

THE BELL SCHEDULE

MAROON DAY

Period 1	7:45 – 9:03
Period 2 AI	9:08 – 9:41
Period 3	9:46 – 11:04
Period 4	11:09 – 12:57
“A” Lunch	11:09 – 11:39
“A” Class	11:44 – 12:57
“B” Class	11:09 – 12:22
“B” Lunch	12:27 – 12:57
Period 5	1:02 – 2:20

GRAY DAY

Period 1
Period 2 AI
Period 3
Period 4
Period 5

2 HOUR DELAY SCHEDULE

MAROON DAY

Note: No Academic Intervention Period

Period 1	9:45 – 10:43
Period 3	10:48 – 11:46
Period 4	11:51 – 1:17
“A” Lunch	11:51 – 12:21
“A” Class	12:26 – 1:17
“B” Class	11:51 – 12:42
“B” Lunch	12:47 – 1:17
Period 5	1:37 – 2:20

GRAY DAY

Period 1
Period 3
Period 4
Period 5

***When Rossford High School returns to the downtown campus in the new building dismissal time will be 2:40 p.m.**

ROSSFORD EXEMPTED VILLAGE SCHOOLS BOARD OF EDUCATION DISTRICT PHILOSOPHY

The Rossford Exempted Village Board of Education believes that the essence of public education involves the provision of programs and curriculum that meet student needs through the mission statement. The statement is vital in the development and implementation of school curriculum and the planning of school programs. **The mission of the Rossford Exempted Village Schools is to educate and graduate all students to become creative, productive and respected members of society.** The Board of Education of the Rossford Exempted Village Schools promotes the development of curriculum with consideration for the mission statement, which is a developmentally sequential continuum of skills. Program development utilizing the mission statement must also include provisions for the exceptionality of children.

Curriculum and programs developed with consideration for the above mission will reflect the values of the society during the time of its inception. Therefore, program and curriculum development remain

fluid in order to respond to society trends. Each of these considerations work in concert to help to produce independent, capable and confident individuals as productive participants in our society.

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

- Priority 1:** Students have safe, secure, well-maintained conditions for learning (facilities and grounds).
- Priority 2:** Achieve and maintain the highest academic excellence as described by the Ohio Department of Education.
- Priority 3:** Future financial solvency is achieved and maintained
- Priority 4:** Communication is comprehensive, consistent, and transparent.
- Priority 5:** Respect and unity are demonstrated throughout the entire school community.

VISION STATEMENT:

Preparing and inspiring students to achieve excellence today, in college and career readiness in all future endeavors.

ROSSFORD HIGH SCHOOL MISSION STATEMENT

The mission of Rossford High School, in partnership with home and community, is to provide challenging academic and social programs that develop skills within a safe environment and empower students to maximize future opportunities.

THE DIPLOMA SYSTEM

THE STANDARD DIPLOMA

All students who meet the minimum credit requirements and receive a minimum of 18 on the seven state tests (minimum of four points for English and math, and six for science and social studies) will receive the standard diploma, as granted by the Rossford Board of Education and the State of Ohio.

THE HONORS DIPLOMA

Students who meet graduation requirements and complete the college preparatory curriculum in high school, along with **at least seven of the following eight criteria**, will receive a Honors Diploma:

1. Earn four units of English.
2. Earn at least four units of mathematics (must include Algebra I, Geometry, Algebra II or equivalent, and another higher level course or a four-year sequence of courses that contain equivalent content).
3. Earn at least four units of science (must include two units in advanced science).
4. Earn four units of social studies.
5. Earn three units of one foreign language or two units of two foreign languages.
6. Earn one unit of fine arts.
7. Maintain an overall high school GPA of 3.50 or higher up to the last grading period of the senior year, or
8. Obtain a composite score of at least a 27 on the ACT (excluding the optional writing test), or a combined score of 1280 on the College Board's SAT verbal and mathematics section (excluding the required writing section).

Students who meet graduation requirements and complete the career technical curriculum, along with at least **seven of the following eight criteria**, will receive an Honors Diploma:

1. Earn four units of English;

2. Earn at least four units of mathematics which shall include algebra I, algebra II, geometry and another higher level course or a four-year sequence of courses which contains equivalent content;
3. Earn at least four units of science including two units of advanced science;
4. Earn four units of social studies;
5. Earn four units in a career-technical education program that leads to an industry-recognized credential, results in an apprenticeship or is part of an articulated career pathway, which can lead to post-secondary credit.
6. Achieve the proficiency benchmark established for the Ohio Career-Technical Competency Assessment (available at http://www.webxam.org/info_docs.asp) or equivalent assessment aligned with state-approved and industry validated technical standards; or
7. Maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year; or
8. Obtain a composite score of 27 on the American college testing service's ACT assessment (excluding the optional writing test) or a combined score of 1210 on the college board's SAT verbal and mathematics sections (excluding the score obtained on the required writing section).
9. Complete a field experience and document the experience in a portfolio specific to the student's area of focus.
10. Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus.

Students who earn an Honors Diploma can also be recognized by Rossford High School for achieving "High Honors" by meeting the following criteria:

1. GPA of 3.75 or higher
2. Completion of an approved Capstone Project
3. Completion of a minimum of 12 RHS Honor's or AP courses.

EARLY GRADUATION

Students requesting early graduation must arrange a conference including parents/guardians, a counselor and the principal. Requests should normally be submitted no earlier than the second semester of the junior year or any later than the third week of school at the beginning of the senior year. Approval of the principal is required.

ROSSFORD HIGH SCHOOL GRADUATION/DIPLOMA REQUIREMENTS*

College Prep

English (9,10,11,12)	4.00
Social Studies (US/ World His., Govt)	3.00
Science (1 phys,1 life, 1 adv.)	3.00
Mathematics	4.00
Health	.50
Physical Education	.50
Fine Arts (see art, music, drama)	.50
Computers	1.00
Electives	5.50
TOTAL*	22.00

****Must earn minimum of 18 points on the seven state tests (4 in math, 4 in English, 6 between Sci and Soc. Stud)***

Or

Score 12 points on WorkKeys

Or

Career Tech

English	4.00
Social Studies	3.00
Science	3.00
Mathematics (including Alg 2)	4.00
Health	.50
Physical Education	.50
Electives	7.00
TOTAL*	22.00

****Must earn minimum of 18 points on the seven state tests (4 in math, 4 in Eng, 6, and 6 between Sci and Soc. Stud)***

or

Score 12 points on Work Keys

or

Earn remediation-free score on the the ACT/SAT

NOTE: Students typically graduate with more than 22 credits.

Although foreign language is not required to graduate, a minimum of two years of the same language is required for entrance to most four year colleges.

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STUDENT DIRECTORY INFORMATION

Section 9528 of the No Child Left Behind Act of 2001 requires schools to release a family's private information to military recruiters unless parents "opt out" to the school in writing (send to RHS guidance secretary).

NOTE: Opting out restricts "all directory information" to "all entities", or just military entities.

ROSSFORD HIGH SCHOOL AGENDA

Students are required to keep the high school agenda intact. Students who remove pages or deface the agenda will not be allowed to use the agenda as a pass to class, library, bathroom, and any other area of the school.

COLLEGE VISIT PROCEDURES

Many colleges have Sunday visitation; however, if a weekday visit is needed, a junior or senior may be excused. At least 3 days prior to the absence, students must submit a note from a parent to the attendance office. The office will issue a Convenience Absence Form. This form must be signed by all teachers and returned to the attendance office 1 or 2 days before the intended visit. Upon return to school, a note from the college on letterhead with the date of the student's visit must be submitted. NO more than 3 college visit days will be approved for a student within a year.

This policy will be strictly adhered to as we consider this opportunity as a privilege NOT a right.

BE PREPARED!!! PICK UP THE COLLEGE PREPARATION GUIDE IN THE GUIDANCE OFFICE FOR CHECKLIST OF THINGS TO DO EACH YEAR.

GRADING SYSTEM

There are four grading or marking periods during the school year. Grade cards will be sent home only at the end of the year. Percentage totals are converted to letter grades according to the following scales:

Letter Grade	Percent	Quality Points		
		<u>Reg.</u>	<u>Honors.</u>	<u>AP</u>
A	96-100	4.0	4.5	5.0
A-	92-95	3.67	4.17	4.67
B+	89-91	3.33	3.83	4.33
B	85-88	3.0	3.5	4.0
B-	82-84	2.67	3.17	3.67

C+	78-81	2.33	2.83	3.33
C	74-77	2.0	2.5	3.0
C-	70-73	1.67	2.17	2.67
D+	67-69	1.33	1.33	1.33
D	63-66	1.0	1.0	1.0
D-	60-62	0.67	0.67	0.67
F	59 & below	0.0	0.0	0.0

Note: Pluses and minuses will be used to calculate quarter, semester average, final grade and overall GPA for an individual subject area

FORWARD

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of a school year. Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parent's use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your principal.

GENERAL INFORMATION

EQUAL EDUCATION OPPORTUNITY

It is the policy of this district to provide an equal education opportunity for all students.

Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, age, ancestry, national origin, or other protected characteristics, as well as place of residence within district boundaries, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School District's Compliance Office listed here:

Megan Spangler, Rossford Schools

325 Superior Street, Rossford, Ohio, 43460.

Phone: 419-666-2010.

Email: mspangler@rossfordschools.org.

The complaint will be investigated and a response, in writing, will be given to the concerned person within 10 days. Under no circumstances will the district threaten or retaliate against anyone who raises or files a complaint.

INJURY AND ILLNESS

All injuries must be reported to a teacher, nurse and the office. If minor, the student will be treated and may return to class. If medical attention is required, the nurse and office will follow the school's emergency procedures.

A student who becomes ill during the school day should request permission from the teacher to go to the office. The nurse and office will determine whether or not the student should remain in school or go home. No student will be released without parental permission.

Every student must have an emergency medical form on file.

STUDENT SERVICES

ANNOUNCEMENTS

All announcements regarding the events for the day will be read during A.I. Students who wish to have announcements read must have the notices approved by their advisors and have it in the school office by 7:40 a.m. Announcements will not be accepted after 7:40 a.m.

CLASS RINGS

To order a Rossford class ring, a student must have freshman standing and be enrolled at Rossford. Class rings will be ordered in the fall of the freshman year.

GUIDANCE

Guidance services are available to help each student in his/her social, educational, vocational, and personal development. Individual conferences with students are encouraged and should be scheduled when necessary.

MEDIA CENTER

The library is open during school hours for student use. Students wishing to use the library should have a signed note from a teacher. Students are recommended to use the library only one period per day unless they have a special pass from a classroom teacher for additional work.

LOCKER ASSIGNMENTS

Each student will be assigned a locker when they receive their schedule for the year. Lockers should be kept neat and clean. Use only the locker assigned to you. **Padlocks may be purchased in the junior/senior high school office and are the only type of lock permitted on student lockers.** Locks that are not school issued will be cut off and removed. Do not give your combination to another person. The school lockers are the property of the board of education and all lockers and the contents thereof are subject to random searches at any time.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment (i.e. MP3 Players, cell phones) and the like are tempting targets for theft and extortion. The school cannot be responsible for their safe - keeping and **will not be liable for loss or damage to personal valuables.**

PARENTAL CONFERENCES

Parents/guardians may make appointments for conferences with teachers, counselors, or the school principal by telephoning the school office. School officials may also wish to schedule conferences by contacting the parent/guardian.

STUDENT ACCIDENT INSURANCE

Student accident insurance is available for students. Student accident forms are available in the high school office.

STUDY HALL

Each student in the study hall must come with material to be used for study purposes. Students must recognize that there is to be no talking in study hall except by teacher permission. Study hall teachers may issue passes in emergency cases. Students who wish to see a teacher must have previously obtained a pass from that teacher. If the student is to stay with that teacher all period, it will be written on the pass.

TEXTBOOKS

All textbooks are loaned to the student by the Rossford Board of Education. Textbooks are to be kept

clean and handled carefully. Please write your name in the front cover so that it can be returned if misplaced. Students will be charged for loss/damage. Books are numbered, and at the end of the year each student is responsible for the book he/she was assigned.

VIDEO SURVEILLANCE AND ELECTRONIC MONITORING

In order to promote student and staff safety, and deter unauthorized access and destructive acts (e.g., theft and vandalism); in order to protect Board property, promote security and protect the health, welfare and safety of students, staff and visitors, the Board of Education authorizes the use of video surveillance and electronic monitoring equipment on school property, and in school buildings and school buses. Information obtained through video surveillance/electronic monitoring may be used to identify intruders and persons breaking the law, Board Policy, or the Student Code of Conduct (i.e., it may be used as evidence in disciplinary actions and criminal proceedings).

WITHDRAWAL FROM SCHOOL

No student under the age of 18 will be allowed to withdraw from school without written parental consent.

IMMUNIZATIONS

Each student must have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State Law. Any questions about immunizations or waivers should be directed to the school nurse.

CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate students who have been ill or exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, pink eye, rubella and other conditions indicated by the Local and State Health Departments.

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

Conjunctivitis (Pink Eye)

Symptoms usually include matting of the eye, inflammation and discharge from the eye. The child may return to school twenty-four (24) hours after antibiotic treatment has begun.

Skin Lesions

Children suspected of having impetigo or ringworm should not be in school until all lesions are healed or until a written note from a physician to the contrary is produced.

Temperature

A child with an oral temperature of 99.6 or more will be sent home. He or she should not return to school until the temperature has been normal for twenty-four (24) hours without fever relief medication.

Head Lice

If the problem is detected while in school, the child will be sent home. He or she will be permitted to return to school after treatment has been completed and all nits have been removed. The child will be checked by school personnel prior to reentering school. We follow the Ohio Department of Health's guidelines for a nit-free environment

CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES

In the case of non-casual-contact, a communicable disease, the school still has the obligation to protect

the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health department, to insure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human-immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health. As required by Federal law parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

MEDICATION

The Rossford Board of Education's policy concerning the administration of medication to students is based on Ohio law.

1. Prescription Drugs

An Authorization for The Administration of Medicine form must be completed and signed by a licensed prescriber and parent or guardian with the date, student's name, dosage and time of intervals. The medication must be in the original container with the student's name and instructions clearly stated on the outside. (Prescription drugs not in their original container will not be administered).

2. Inhalers

Ohio law permits students to carry asthma inhalers with the written consent of the parent and licensed prescriber. The completed authorization form must be on file in the school clinic.

3. Nonprescription Drugs

An Authorization for The Administration of Medicine form must be completed and signed by a licensed prescriber and parent or guardian. The student's name and instructions must be clearly stated on the container or package. Medicine must be in the original container for proper identification. Parents or guardians may come to the school and administer medication to their child. Should you choose this option, please come to the office when you want to administer medication; we will call your child from the classroom.

SPECIAL EDUCATION

Rossford Schools provide a variety of Special Education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA). A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, parents, should contact 419-666-4267.

AMERICANS WITH DISABILITIES ACT SECTION 504

The American's with Disabilities Act (A.D.A.) requires the school to ensure that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals. Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff. Parents, who believe their child may have a disability that substantially limits the child's ability to function properly in school, should contact the principal.

STUDENT RECORDS

STUDENT RECORDS

The Board is responsible for the records of all students who attend or have attended schools in this district. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically, permitted by this Board will be compiled by Board employees. In all cases, permitted, narrative information in student records shall be objectively based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, adult students, designated school officials, and personnel, not including Board members, who have a legitimate educational in-

terest in the information, or to other individuals or organizations as permitted by law. The term “parents” includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of adult students (individuals eighteen (18) and older), parents may be allowed access to the records without the student’s consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.

A school official is a person employed by the Board as an administrator or supervisor.

The Board authorizes the administration to:

- A. Forward student records on request to a school district in which a student of this District is enrolled, seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, upon condition that the student’s parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record.
- B. Provide “personally-identifiable” information to appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individuals.
- C. Report a crime committed by a child with a disability to appropriate authorities and to transmit copies of the student’s special education and disciplinary records to the authorities for their consideration.
- D. Request each person or party requesting access to a student’s record to abide by Federal regulations and State laws concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student’s records within a reasonable period of time but not more than forty-five (45) days after receiving the request. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of educational records will receive explanation and interpretation of the records. Only “directory information” regarding a student shall be released to any person or party, other than the student or his or her parent, without the written consent of the parent.

DIRECTORY INFORMATION

Each year the Superintendent shall provide public notice to students and their parents of its intent to make available, upon request, certain information known as “directory information.” The Board designates as student “directory information”: a student’s name, address, date and place of birth, major field of study, participation in officially-recognized activities and sports, if a member of an athletic team, dates of attendance, date of graduation, awards received, honor rolls, scholarships, telephone numbers only for inclusion in school or PTO directories.

Directory information shall not be provided to any organization for profit-making purposes.

Parents and adult students may refuse to allow the Board to disclose any or all of such “directory information” upon written notification to the Board within twenty (20) days after receipt of the Superintendent’s annual public notice.

Whenever parental consent is required for the inspection or release of a student’s health or educational records or for the release of directory information, either parent may provide such consent unless otherwise agreed in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose “directory information” on former students without student or parental consent.

FREE AND REDUCED LUNCH PROGRAM

Rossford Schools participates in the Free and Reduced Lunch Program. All families are encouraged to complete the application. The information is confidential and names will not be given out. The applica-

tions are available in the school office and the cafeteria.

REVIEW OF INSTRUCTIONAL MATERIALS

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction should contact the principal prior to coming to the school.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the parents through the district's all-call system and through the following television stations:

WTOL TV 11 – CBS

WTVG TV 13 – ABC

WNWO TV 24 – NBC

WUPW TV 36 - FOX

Parents and students are responsible for knowing about emergency closings and delays.

VISITORS

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to meet with a member of the staff, she/he should call for an appointment prior to coming to the school, in order to prevent any inconvenience. Students may not bring visitors to school without first obtaining written permission from the principal.

STUDENT ACTIVITIES

Participants in school activities are expected to abide by the principles of the Rossford Athletic/Co-Curricular Code. Participation may be abridged or denied due to violations of activity rules or school rules.

EXTRACURRICULAR ELIGIBILITY

In order for a student to participate in extracurricular activities a student must maintain a 1.7 quarterly G.P.A and have no more than one "F". The G. P. A. reflected on the student's grade card will establish eligibility. The student must also earn enough credits each year to advance to the next grade.

A participant in after- school activities is expected to be in classes the entire day. Truancy for any part of the school day will result in non-participation that day or evening. **A student serving an out-of-school suspension may not participate during those days or evenings.**

If a student misses any part of the school day for an excused reason other than personal illness, they may participate that day if proper notification procedures for an excused absence were followed. If a student is ill the day of an activity, they may not participate if they have not reported in by **9:30 A.M.**

SPORTSMANSHIP

Each student attending athletic events must practice good sportsmanship by considering visiting teams and fans as guests and treating them as such. Students should respect the rights of all spectators, respect the decisions of officials and support the cheerleaders with positive enthusiasm. Remember, it is better to say nothing than to say something derogatory about any participant, official or spectator. The use of profanity, or profane cheers, throwing objects, or any other disruptive acts will be reason to remove an individual from the athletic contest and may also warrant school discipline.

NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non-school sponsored student groups organized for religious, political, or philosophical reasons may

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

Membership in any fraternity, sorority, or any other secret society as prescribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate. No non-district sponsored organization may use the name of the school or school mascot.

ATTENDANCE

ATTENDANCE, TARDINESS, AND TRUANCY

Every student has a right to an education, but every student also has an obligation to attend regularly and to abide by the rules and regulations of the school system and the State of Ohio. Permitting students to attend class at their leisure, to miss school whenever they wish, to be tardy excessively or to attend classes and be inattentive or create disturbance simply teaches laziness and irresponsibility. For these reasons, minimum attendance standards must be set.

EXCUSED AND UNEXCUSED ABSENCE

Students are expected to be in regular attendance. The following are considered valid reasons for excused absence from school.

- Illness of student
- Serious illness in the home
- Quarantine of the home
- Out of state travel (up to a max of 24 hours per year for instruction to participate in a district
Approved enrichment or extracurricular activity)
- Observance of religious holidays
- necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- Death in the family

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State of Ohio. **Students who are truant will not receive credit for the work missed during their truancy.**

PRE - PLANNED ABSENCE

Absence from school for student and/or parental reason may be excused or unexcused depending on the student's attendance record. The pre – planned form for this purpose is available in the office and must be completed by the student three days prior to the absence. Please refer to attendance rules on excused/unexcused absence. **Note:** Arrangements for make-up work must be made with each teacher prior to the pre – planned absence and completed by the second day he/she returns to school.

RULES GOVERNING ATTENDANCE

When a student is absent, the parent/guardian will telephone the office before 7:45 a.m. to explain the student's absence. When the student returns to school, the parent/guardian will provide a written note. If a note is forgotten, one day's grace will be granted. After that one day, if no note is provided, the absence will be considered a truancy. Requests for release from school for professional appointments must be made in writing and must list the physician's/dentist's name. Repeated infraction of Board Policy #5200 may result in suspension, expulsion, or alternate placement.

EXCESSIVE ABSENCE

A student will be considered habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) consecutive hours or for seventy-two (72) consecutive hours. When any student accumulates excessive absences, the parent/guardian will receive a written notice on the fifth (5) day of absence. Any day of absence after ten (10) days will re-

quire a doctor excuse. Truancy charges may be filed if a doctor's excuse is not provided

TARDINESS

Tardiness shall be accumulated in two areas: (1) to school and (2) to class. Tardiness to school shall be interpreted as tardiness to school at the beginning of the school day. A student tardy to school should report directly to the high school office. Any student tardy to school after first period (hour) will be considered truant.

Step 1 – Detention

Step 2 – In School Reassignment

Step 3 – Saturday School

NOTE: Once a student has accumulated 10 unexcused tardies to school they will be placed in the In-School Reassignment room for the rest of that school day. This applies to all subsequent school days that a student is tardy.

HOMEWORK POLICY

In an effort to assist students who will be absent from school for an extended period of time we have initiated the following policy on all work obtained through the Guidance Office:

If a student is absent 2 days or more, the Guidance Office, upon request will send notices to teachers to obtain work. It is the student's or parent's responsibility to pick up the work and it **MUST** be submitted for grading on the day the student returns or within 2 days of being picked up, whichever is longer. Please note that teachers complete these requests during their planning and conference hour; therefore, a 24-hour period is required to obtain work from teachers.

Obtaining books is the responsibility of the student or parent. Since locks now belong to the students and the office has no record of the combination, the Guidance Office no longer has access to lockers. Obtaining books is the responsibility of the student or parent.

If a student is absent for a short period of time (1 day or less) they should request assignments from friends or from the teacher upon return.

For prearranged absences, such as college visits, work is due upon return to school unless special arrangements are made with classroom teacher.

When a student has been absent for excused reasons the student is responsible for securing his/her assignments for make-up work. Generally, students will be allowed as many days to make up work as he/she was absent with a maximum of five (5) days. In the case where a student is absent for one day only and a test was given that day, the student will generally be expected to take the make-up test the day he/she returns. In the case of an illness of more than two days the student or parent/guardian may call the guidance office for assignments. Some flexibility for make-up will be permitted for extended illness.

BEYOND COMPULSORY AGE

A student upon reaching 18 years of age or older, is considered to be an adult who has chosen to attend Rossford High School. Consequently, he/she is likewise subject to all rules and regulations applicable to other students. Therefore, if a student is 18 or older and resides with his/he parents, adult relatives, or friends, it is still mandatory that the above be contacted in order for the student to be released for early dismissal, illness, etc. Also, absent notes are required from the parents, adult relatives or friends, with whom the student is residing. The only exception to the above is when the student furnishes proof he/she is living on his own and is financially self-supporting.

PERMISSION TO LEAVE SCHOOL

Students will not be allowed to leave school unless the student has prior approval from the school office. If a student has an appointment during school hours, he/she must bring a note from the parent/guardian stating the reason for leaving and the time. This excuse must be turned into the office prior to the beginning of the school day on the day for which the excuse is written. At the time a student leaves he/she should sign out from the office and receive a pass from the office. Upon returning to school, the student must report to the office. Failure to follow the procedure above will result in the student being considered truant from school.

STUDENTS RIGHTS AND RESPONSIBILITIES

Rossford Schools recognizes that:

- The primary intent of society, in establishing the public schools is to provide an opportunity for learning.
- The students have full rights of school citizenship.
- These school citizenship rights must not be abridged, obstructed, or in other ways altered, except in accordance with due process of law.
- The students must learn to accept responsibilities and limitations that accompany these rights of school citizenship.
- Education is a basic right of every citizen. It is not however, an absolute right.

DUE PROCESS RIGHTS

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

SUSPENSION FROM SCHOOL

When a student is being considered for a suspension of ten days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, she/he and his/her parents will be notified in writing, within one day, of the reason for and the length of the suspension. The suspension may be appealed within ten days after receipt of the suspension notice, to the superintendent. The request for an appeal must be in writing. During the appeal process, the student shall not be allowed to remain in school.

The appeal shall be conducted in a private meeting, the student may be represented, and sworn, recorded testimony shall be given.

A student serving a suspension will be able to make up work.

EXPULSION FROM SCHOOL

When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the parents.

Students being considered for expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the superintendent during which the student may be represented by his/her parent, legal counsel and/or by a person of his/her choice.

Within ten days after notification of expulsion, the expulsion can be appealed, in writing, to the Court of Common Pleas. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

Rossford Schools makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the principal.

DISCIPLINE OF DISABLED STUDENTS

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted any time the student is under the jurisdiction of the Board of Education if there is reasonable suspicion that the stu-

dent is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted without a student's consent.

Students are provided lockers, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

Computers and all information, programs, software and use privileges belong solely to the school, and therefore are subject to review and inspection at any time without suspicion or cause. There should not be student expectations of privacy for any information contained in a school computer.

No strip searches will be conducted by any employee of the district, but may be conducted by law enforcement officials, if deemed necessary. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated.

STUDENTS' RIGHT OF EXPRESSION

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

Any material cannot be displayed if it:

- Is obscene to minors, libelous, indecent or vulgar
- Advertises any product or service not permitted to minors by law
- Intends to be insulting or harassing
- Intends to incite fighting or presents a likelihood of disrupting school or a school event

Materials may not be displayed or distributed during class periods or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building. Students who are unsure whether materials they wish to display meet school guidelines may present them to the principal 24 hours prior to display.

DRESS CODE

There is appropriate and inappropriate attire for all of life's activities. Rossford Schools has adopted the following dress code for all students, and all students are expected to comply with the dress code. The purposes of Rossford's dress code are as follows: to enhance school safety, support the learning environment, promote good behavior, avoid discipline problems, and prepare students for the world of work. Parents and students are equally responsible for the appearance of the student.

General Guidelines

These guidelines are to be followed on all days when school is in session and for school sponsored events where students are actively participating and/or representing Rossford Schools. Final decisions on what is acceptable are made by the building principal. Specific exceptions may be given by the principal for certain occasions.

APPROPRIATE

- Shorts, skirts, dresses that are fingertip length
- Sweatpants or jogging pants
- Ear piercing
- Clothing that is clean, neat and in good repair
- Neat and clean trimmed hair
- Book bags placed in lockers before school begins

- Shirts and tops must have sleeves and the shirt length must be below the waist and must be long enough to be tucked in
- Hooded sweatshirts, **the hoods are never worn inside the school building**

INAPPROPRIATE

- Baggy or sagging pants or shorts that **are worn** below the waist.
- See-through tops, midriff exposure, low scoop or plunging necklines, halter or tube tops, bare backs.
- Tank tops, spaghetti-type straps, muscle shirts and similar type garments
- Shoes with retractable skates
- Hats, **athletic** headbands, bandannas, other head coverings (**except those required by a student's religion**), sunglasses
- Chains and/or studded/spiked accessories.
- Swim trunks, spandex, biker shorts,
- Bare feet, slippers, cleats,
- Jewelry, buttons, badges, patches or clothing that pertain to drugs, alcohol, tobacco, profanity, obscenity, or **weapons**; articles of clothing that are offensive or **intimidating** to individuals or groups of individuals due to racial, ethnic, or prejudicial slurs
- Overcoats and/or heavy jackets during class unless the temperature warrants
- Clothing, jewelry, insignia or other items which identify a student as a member of a gang, any subversive group, or otherwise symbolize support of a gang
- Book/tote bags and **oversized purses** carried to class

Final decision on appropriateness of a student's compliance with the dress code rests with the building administrator.

STUDENT CONDUCT

The Rossford Board of Education has adopted a Code of Conduct for all students in the Rossford Exempted Village Schools. **A violation of any rule may result in disciplinary action including, but not limited to, in-school suspension, out-of-school suspension, court referral, expulsion, compensatory payment of damages, detention, loss of bus privileges, loss of credit for as-signed work or tests, assigned work related to the offense, suspension alternative program or Saturday school. Any student conduct, which would constitute criminal conduct under the Ohio Revised Code is also a violation of the student conduct code. The rules also apply to any form of student misconduct directed at a district official or employee or the property of a district official or employee.**

It is Rossford School's responsibility to provide the educational opportunities for the students. Students have very definite obligations and duties when attending school. No student can set him/herself a course of conduct which is detrimental to the equal opportunity of others to learn. Compliance with the rules and regulations in regard to dress, conduct, and respect for teachers and administration is a duty of every student.

It is the right of each person to be secure and free from harm or the threat of harm. Respect for the person and possessions of all students and staff members will guide the administration on this code of conduct

The rules and standards set forth in this policy apply to conduct on school property, and to conduct at school activities of all kinds. This policy does not define all types and aspects of student behavior. However, the Board of Education and the Superintendent may establish written policies, rules and regulations of general application governing student conduct in all schools. In addition, each principal within his or her school may establish certain rules and regulations consistent with those established by the Board of Education and the Superintendent.

A violation of any item in the Code of Conduct may result in loss of privileges, immediate suspension and/or expulsion. All procedures involving emergency removal, suspension and

expulsion will be directed at protecting the rights of the student under Ohio Law and the Rossford Board of Education Policy.

CODE OF CONDUCT

1. Harassment/Bullying Policy:

It is the policy of the Rossford Board of Education to maintain a learning environment that is free from harassment and/or any type of bullying. The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students or members of the staff, or any other individuals is not permitted. The policy covers all school related classes, events, activities, cell phones or other electronic devices which may be used for cyberbullying. Students may make anonymous reports by **utilizing the Anonymous Bullying Reporting Tool that can be accessed on the district's website**. Students who make false reports may be subject to suspension.

Harassment, intimidation or "bullying" means any intentional written, verbal, graphic, or physical act that a student or group of students exhibited toward other particular students more than once and the behavior both causes mental or physical harm to the other student/school personnel and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student/school personnel.

Harassment, intimidation, bullying or Cyberbullying can include many different behaviors including overt intent to ridicule, humiliate or intimidate another student or school personnel. Students who engage or participate in harassment, intimidation, aggressive behavior, bullying or cyberbullying may receive school discipline which may include suspension or expulsion from school. Examples of conduct that could constitute prohibited behaviors include but are not limited to:

- Physical violence and/or attacks
- Threats, taunts and intimidation through words and/or gestures
- Extortion
- Damage or stealing of money and/or possessions
- Exclusion from the peer group or spreading rumors
- Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as "cyber bullying"), such as the following:
 - Posting slurs on web sites where students congregate or personal web sites
 - Sending e-mail, texts, and instant messages that are abusive or threatening.
 - Using camera phones to take or sending embarrassing photographs of students and posting them online
 - Posting misleading information or fake photographs related to students, school personnel or the school district

2. Sexual Harassment Policy:

It is the policy of the Rossford Board of Education to maintain a learning and working environment that is free from sexual harassment. No employee or student of the district shall be subjected to sexual harassment. Violations of this policy or procedure may be cause for disciplinary action. Offenders may be subject to legal action.

Sexual Harassment May Include but Is Not Limited To:

- Unwelcome flirting or suggestive comments
- Unwelcome threats, verbal abusive, negative comments or degrading descriptions
- Specific verbal comments about an individual's body
- Jokes, stories, drawings, pictures or gestures of a sexual nature
- Spreading rumors
- Unnecessary patting, pinching, or touching an individual's body or clothes

- Cornering or blocking of normal movements
- Actual physical force used or threatened to pressure someone into sexual behavior
- Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy

3. Drugs and Alcohol

A student shall not possess, use, transmit, conceal, or show evidence of the use of drugs, hallucinogens, volatile chemicals, counterfeit controlled substances, drug paraphernalia, or alcohol while on school property or at a school sponsored activity. A student who aids or assists another in committing the above infraction shall be deemed equally responsible for the offense and may receive the same consequence. Violation of this rule will carry an automatic school suspension. Students who must have prescription drugs in their possession shall notify the clinic and follow board policy. A student who is selling or dispersing drugs, hallucinogens, volatile chemicals, or counterfeit controlled substances, or alcohol while on school property, or at a school sponsored activity, **will be recommended for expulsion from school and a complete report of the incident shall be filed with the police department of the City of Rossford.**

4. Tobacco New Law – Code – Sec. 2151.87

Smoking and tobacco usage are a danger to a student's health and to the health of others. A student shall not possess, use, transmit, conceal, or show evidence of the use of tobacco while on school property or at a school-sponsored activity. A student who aids or assists another in committing the above infraction shall be deemed equally responsible for the offense and may receive the same consequence. Violation of this rule will carry an **automatic school suspension**.

5. Trespassing or Loitering

Rossford Exempted Village students shall not loiter on school grounds or enter school facilities unless participating in or attending a school sponsored activity. This rule applies to hours in which school is not in session. No student shall be present in an unauthorized place and refuse to leave when told to do so during or after school hours by school or law enforcement personnel.

6. Intimidation, Improper Restraining, Threat, Fighting, Hitting, Unauthorized Touching or Causing Physical Injury

All students shall respect the right of all other students, staff members and visitors to be physically safe and secure. No student shall intimidate, or participate, fight, hit, improperly restrain, threaten, or cause injury to other person, nor shall any student force or coerce any person to do anything against their will.

7. Theft, Damage, Vandalism and Misuse of Private or School Property

No student shall steal or be in the possession of stolen property, damage or deface private or school property, or property of school personnel either on or off school premises, or on any school vehicle, or at any school sponsored activity, function or event off of school grounds. Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action.

8. Compliance with Directions of Administrators, Teachers, and Other School Personnel

Students shall obey all lawful instructions of administrators, teachers, substitute teachers, student teachers, teacher's aides, bus drivers, and all other school personnel who are authorized to give such instructions during any specified period of time when students are subject to the authority of such personnel. Staff members are to be treated with respect.

9. Use of Profane, Indecent, or Obscene Language

Use of language of this type, whether written, verbal, or pictorial directed toward or used in the presence of school personnel or students is prohibited. Inappropriate content of material or discussions falls within the spirit of this rule. This shall include the use of degrading, defaming, and disgracing comments or writings, the use of obscene gestures, pictures, and signs.

10. Insubordination or Disrespect

Students who refuse to comply with the directions of school personnel or who talk back to, argue

with, or make disrespectful comments toward any staff member or about a staff member will be subject to suspension.

11. School Disruptions

Conduct that materially and substantially can interfere with the educational process is prohibited.

12. Weapons and Explosives

Firearms, knives, explosives or any other materials capable of inflicting bodily harm are prohibited on school property and at school sponsored events. A weapon may also include any toy that is presented as a real weapon or reacted to as a real weapon or any object converted from its original use to an object used to threaten or injure another. It is a felony for any person to knowingly convey, attempt to convey, or possess any deadly weapon or dangerous ordnance onto or on any property owned by or controlled by, or to any activity held under the auspices of, a school. Possession/display of devices, equipment or any other article whose purpose is related to possible violations of school rules or criminal law is prohibited.

13. Falsification of School Work, Identification, Forgery

The production of something forged, counterfeited or fraudulent is not permissible. Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable. No student shall attempt to establish computer contact into unauthorized computers, sights or information databases. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action.

14. Flame Producing or Incendiary Devices

The unauthorized use or possession of matches, lighters, or any other flame-producing device on school property is prohibited.

15. Fires

The attempt to set a fire, setting of a fire, or setting of a fire alarm at school or a school sponsored activity is not permitted and will result in suspension or expulsion. Tampering with fire safety equipment is prohibited.

16. Extortion

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

17. Gambling

Gambling includes casual betting, betting pools, organized sports betting and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity.

18. False Alarms and False Reports

A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community and the persons in the building. What may seem like a prank, is a dangerous stunt.

19. Disobedience

School staff is acting "in loco parentis", which means law allows them, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If a staff member gives a reasonable direction, the student is expected to comply. Chronic disobedience can result in expulsion.

20. Publications

All student publications are part of the school curriculum and editorial control remains under faculty supervision and approved by the administration. No attempt shall be made to libel, embarrass or otherwise demean any individual or group.

21. Criminal Acts

Any criminal acts taken at or related to the school will be reported to law enforcement officials and disciplined by the school. It is not considered double jeopardy (being tried twice

for the same crime), when school rules and the law are violated.

22. Absence or Tardiness

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world of work. Failure to follow the rules governing attendance as listed in this handbook could lead to suspension and/or expulsion from school.

23. Truancy

A student who misses school, including a study hall, class, lunch or any other assigned activity for part or all of a day without school authorization or who leaves the school building without administrative permission is subject to suspension.

24. Refusing to Accept Discipline

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

25. Failure to Complete Minor Disciplinary Sanction

A student who fails to complete an assigned minor disciplinary sanction such as Saturday school, in-school suspension, detention or working lunch will be subject to suspension.

26. Aiding or Abetting Violation of School Rules

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision making regarding their behavior.

27. Displays of Affection

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature.

28. Possession of Electronic Equipment

Most electronic equipment necessary in school is supplied by the school. No skateboards, skate boarding or shoes with rollers are allowed on campus. The property will be confiscated and disciplinary action will be taken. The contents contained in memory may be reviewed by the administration.

29. Violation of Individual School/Classroom Rules

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Students are expected to comply with the dress code policy and the computer responsible use policy listed in this agenda handbook.

30. Violation of Bus Rules

Failure to abide by bus rules may result in loss of bus privileges, suspension or expulsion. Please refer to the section on "transportation" for bus rules.

31. Driving

Students driving a vehicle on school property shall follow the rules and regulations established for this privilege. Students must display their driving pass at all times on their windshield.

32. Disruption of Classroom or Educational Process

Any actions or manner of dress that interfere with school activities disrupt the educational process and are unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

33. General Misconduct

Students shall refrain from being excessively noisy, throwing objects, horseplay, minor physical altercation, verbal altercation, and actions that have potential to cause harm or injury.

34. Rossford Safe Schools Ordinance ensures the safety and welfare of all students.

"Disrupting School Activity"

- a. No person shall disrupt, disturb, or interfere with any class or activity conducted in a school.
- b. No person shall assault, strike, threaten or menace a teacher, instructor or any employee of the school building.
- c. No person shall assault, strike, threaten, menace or pursue any student or other person in a school building.

If you have any questions regarding this matter or wish to read more details about the ordinance, you may contact any Rossford City Council member or review Section 537.19 or the Rossford Municipal Code.

35. Repeated Violations

Repeated violations of the discipline code can result in a progressive escalation of disciplinary consequences assigned by the administration which could include ultimately the recommendation for expulsion (RFE).

DISCIPLINE POLICY

In general, the following procedures will be followed in assigning discipline for breaching the code of conduct:

A student who disrupts the teaching and/or learning of a class, not only affects his/her own learning but the learning environment of the entire class. Therefore, the following clear and decisive penalties and disciplinary track have been established in order to eliminate repeated disruptions by any one student in any one class/subject during the school year. The Discipline Track will also be used for repeated violations such as Profanity, Cafeteria referrals, Hallway violations, etc.

- (3) Teacher and/or office issued detentions
- (4) In-School Reassignment
- (3) Saturday School
- (10) Out of School Suspensions
- Expulsion

The maximum number of Three (3) Detentions and Three (3) Saturday Schools will be assigned as a result of disciplinary infractions. The philosophy behind this policy is if a student has not yet modified/improved his/her behavior after serving three Detentions or Saturday Schools, more severe consequences are appropriate in order to obtain a change in student behavior.

A student with no history of disruptions in a class who causes a disruption which warrants a Saturday School or above (for example: being sent to the office), may or may not enter the disciplinary track for that class based upon future behavior.

Level One

Level one of the discipline policy encompasses minor infractions of the code of conduct and will be handled by staff members through the assignment of an after school Detention.

Level Two

Level two of the discipline policy encompasses student violations of the conduct code that are a more severe nature. These violations will be handled by the administrator through the assignment of Saturday School.

Level Three

Level three of the discipline policy is tended to deal with major violations of the conduct code. The administrator will handle these violations through suspension from school. While not an exhaustive list, the following offenses are examples of major offenses:

1. Repeated minor offenses
2. Property damage + restitution required
3. Insubordination

4. Use of profanity or yelling at a teacher
5. Profanity
6. Drugs, Alcohol, Tobacco
7. Weapons and explosives
8. Theft + restitution required
9. Violence/Fighting/Assault/Battery
10. Harassment
11. Hazing
12. Taunting/Bullying

AFTER SCHOOL DETENTION PROGRAM

The RHS after school detention program is designed to serve as an initial consequence for minor violations of the code of conduct. Placement of a student in an after school detention will be at the discretion of staff and administration. The after school detentions will be held from 2:45 to 3:45 p.m. Students will be given 24 hours notice of such a detention. This list is not intended to be all inclusive of every situation that may occur.

DETENTION REGULATIONS

1. Detention begins promptly after school and runs for 45 minutes. Students arriving after a detention has started may not be admitted and could be assigned to Saturday School.
2. Students may not put their head down or sleep.
3. No food or beverages may be consumed.
4. Students may be removed from a detention session at the discretion of the staff. No credit will be awarded for partial attendance.
5. Detention is not over until the staff releases the students.

SATURDAY SCHOOL REGULATIONS

The information presented below is the set of rules and regulations regarding Saturday School. The guidelines listed will be consistently followed for all students in grades 7-12 who attend Rossford Schools.

1. Saturday School begins promptly at 8:30 a.m. The normal dismissal time is 12:30 p.m. Students arriving after 8:30 a.m. will not be admitted. The code of conduct and dress code apply to Saturday School.
2. All students attending Saturday School are to remain seated until they raise their hand, are recognized by the staff, and are given permission to approach the staff's desk.
3. All students will be given the privilege of visiting the restroom for a maximum of five minutes. Special circumstances will need to be discussed with the supervisor. Additional trips or staying beyond the limit of five minutes without permission from the supervisor will cause the student to be detained beyond 12:30 p.m. that day.
4. Students wishing to leave their seat for any reason may do so only by obtaining permission from the supervisor.
5. Students who communicate in any way, by passing materials of any kind, not engaged in academic work, eat candy or food of any kind, or have their head down will be warned once and detained for an additional five minutes at the end of the session. A second warning will result in a detention of an additional ten minutes. Students who are found to be sleeping during Saturday School can be dismissed without warning and no credit will be given for the session. Students dismissed from Saturday School or voluntarily leave prior to completion of session will be assigned an in-school suspension.
6. The Saturday School supervisors are in charge of the session and any failure or refusal to comply with their directions will result in disciplinary action. All regular school rules are in effect at all

times.

7. Saturday School may be used as an alternative to out-of-school suspension or may be used in conjunction with suspension options. The initial decision as to the method of suspension will be at the discretion of the principal.
8. The rules listed above are not intended to be inclusive of every situation that may arise during Saturday School. Students and supervisors are reminded appropriate student behavior is expected.

OUT OF SCHOOL SUSPENSION

SUSPENSION

- A. Before a student can be suspended for ten (10) days or less:
 - a. The Principal will give the student actual written notice of the intention to suspend.
 - b. The student will have the opportunity to appear at an informal hearing before the Principal to challenge the reason for the intended suspension or otherwise to explain the student's actions.
- B. If determined, as a result of the hearing that the student should be suspended, the following shall occur:
 - a. Within twenty-four (24) hours of the suspension, the parent, guardian, or custodian of the student will be given written notification. Immediate contact of the parent may be made by telephone.
 - b. The notice will include:
 - i. The reason(s) for the suspension
 - ii. The right of the parent, guardian, or custodian to appeal the action to the Superintendent
 - iii. The right to be represented in the appeal

EXPULSION

Expulsion is any removal for more than ten (10) days. Only the Superintendent of Schools may expel a student. When the Superintendent finds it necessary to expel a student, the following procedures will be utilized:

- A. Written notice will be given to the student and his/her parent, guardian, or custodian.
- B. The notice will include:
 - a. The written reasons for the intended expulsion
 - b. That the student and parent, guardian, or custodian or representative has the opportunity to appear before the Superintendent or his/her designee to challenge the expulsion or explain the student's action.
 - c. Time and place to appear – which must not be less than three (3) or no later than five (5) days after the notice is given unless the Superintendent grants an expulsion.
 - i. If an extension is granted, the Superintendent is required to notify the student and the parents, guardian, or representative of the new time and place.
- C. Hearing is held – the student, the parents, guardian, custodians, or representatives are given the opportunity to defend against the charges.
- D. Written notification of the decision is required, as it is for a suspension. The notice will include:
 - a. The reasons for the expulsion
 - b. The right to be represented in the appeal

SEVERITY CLAUSE

If a student's offense is a severe violation of the code of conduct, disciplinary action may be increased at the discretion of the administrator.

The administrator will use his /her best judgments to discipline students fairly that are involved in situations not specifically outlined in this handbook.

REMOVAL FROM CLASS

A teacher may remove the student from class under the teacher's supervision, but NOT from the school premises.

Removal from School (Emergency)

If the student's presence "poses" a continuing danger to persons or property or an ongoing threat of disrupting the academic process either within a classroom or elsewhere on the school premises," then:

1. An administrator may remove the student from curricular or extracurricular activities or from the school premises.
2. A hearing must be held as soon as practical after removal, but within three (3) days after initial removal is ordered.
3. Written notice of the hearing must be given to the student as soon as practicable prior to the hearing.
4. The hearing must be held in accordance with either the suspension or expulsion procedure depending on the probable action that will take place.
5. The person who ordered, caused, or requested the removal will be present at the hearing.

TRANSPORTATION

A PARKING PERMIT TO PARK ON SCHOOL PROPERTY DURING SCHOOL HOURS IS REQUIRED OF ALL STUDENTS OPERATING MOTORIZED VEHICLES. The use of school grounds without permission, for the operation of mini-bikes, motorcycles, go-carts, skateboards, or other unauthorized vehicles is prohibited.

DRIVING TO SCHOOL

Driving to school and parking in the student lot is a privilege that requires adherence to certain rules and regulations. These rules, as listed below, are stated on the application for the driving permit and are handed to the students when they receive their permits. The student's and parent's signatures indicate knowledge of an agreement to comply with these rules and regulations. The cost of a parking permit is \$10.00.

RULES AND REGULATIONS FOR STUDENT DRIVERS

1. **Parking permits are non-transferable.** Only a student who is registered and has an authorized permit will be permitted to park in the designated student lots. All others will be told to leave the grounds and return without the car. Any missed school time will be considered as unexcused. Students who falsify a parking permit will be subject to severe disciplinary consequences. Student cars are not to be parked in any other area of the campus or grounds – including grassy areas. Students who park in the faculty lot will have their parking privileges suspended.
2. **The speed limit on school district property is 10 m.p.h.** Drive slowly and carefully. Speeding and/or reckless operation of a vehicle will result in disciplinary and/or police action.
3. **Drivers are to park properly,** one space per vehicle, between the designated lines. Drivers are not to park in handicapped or in fire lanes.
4. Students should park, lock their vehicles and go **directly into the building** – loitering in the parking lot is prohibited.
5. Students are **not permitted to smoke** or engage in any disruptive behavior while in vehicles on school grounds.
6. Students are hereby advised that vehicles parked on school grounds are subject to search at any time and may be subjected to random canine search.
7. During the school day, a student is **not permitted** to return to his/her car unless he/she has a pass from one of the administrators.
8. It becomes the student's responsibility to arrive to school **on time**. The attendance office will not

excuse students who arrive late due to a flat tire, engine trouble, or other transportation related excuses.

9. **Give buses the right-of-way.** Use extreme caution around school buses.
10. **Follow the proper traffic pattern.** Students who fail to follow the traffic pattern may have their privileges revoked.
11. Neither Rossford High School nor Rossford Exempted Village School District will be responsible for any damage or loss incurred while student vehicles are parked in the student parking lots.

BUS CONDUCT

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school owned buses as well as any contracted transportation that may be provided. The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following rules are to be followed by all students:

1. All students shall obey the orders of the teacher, coach or driver while on a trip.
2. Students are to board and leave the bus in an orderly manner. Rear emergency door is not to be used for exit except in an emergency. Everyone shall remain in their seats. No changing seats or walking in the aisle is permitted.
3. Students shall maintain silence at all railroad crossings and when the driver flashes dome lights.
4. No one except the assigned driver shall sit in the driver's seat or operate any of the controls.
5. No one shall interfere with the driver's operation of the bus in any way.
6. No one shall damage any part of the bus. Anyone damaging a bus will be billed for the cost of the repair.
7. No one shall smoke or produce a flame of any kind while students are on the bus.
8. No one shall throw objects in or out of the bus.
9. No one shall cause any part of his/her body to project from a bus window. Yelling out of bus windows will not be tolerated.
10. No one shall eat, drink, or chew gum on the bus.
11. Students shall not use tobacco, alcohol or narcotics in any form on the bus.
12. No one shall bring live animals, guns, skateboards, or any object that might serve as a weapon or anything hazardous on the bus.
13. Musical instruments or any large items too big to be placed on a person's lap must be transported in a vehicle other than the bus.
14. No radios, MP3 players, or other electronic equipment will be permitted on the bus.
15. Conduct on the bus of any nature which is determined improper and is not covered by the above rules and regulations will come under the determination of the proper administrative authorities.

The driver will not discharge students at places other than their regular stop at home or at school unless she/he has proper authorization from school officials. Any student leaving school property after being dismissed from the school bus is subject to discipline.

Penalties for Infractions

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus.

CAFETERIA RULES

1. Students must attend the assigned lunch period and eat in the cafeteria.
2. Students must be sitting down at a table.
3. Only seniors, who earned a minimum of 15 credits are permitted to leave school grounds during lunch.

4. Common courtesy and cleanliness is expected at all times.
6. Lines are on first come, first serve basis
7. Each student shall clean his/her area before leaving the cafeteria.
8. Improper conduct such as throwing food or objects will result in a detention for first offense. Any recurrent offenses will result in disciplinary action and may result in an assigned seat for the remainder of the quarter, semester or a designated length of time including removal.
9. Students unreasonably late to the cafeteria will be assigned a detention.

CLASSROOM CONDUCT

Each student will be in a variety of classes and should expect a variety of approaches in terms of teaching methods, assignments, and classroom activities. Remember, the teacher is in charge of your classroom and the students are to perform and conduct himself/herself accordingly.

CORRIDOR COURTESY

Because of the size of Rossford High School it is vital that the traffic flow at class change be as orderly as possible. During class changes, students should walk to the right of the corridors and staircases, not stop in groups, pass quietly, and be courteous to others. **Students in halls** during class time should have an agenda. Students remaining after school for more than 15 minutes should be under the supervision of a staff member.

STUDY HALL GUIDELINES

1. This is a silent study hall. There should be no talking or other noises.
2. Bring books and other needed materials with you to study hall. Use the restrooms prior to coming to study hall.
3. Students must have a signed, dated agenda book pass from a teacher, counselor or administrator to leave. You may not leave to obtain a pass. Plan ahead if you have other things to do.
4. Students who wish to go to the library may attend on their scheduled day based on rotation provided by the librarian. Other students may attend only if the student has a pass from the teacher and librarian requiring student to go to the library for research.
5. No eating or drinking is allowed in study hall.
6. There will not be any working together without teacher permission.
7. Students out on passes must return to study hall at the end of the period.

Detentions may be given for infractions of study hall procedures—do not expect a “warning”—this is the warning.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Cell phones are allowed but are not to be used for incoming or outgoing calls. Students may check messages during class changes and at lunch. If cell phones are confiscated because of misuse, the contents contained in memory may be reviewed by the administration.

DANCE POLICY

1. Rossford High School students and their guests must abide by the student code of conduct at the dance. In addition, students may not bring backpacks, bags, food, and/or beverages into dances.
2. A Rossford High School student may bring ONE guest (a graduate, a student from another school, etc.) to the dance with the following limitations:
 - a. A guest must be signed up in advance for the dance. A guest must be approved prior to the dance. You may obtain the dance guest form in the High School office. Dance sign-up must take place by the end of B lunch on the last school day prior to the dance.
 - b. A guest must be a current 9th, 10th, 11th or 12th grade student or a recent graduate not over 20 years of age. No student, public or private, below grade 9 will be permitted to attend high

school dances.

- c. The RHS student must identify his/her guest upon arrival at the dance to the adult(s) working at the door.
 - d. The guest will be asked to show picture ID to verify his/her age and name.
 - e. A guest is the responsibility of the RHS student who brings him/her to the dance. If there is a problem, the RHS student and guest may be asked to leave.
3. The student, whose name is given at the time of purchase, may only use tickets purchased before the dance. Students will be asked to show picture ID (student card, driver's license, etc.) at the dance with their ticket.
 4. Rossford High School students, who buy tickets at the door of the dance, will be asked to show picture ID (student card, driver's license, etc.) to verify their status as Rossford High School students. Guest tickets may not be purchased at the door on the day of the dance (see rule #2a)!
 5. Once students have been admitted to the dance, they may not leave and re-enter the dance for any reason.
 6. Students must arrange their transportation plans ahead of time! A telephone is available for emergency use only.

COCURRICULAR CODE OF CONDUCT

- In order to be eligible, a student must have a grade point average of at least 1.7. Student may not have two or more F's on the student's report card.
- Summer school grades earned may not be used to determine eligibility.
- Eligibility will be checked at the end of each grading period to determine eligibility for the next grading period. Eligibility begins with the start of the fifth school day of the next grading period.
- For Athletes during the preceding grading period, the student must pass five 1-credit courses or the equivalent, which count towards graduation.
- Students must be in school by **9:30 am** in order to participate in after school events.
- Yearly code of conduct forms are required by all participants in co-curricular activities. Additionally, yearly physical forms and HIPPA forms are required for all athletes.
- A student who is suspended from school is denied participation from co-curricular activities during the same period.
- An athlete may not participate on another team of the same sport while a member of a team at Rossford. For example, an athlete may not participate for a CYO or AAU basketball team while a member of the school basketball team.
- While a student is academically ineligible for contests, scrimmages, performances, he/she may practice/tryout.
- All participants in athletic activities will strictly adhere to the rules of the Ohio High School Athletic Association.

PERSONAL CONDUCT

- Participants represent Rossford Schools to the community and serve as role models for younger children. Violations of the Code of Conduct, of local, state and federal laws can have a severe detrimental effect on the Rossford co-curricular program. Coaches, Advisors and Administrators are expected to take appropriate action in cases of serious violations so as to preserve the special faith and trust placed in the Rossford Schools.
- These rules apply 24 hours a day, 7 days a week for the entire season. The season begins with the first day of practice, and ends with the awards banquet, last performances, or last game, whichever is later. Certain activities, by their nature will be deemed to be year-long activities. For example: Student Council, Teen Institute, French Club, etc.

GENERAL MISCONDUCT

- a. Participants may be denied participation by the Coach, Advisor, Athletic Director, Assistant Prin-

incipal, or Principal for a period of one contest, or more, due to violations of team rules, the school code of conduct, insubordination, or actions of a criminal nature.

- b. Any participant denied participation from an organization for disciplinary reasons may not participate in any program connected with another organization until the suspension for that organization from which denial was made is completed.

Participants guilty of serious violations of the security and safety of other persons will be denied participation for a period of three days or more. Such violations include but are not limited to: threat, intimidation, improper restraint, profane or abusive language, assault, vandalism, theft, and possession of stolen property. The denial will come from the Principal.

Hazing is defined as doing any act, or coercing another to do any act, of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. Hazing includes activities that may result in emotional pain and suffering. Students found in violation of this rule may be denied participation.

DRUG TESTING GUIDELINE

Intent:

- This guideline is set to institute an equitable procedure that will educate and assist students. Test results will be kept in confidential files separate from a student's other educational records and will be released to school personnel only on a "need to know" basis.
- Participation in extracurricular activities is a privilege.
- Rossford Schools in conjunction with parents and guardians encourage students to lead healthy lives.
- This guideline covers all four years of participation at the high school level.
- It is illegal for our students to use alcohol or non-prescription drugs, or possess paraphernalia associated with these drugs. The use of tobacco is not only illegal for students under the age of 18, but it has been proven to be a leading cause of many diseases.

Definitions:

IN-SEASON: The season begins with the first day of practice and ends with the awards banquet, last performance, or last game, whichever is later. Certain activities, by their nature will be deemed to be year-long activities. For example: Student Council, Teen Institute, French Club, etc.

EXTRACURRICULAR ACTIVITY: Any school-sponsored activity that requires an advisor/coach funded by the Board of Education will be considered a Rossford Schools extracurricular activity. Band and choir are not considered extracurricular activities because their performance presented outside of the school day are considered course requirements.

RANDOM SELECTION: The agency used to administer drug tests throughout the season will do so in a fair and equitable fashion. There will be no manipulation of this process.

SELF-REFERRAL: Student reporting to a school representative that he/she has violated the drug policy. The student must report the violation to a school representative within 24 hours of the violation. Self-referral is not applicable when the violation is witnessed by a school representative or when there is involvement by law enforcement. A two-week consequence will be imposed for a student who chooses to self-refer. Self-referral cannot be utilized for a second or third violation, or once a student has been selected for a random drug test.

Procedure:

- All students participating in an extracurricular activity will be tested prior to the start of the activity.
- Students who participate in more than one activity will have an initial screening and thereafter will be placed in the random pool for each engaged activity.
- Up to twenty percent of students participating in activities will be selected randomly for testing.
- Tests will be administered at Rossford High School on a specific day. The cost of these tests will be paid by the Rossford Board of Education.

- Students who cannot be present on the specific day for testing must have this test done by the school-approved agency. The cost may be the responsibility of the participant.

GENERAL REGULATIONS OF DRUG TESTING

1. INITIAL MANDATORY TESTING

At the beginning of each season, students eligible for extracurricular activities and sports who have not been tested during the current school year will submit to drug and alcohol testing within the first two weeks of the season on a specified date and time. The collection process will take place on school property or at a Rossford Board of Education approved facility within five calendar days of the scheduled pre-season testing. Any student moving into the school district shall be tested prior to the time he/she joins the extracurricular activity and/or sport. It is the responsibility of the head coach/advisor to ensure that all students and their parent/guardian/custodial properly sign the informed consent agreement prior to testing. Participation will be denied until testing is completed.

2. RANDOM TESTING

In-season random testing shall be done throughout the season. An athlete may be randomly tested more than once per season. Random testing will be unannounced. The date and time will be selected by the athletic director, assistant principal, principal and/or the superintendent. Random testing may be done weekly. Alternate students will be selected by the testing agency in the event that a randomly selected student is absent from school on that day.

3. REFUSAL TO TEST

Any student refusing or unable to submit a urine sample during the preseason team/activity or random test will have 24 hours to produce a sample at a Rossford Board of Education approved facility. Failure to comply within the 24-hour period is a violation of the Rossford High School Drug Testing Policy, equivalent to a 1st, 2nd or 3rd offense violation of the Drug Policy. The student will be denied participation until completion of a requested random test.

4. ALTERING THE RESULTS OF A TEST

If a student alters or attempts to alter the result of the mandatory or random test as determined by a school administrator and/or a representative of a Rossford Board of Education approved testing facility, it will be considered the same as a positive test result, and all the consequences of a positive test will be implemented. Likewise, if a student supplies someone with the means to alter the test, the student will be in violation of the Rossford High School Drug Testing Policy, equivalent to a 1st, 2nd or 3rd offense violation of the Drug Policy dependent upon any previous violations.

5. DRUGS FOR WHICH STUDENTS MAY BE TESTED.

LSD, Alcohol, Marijuana, Amphetamines, Barbiturates, Bendodizodiazepines, Methadone-Anabolic Steroids, Methadone, Nicotine, Opiates, Cocaine, Propoxyphene (Darvon), any enhancing drugs or anabolic steroids, tobacco – or any other drug reference under the scope of Title 21, United States Code Sections 802 and/or 812. In addition, any substance an individual cannot sell, offer to sell, possess, give exchange, use, distribute or purchase under penalty of State or Federal Law is also subjected to testing. Drugs being tested for also include all prescribed and over-the-counter drugs being used in any way other than for medical purposes in accordance with the directions for use provided for in the prescription or by the manufacturer.

SALE OF DRUGS The sale of illegal drugs or counterfeit drugs will result in denial of participation for the remainder of the school year.

CONSEQUENCES: If a student is found in possession or show evidence of use of tobacco, alcohol, illegal drugs or counterfeit drugs as determined by a coach, advisor, administrator, faculty member, legal authority or other school personnel, the consequence will be:

- First offense: Four-week denial of participation in all interscholastic athletic events and/or extra-curricular activities (Self-referral would result in a two-week denial of participation) The student will automatically be included in random drug testing for his/her next four in-season tests. In addition, an assignment to any or all of the following programs will be made:

- Special classes in drug and alcohol education
- School or community support groups
- Assessment and possible treatment for chemical dependency
- Volunteer work and/or community service
- A presentation to the co-curricular team concerning the issue of drug/alcohol use The program will be developed by a committee made up of coaches and administrators. A student who is denied participation will be allowed to remain a part of the program and participate in practice. Reinstatement of the student will occur after completing the assigned program and submitting a letter to the high school principal asking to be reinstated. Any student denied participation for the remainder of the season will forfeit any awards earned that season and will not be permitted to attend the season-ending awards banquet.
- Second offense: Denial of participation for one calendar year and assignment to any or all programs stated under first offense. Student will also be denied any involvement with the athletic/extra-curricular program.
- Third offense: Denial of participation from all extracurricular activities through graduation from Rossford High School.

APPEAL PROCESS:

1. All appeals will be heard by the Principal.
2. Decision by the principal can be appealed to the Superintendent.
3. Decision by the superintendent can be appealed to the Rossford Board of Education.

ATHLETIC PARTICIPATION

- High school students will be permitted to participate in two different interscholastic events during the same season including cheerleading. The student must maintain a 1.7 G.P.A. Students may not have two or more F's on the student's report card.

DUAL PARTICIPATION

- Athlete must declare a major and minor sport.
- The coach will submit a letter of participation to the Athletic Director of all dual athletes.
- Parents/Guardians must sign an Athletic Dual Participation Waiver and submit to the Athletic Director **within the first week** of the season.
- An athlete who chooses to leave a team for personal reasons may seek participation in another sport that same season only by mutual agreement of both coaches and the Athletic Director. Such a change cannot occur later than the first Monday after the first interscholastic contests of the sport wherein participation is sought. A change from one sport to another will not be approved for convenience purposes. Special circumstances must exist for a change to be considered.
- If an athlete has been cut from one team, he/she may try out for another sport in the same season.
- Any student who is removed from one team may not participate with another team during the same season.

RESPONSIBILITY OF ATHLETE

- Athletes must travel with the team unless the coach receives a written letter from his/her parent/guardian stating that the student will be traveling home with them after the game.
- Rules for school bus travel are the same as for students being transported to and from school.
- Students assume responsibility for all equipment issued to them. Responsibility ends with the return of the equipment or payment for its replacement.
- Equipment will not be issued until all other equipment is returned. For example, a basketball uniform will not be issued to an athlete who still owes football equipment.

- Parents and students acknowledge that there is a risk of injury, sometimes very serious injury, or even death in any co-curricular endeavor. This includes practice, games, and performances. The Rossford Schools assume no financial responsibility for injuries sustained by said student.
- Individual Coaches/Advisors may not establish any rules that supersede the rules and policies contained in this Co-Curricular Code of Conduct.
- Athletic coaches are directly responsible to the Athletic Director, who reports to the building principal, who ultimately reports to the Superintendent. Advisors report to the building principal, then to the superintendent.

PROCEDURE TO RESOLVE PARENT-TEACHER DISAGREEMENTS

Complaints about school personnel will be investigated fully and fairly. Anonymous complaints will be disregarded. Whenever a complaint is made directly to the Rossford Board of Education as a whole or to a Board member as an individual, it will be referred to the Superintendent for study and possible solution. An employee who is the object of a complaint will be informed promptly and afforded the opportunity to present the facts as he/she sees them.

The goal of this section is:

- To establish a simple framework for addressing concerns.
- To provide for prompt resolution of concerns.
- To ensure that all parties will participate in a cooperative manner to resolve concerns.
- To ensure that most concerns will be handled without resorting to this procedure beyond Step 1.
- To assure that the system has a procedure to receive citizens' concerns in an orderly fashion to achieve the best possible educational program for students.

A. Step No. 1 – Direct Conversation

If a parent has a disagreement or misunderstanding with a teacher, the parent should address the concern to the specific teacher directly involved with the circumstances surrounding the concern. The staff member will meet with the parent as soon as possible, but in no case longer than two (2) working days after the teacher has been notified of the concern. (Subject to change by mutual agreement). The teacher shall report the results of the contact back to the building administrator using the appropriate form "Notice of Nature of Possible Complaint," Master Agreement form – Appendix "E".

B. Step No. 2 – Fact and Possible Resolution

If a parent or teacher is not satisfied with the outcome of Step No. 1 or the parent/teacher is unwilling to meet independent of an administrator, a meeting with the teacher, appropriate administrator, and parent will be arranged at a mutually convenient time but in no case more than five (5) working days after the meeting in Step No. 1. This step is to be informal and verbal. The staff member has the right to be at all meetings with or without a representative as he/she so determines. No further action will be taken beyond Step No. 2, unless the parent submits in writing a signed and dated statement of facts giving rise to this concern, the name of the accused teacher, and the remedy sought. The results of this meeting will be recorded on the appropriate form "Complaints against Staff Members," Master Agreement Form – Appendix "F".

C. Step No. 3 - Formal Process

If a parent's concern is not satisfactorily resolved at either the first or second level, copies of all written complaints and responses will be forwarded to the Superintendent or his/her designee. At that time another meeting will be arranged at the convenience of the parent and staff member directly concerned but in no case later than ten (10) work days (subject to change by mutual agreement). The staff member has the right to be at all meetings with or without a representative as he/she so determines. The superintendent or his/her designee will supply written dispositions to all parties within five (5) working days. Copies of the disposition will be sent to all parties involved. The disposition may also be placed in the teacher's personnel file when deemed appropriate by the superintendent. The teacher and parent shall be informed if the letter is to be placed in the personnel file.

D. Step No. 4

If either party is still dissatisfied with the outcome of Step No. 3, the problem may be appealed to the Board of Education. The meeting will be held in executive session with only the board members and the affected persons present.

E. Misc –

Disagreements/Complaints involving criminal conduct will not be subject to the disagreement procedure.

PROCEDURE TO RESOLVE STUDENT-TEACHER DISAGREEMENTS

Complaints or disagreements received from students will be resolved by the teacher and building principal and will not be subject to Parent-Teacher Disagreement procedure.

ACCEPTABLE USE AND INTERNET SAFETY POLICY FOR THE COMPUTER NETWORK OF THE ROSSFORD EXEMPTED VILLAGE SCHOOL DISTRICT

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

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

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

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the technology directory. If any user violates this Policy, the student's access will be denied or withdrawn and he or she may be subject to additional disciplinary action.

I. PERSONAL RESPONSIBILITY

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

II. TERM OF THE PERMITTED USE

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

III ACCEPTABLE USES

A. Educational Purposes Only. The School District is providing access to its computer networks and the Internet for *only* educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the School to help you decide if a use is appropriate.

B. Unacceptable Uses of Network. Among the uses that are considered unacceptable and which constitute a violation of this Policy are the following:

1. uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the School District's Student Discipline Policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicitly permission on the materials to use them.
2. uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb" or other harmful form of programming or vandalism; participate in: "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
3. uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share our password with others; don't impersonate another user; don't connect wireless devices to the computer network or attempt to intercept wireless communications.
4. uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.
5. uses that are destructive in nature to network or computer equipment and software (i.e. installing new software or manipulating currently installed software.)

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

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

IV. INTERNET SAFETY

- A. General Warning: Individual Responsibility of Parents and Users. All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guide to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the School.
- B. Personal Safety. Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission (if you are

under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

- C. "Hacking" and Other Illegal Activities. It is a violation of this Policy to use the School's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. It is a violation of the Policy to use any method and or methods to attempt to gain access to unfiltered Internet content without the consent of district technology director. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates another applicable law or municipal ordinance is strictly prohibited.
- D. Confidentiality of Student Information. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.
- E. Active Restriction Measures. The School, either by itself or in combination with Informational Technology Center providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The School will also monitor the online activities of students. Monitoring may include but not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, computer logs. The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file or other visual depiction that
- taken as a whole and with respect to minors, appeals to prurient interest in nudity, sex, or excretion;
 - depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
 - taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- F. Use of Web 2.0 Tools. Uses of blogs, podcasts and social networking or other Web 2.0 tools are considered extensions of the classroom and may be used with teacher direction and supervision. Whether at home or in school, any speech (or text) and or actions (such as altering another's work without permission) that are considered inappropriate in the classroom is also considered inappropriate in all uses of Web 2.0 tools.
- Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the district's acceptable use policies.
- G. Compliance with the E-rate requirements of the Children's Internet Protection Act "CIPA": Students shall receive age appropriate education by designated staff on the following.
- safety and security while using e-mail, chat rooms, social media and other forms of direct electronic communications
 - the dangers inherent with the online disclosure of personally identifiable information
 - the consequences of unauthorized access (e.g., "hacking") and cyberbullying awareness and response

V. PRIVACY

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

such materials.

VI. FAILURE TO FOLLOW POLICY

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this Policy, shall at a minimum, have his/her access to the computer network and Internet terminated, which the School District may refuse to reinstate for the remainder of the student's enrollment in the School and or pay for any intentional destruction of network/computer equipment. A user violated this Policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The School District may also take other disciplinary action in such circumstances.

WARRANTIES/INDEMNIFICATION

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

VII. UPDATES

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

ROSSFORD HIGH SCHOOL – BYOD GUIDELINES BRING YOUR OWN DEVICE

ELECTRONIC DEVICES

Use of certain WCDs (wireless communication devices) will be permitted at Rossford High School as described below. In this document we will refer to some WCD as BYOD (Bring Your Own Device) device. Students will be permitted to bring their own device to school. Students will be expected to follow the district's WCD policy (5136) and the guidelines in the document. A BYOD device should be a device that is used primarily for educational purposes while at school. Examples include but are not limited to: laptops, netbooks, Chrome books, tablets, and eReaders. The principal reserves the right to determine what is classified as an appropriate BYOD device. **For the purpose of this document a mobile/cell phone is not by default considered a BYOD device. Therefore, access in all green and yellow zones does not apply. It is however a WCD and the WCD (5136) policy will apply. Please see the section at the end of this document for mobile phones use and areas of use.**

LOST OR DAMAGED DEVICES

Rossford Exempted Village Schools assumes no responsibility for theft, lost, or damage to any device brought to school.

BYOD DESIGNATED AREAS/ZONES

Red Zone: An area designated as a Red Zone indicates that any BYOD or WCD is NOT permitted for use in the area. Devices in Red Zones should be turned off.

Yellow Zone: An area designated as a Yellow Zone indicates that BYOD/personal devices may be in use in a limited capacity as permitted and directed by school personnel.

Green Zone: An area designated as a Green Zone indicates that BYOD/personal devices may be in use for school related tasks as permitted and directed by school personnel. Use of a cell/mobile phone in a green zone classroom is prohibited unless explicit consent by the teacher is given.

INTERNET CONNECTION

Rossford Exempted Village Schools will provide wireless Internet connectivity for BYOD/personal devices. Students will be permitted and encouraged to connect to the Rossford Public network. Students may connect to the Internet using their Internet provider. In this case, the school is not responsible for Internet content or activity as it is not going through the district's filtering appliance. In addition, the school is not responsible for any charges accrued while the student is using his/her Internet provider. Students must adhere to all district, building, and classroom policies.

DISRUPTION/MISUSE

The misuse of BYOD personal devices or WCDs in a manner that is distracting to other students or school personnel is not allowed. The misuse of BYOD/personal devices includes but is not limited to:

1. The use of ANY WCD/BYOD personal device in an area designated as a Red Zone.
2. The violation of the district's acceptable use policy (7540.03), the district's wireless communication device policy (5136), the student handbook/code of conduct or the violation of the guidelines in the BYOD guidelines document.
3. Listening to audio without headphones or ear buds.
4. Use of headphones/ear buds at a volume level where others can hear.
5. Attempting to connect or connecting to the district's private network.

Consequences for misuse or violation

Please refer to the high school's code of conduct for discipline actions regarding violation or misuse related to BYOD/WCDs devices.

MOBILE PHONES (CELL PHONES, SMART PHONES, ETC.)

Cell/Mobile phones are considered WCDs but will only be used between classes and at lunch.

Receiving or placing phone calls on a mobile phone is not permitted during school hours. Mobile phones may be used between classes and at lunch to text, e-mail or access the web as directed by school personnel. **At this time mobile phones are not to be used in green zone classrooms unless given explicit consent by the teacher.**

PBIS

PBIS (Positive Behavior Intervention and Support) is one of the foremost advances in school-wide discipline. PBIS places an emphasis on school-wide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. A continuum of positive behavior support for all students within a school is implemented in areas including the classroom and non-classroom settings (such as hallways, buses, and restrooms). Positive behavior support is an application of a behaviorally-based systems approach to enhance the capacity of schools, families, and communities to design effective environments that improve the link between research-validated practices and the environments in which teaching and learning occurs.