS RIGHTS—BOARD POLICY #5611

A. Student subject to suspension:

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

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

Appeal of Suspension to the Board or its designee

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

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

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

Appeal to the Court

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

B. Students subject to expulsion:

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

1. The Superintendent will give the student and parent, guardian, or custodian written notice of the intended expulsion, including reasons for the intended expulsion.
2. The student and parent or representative have the opportunity to appear before the Superintendent or designee to challenge the proposed action or to otherwise explain the student's actions. The written notice will state the time and place to appear, which must not be earlier than three (3) school days nor later than five (5) school days after the notice is given, unless the Superintendent grants an extension upon request of the student or parent.
3. Within one (1) school day of the expulsion, the Superintendent will notify the parents, guardians, or custodians of the student and Treasurer of the Board. The notice will include the reasons for the expulsion and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.

Appeal of Expulsion to the Board

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

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

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

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

Appeal to the Court

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

C. Students subject to emergency removal:

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

D. Students subject to permanent exclusion:

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

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

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

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

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

REMOVAL, SUSPENSION, EXPULSION, AND PERMANENT EXCLUSION OF STUDENTS—BOARD POLICY #5610

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

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

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

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

- A. "Emergency removal"** shall be the exclusion of a student who poses a continuing danger to District property or persons in the District or whose behavior presents an on-going threat of disrupting the educational process provided by the District. [See Policy 5610.03 "Emergency Removal"]
- B. "Suspension"** shall be the temporary exclusion of a student by the Superintendent, principal, assistant principal, or any other administrator from the District's instructional program for a period not to exceed ten (10) school days. Suspension may extend beyond the current school year, if at the time a suspension is imposed, fewer than ten (10) days remain in the school year. The Superintendent may apply any or all of the period of suspension to the following year. The procedures for suspension are set forth in the Student Discipline Code and Board Policy 5611 "Due Process Rights".

1. Responsibility for School Work

Students will be given the opportunity to complete and receive credit for school work assigned, tests, and quizzes for a total of, and not more than four (4) Out-of-School Suspensions days per school year.

Credit will not be given for work missed due to Out-of-School suspensions that:

- Exceed four days throughout the school year.
- Include an Expulsion Recommendation
- Fall within the following 5600 codes:
 - H: Weapons
 - J: Alcohol and Other Drugs
 - R: Hazing
 - AA: Harassment, Intimidation, and Bullying
 - BB: Violations of Law

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

- C. **“Expulsion”** shall be the exclusion of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place or for one (1) year as specifically provided in this policy and the Student Discipline Code. Only the Superintendent may expel a student. The procedures for expulsion are set forth in the Student Discipline Code and Board Policy 5611 “Due Process Rights”.

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

1. Firearm or Knife

Unless a student is permanently excluded from school, the Superintendent shall expel a student from school for a period of one (1) year for bringing a firearm or knife to a school building or on to any other property (including a school vehicle) owned, controlled, or operated by the Board, to an interscholastic competition, an extra-curricular event, or to any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except that the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. Similarly, the Superintendent shall expel a student from school for a period of one (1) year for possessing a firearm or knife at school or on any other property (including a school vehicle) owned, controlled, or operated by the Board, at interscholastic competition, an extra-curricular event, or at any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. The expulsion may extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place. The Superintendent shall refer any student expelled for bringing a firearm (as defined in 18 U.S.C. 921(a)(3)) or weapon to school to the criminal justice or juvenile delinquency system serving the District.

A firearm is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. A destructive device, includes, but is not limited to any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device.

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

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

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

2. Violent Conduct

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

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

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

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

- a. Applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student’s disability); **Or**
- b. other extenuating circumstances, including, but not limited to, the academic and disciplinary history of the student, including the student’s response to the imposition of any prior discipline imposed for behavioral problems.

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

3. Bomb Threats

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

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

- a. for students identified as disabled under the IDEA, ADA, and Section 504 of the Rehabilitation Act of 1973, upon recommendation from the group of persons knowledgeable of the student's educational needs; **Or**
- b. other extenuating circumstances, including, but not limited to, the academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

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

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

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

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

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

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

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

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

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

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

TITLE IX GRIEVANCE PROCEDURE

The following grievance procedure has been established to specifically deal with complaints of sex discrimination from students in the Sylvania Schools.

Any student who wishes to grieve any act that is prohibited under regulations of Title IX of the educational amendment of 1972 which prohibits sex discrimination, may within five days of the alleged violation of knowledge thereof, file a grievance, in writing, with the building principal, with a copy forwarded to the Title IX compliance officer. The written grievance will state the nature of the grievance, shall note the specific section of the Title IX alleged violation and the remedy requested. The principal will make a decision on the grievance and communicate in writing to the grievant and the Title IX compliance officer within five days after receipt of the grievance.

RELIGIOUS DIVERSITY, TOLERANCE, AND UNDERSTANDING

STATEMENT OF PRINCIPLES

The Board recognizes that it serves a diverse, multicultural community and that it owes to the entire community collectively, and to all segments of it separately, an obligation to promote tolerance and understanding of the faiths and beliefs of others, in and out of the community. The Board's recognition of this obligation is explicitly reflected in the Board's Policy on Religion in the Curriculum and in its Policy on Religious/Patriotic Ceremonies and Observances, and the underlying principles shape many of the policies of the Board and the operations of the District. The Board recognizes that the United States and Ohio Constitutions guarantee the right of free exercise of religion and also prohibits governmental establishment of religion, and The Board respects the right of conscience and belief that all individuals enjoy. The Board encourages the study, recognition and celebration of the many traditions of our community members. Parents and students are urged to share with teachers special information that might be helpful in enriching the education of all students about cultural and religious traditions. The Board supports students in their observation of religious and cultural holidays and asks parents to inform teachers in advance if students will be absent as part of religious or cultural observations.

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

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

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

NOTICE TO STUDENTS:

The Board of Education is committed to equal opportunity in education and employment. Qualified students shall not be denied admission to the public schools, or to a particular course or instruction program or otherwise discriminated against on the basis of race, color, national origin, religion, sex, or disability, or any other basis of unlawful discrimination.

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

System Wide Compliance Coordinator and Human Resources Compliance Coordinator:

Mr. Keith Limes

4747 Holland Sylvania

Phone: (419) 824-8556

Title IV Compliance Coordinator (Nondiscrimination on basis of race, color, national origin)

Students:

Dr. Mikki Sujaritchan

4747 Holland Sylvania

Phone: (419) 824-8587

Americans with Disabilities Act and Section 504

Coordinator (Nondiscrimination on basis of ability)

Students:

Mr. Bob Verhelst

4747 Holland Sylvania

Phone: (419) 824-8581

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

U.S. Department of Education

Office for Civil rights

330 C Street, S.W.

Switzer Building - Room 5046

Washington, D.C. 20291-2516

