



Arbor Hills Junior High School

2024-2025

LIVING GREEN AND GOLD PLEDGE

We are Responsible.

We are Respectful.

We are Trustworthy.

We are Kind.

We are Arbor Hills!

Principal

Mr. Peter Nafziger

Assistant Principal

Mrs. Christina Rowley

Counselor A-K

Mrs. Amy Barricklow

Counselor L-Z

Mr. Brian Hede

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SCHEDULE 1: REGULAR

The first bell rings at 8:00 AM.

	PERIOD	START	END
	1	8:05 AM	8:48 AM
	2	8:52 AM	9:35 AM
	3	9:39 AM	10:22 AM
	4	10:26 AM	11:09 AM
LUNCHES	5A (7)	11:13 AM	11:43 AM
	5B (6)	11:47 AM	12:17 PM
	5C (8)	12:21 PM	12:51 PM
	6	12:55 PM	1:38 PM
	7	1:42 PM	2:25 PM
	HR	2:29 PM	2:55 PM

UPDATED 5/2024

TABLE OF CONTENTS

Philosophy	6	Intervention Assistance Team - I.A.T	17
Our Goals	6	Leaving School Building/Grounds	17
Activities	6	Library/Media Center	17
Announcements	6	Lockers	17
Assemblies	7	Lost & Found	18
Attendance	7-8	Medication	18
Awards (Academic Recognition Day)	8	Ohio State Tests	18
Backpacks	8	Open House	18
Bicycles / Skateboards	8	Physical Education/Gym Clothes	18
Bus Assignments	8	Progress Reports (Interim)	18
Bus Rules & Regulations	8-9	Promotion Policy	18-19
Cafeteria	9	Restrooms	19
Lunchroom Rules & Regulations	9-10	Schedule Changes	19
Cancellation of School	10	Selling Items in School	19
Cell Phones and Other Electronic Devices	10	Student Council	19
Video Surveillance and Electronic Monitoring	10	Substitute Teachers	19
Dances	10	Textbooks	20
referrals/Detentions	10	Visitors	20
Discipline	11	Volunteers	20
Dismissal	12	Withdrawals	20
Dress Code	12-13	Youth to Youth	20
Emergency Medical Forms	13	Sylvania Schools Board Policy Reference Sylvania Schools	21
Emergency Drills	13	5500.01 - Code of Conduct for Extracurricular Activities/Athletics	21
Fighting	13	• Rule 1: Citizenship	21
Fines, Replacement Costs	13	• Penalties for Violations of Rule One: Athletics/Extracurricular Activities	21
Grades	13-14	• Rule 2: Alcohol and Drugs	21
Guidance	14	• Self-Referral/Parental Referral	21-22
Gum	14	• Penalties for Violations of Rule Two : Athletics	22
Hall Conduct	14	• Participation in Practice	22
Harassment, Intimidation, and Bullying	14-15	• Penalties for Violations of Rule 2: Clubs and Organizations	22-23
• Introduction	14	• Code Violation Process for Athletics, Clubs and Organizations	23
• Prohibitions	14	• Coach/Advisor Rules	23
• Procedures, Investigation and Documentation	14-15	Cellular Telephones and Electronic Communication Devices	23-24
• Definition of Harassment, Intimidation, or Bullying	15	Attendance Guidelines	24-27
• Retaliation is Prohibited	15	Grandfathering	27-28
• Disciplinary Interventions	15	Dress Code	28
• Publication, Training, Immunity and Board Summary	15	Code of Conduct	28
Schoology	15	• Student Discipline Code	28-30
Illness	15	Alcohol, Tobacco (Vaping), and Other Drugs	30-31
Immunization	16	Due Process Rights	31-33
Internet Usage	16		
Interscholastic Sports	16-17		

Removal, Suspension, Expulsion, and Permanent Exclusion of Students	33-35
Title IX Grievance Procedure	35
Religious Diversity, Tolerance, and Understanding	36
• Statement of Principles	36
• Notice to Students	36
• Compliance Coordinators and Human Resources	37

PHILOSOPHY

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

OUR GOALS ARE AS FOLLOWS:

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

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

GENERAL INFORMATION

ACTIVITIES

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

Please note: Students must be in attendance at school for a half-day (arrive by 11:30 or leave at 11:30) to participate in activities/athletics.

After or Before School

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

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

ANNOUNCEMENTS

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

ASSEMBLIES

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

ATTENDANCE (SEE BOARD POLICY #5200)

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

1. **Parent Notification.** State law requires that contact between home and school be made when children are absent from school. **Parents should call the school prior to 8:30 a.m. on the day of absence.** If we do not hear from your parents, we will call your home or parent's place of employment. This law is for the protection of children. Please help by having your parents call the school if you are absent.

2. **Absence Admit Slip.** Pupils who have been absent from school are to report to the main office before school to get an "absence admit slip." They should have a dated note signed by a parent or guardian indicating the dates of the absence and the reason for the absence. A note is required even when your parent has notified the school of your absence. Notes turned into the office will be excused up to 65 hours, after that medical documentation will be required for all students. Admit slips will be issued beginning at 7:45 a.m. Students must present the admit slip to all teachers upon their return to class. Students arriving after school begins must report to the main office, sign in, and get an absence admit slip.

3. **Early Dismissal.** In the morning, **before school**, pupils who wish to be excused early must give, to the office, a written request from the parent for the dismissal. At that time, the office will issue an appointment slip. Occasionally, it may be necessary and advisable to verify the written requests by a telephone conversation. A dismissal prior to 12:55 p.m. will be recorded as a half-day absence.

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

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

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

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

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

6. **Tardy.** Students who arrive at school after the 8:05 a.m. bell are considered tardy and must obtain an admit slip from the office. Students arriving at school after 10:05 a.m. will be recorded as having a half-day absence. **Repeated tardiness to school or classes will result in disciplinary action.** Even a "little" late is too late!!! A reminder will be issued on the third tardy to the student via the assistant principal. Four (4) unexcused tardies will result in a Tuesday (Level 1) detention. On the 13th tardy a Thursday (Level 2) detention will occur.

Your school attendance is important. Students who miss 2 days of school each month, miss almost a month of school each year. This adds up to over a year missed by the time of graduation. (*American Graduate: Every Day Counts: Facts on Attendance Achievement, 9/3/2015*)

Ohio Revised Code (Sec. 3321.191(C)(1)) now requires that parents/guardians receive notification when their child has missed either 38 hours of instruction in one school month or 65 hours of instruction in one school year. In addition, you will become habitually truant once you meet one of the following criteria as defined by ORC 2151.011 (B)(18).

30 or more consecutive hours (5 days) of **unexcused** absence

42 or more hours (7 days) of **unexcused** absence in one school month

72 or more hours (12 days) of **unexcused** absence in a school year

Students who meet the above requirements are at a level where student services may become involved. Prior to that step, students/parents have an opportunity to resolve the attendance issues through meeting with an Intervention Team and establishing an Intervention Plan. This opportunity is outlined in ORC 3321.191 (2)(a).

Additional information regarding House Bill 410 can be found by clicking [here](#).

AWARDS (ACADEMIC RECOGNITION DAY)

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

BACKPACKS

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

BICYCLES/SKATEBOARDS

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

BUS ASSIGNMENTS

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

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

BUS RULES & REGULATIONS

Referrals may be given for the following reasons:

1. Be on time at the bus stop. The driver has been instructed not to wait.
2. Crossing in front of the bus as it approaches the loading stop.
3. Improper unloading procedures. Once off the bus, move away from it rapidly.
4. Not waiting for the signal from the driver before crossing the road when loading or unloading.

5. Not staying in one's seat upon entering the bus. Moving from seat-to-seat is forbidden.
6. Fighting on the bus.
7. Obscene language or signs.
8. *Smoking on the bus or lighting matches/lighters.
9. No electronic devices permitted on the bus.
10. Eating on the bus.
11. Damaging personal property.
12. Gambling.
13. Personal disrespect to the bus driver.
14. Throwing litter on the floor or out of the window.
15. Head and/or arms outside the window.
16. Tampering with emergency equipment.
17. Destroying school property.
18. Disobeying driver instructions.
19. Shouting on the bus.
20. Noise at a railroad crossing.

First Referral: Principal notification, conference with student and parent notified.

Second Referral: Possible one to ten day denial of bus privileges. In-school discipline could also occur. Conference if deemed necessary.

Third Referral: Possible denial of bus privileges for the remainder of the current semester, minimum 30 days.

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

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

CAFETERIA

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

LUNCHROOM RULES & REGULATIONS

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

8. ALL RULES ARE POSTED IN CAFETERIA.

9. Failure to cooperate with the above rules will result in a specific seat assignment and possible loss of lunchroom privileges.

CANCELLATION OF SCHOOL

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

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

Cell phones and wireless headphones are to be kept turned off and stored in lockers from the time the student is in their 1st-period class at 8:05 a.m. until 2:55 p.m. Items that are confiscated by staff will be held in the office. Each violation may be recorded for disciplinary action. Students who choose to bring these items to school are solely responsible for them. Sylvania Schools will not be responsible for items that are stolen or damaged.

First and Second Offense: Minor Referral may be issued to the student and the parent is notified.

Third Offense and Beyond: A Level 1, 2, or 3 detention may be issued based on the number of offenses, Parent is notified.

VIDEO SURVEILLANCE AND ELECTRONIC MONITORING

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

DANCES

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

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

REFERRALS/DETENTION

Students will be issued referrals as a consequence for behaviors that are out of compliance with our Student Handbook Rules and Guidelines. Students who are deemed to have rule infractions, such as running in the halls, failure to comply with teacher directives, failure to follow cafeteria rules, for example, will be given a referral. Guardians will have the ability to see their student's referrals through the online system of PBIS Rewards. Students will be issued a Level 1 detention (1 hour) on their 5th and 10th referral and a Level 2 detention (2 hours) on their 15th and 20th referral. After 25 referrals additional consequences may be imposed such as an additional Level 2 detention (2 hour), Tuesday/Thursday (Level 3), or Out of School Suspension. Occasionally, students are required to report to school before or after school because of inappropriate behavior. Students must fully understand that any staff member in the building has the responsibility and authority to correct misconduct. Therefore, a teacher may assign detention to a student who is not in her/his classes.

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

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

Discipline (see Board Policy #5600)

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

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

Tuesday Detention (Level 1)

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

Thursday Detentions (Level 2)

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

Tuesday/Thursday Detentions (Level 3)

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

DISMISSAL

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

DRESS CODE

The Student Dress Code is designed to accomplish the following goals:

- Allow students to achieve educational objectives
- Promote order, security and safety for all students and provide a healthy environment conducive to academic achievement
- Ensure students are treated fairly and equitably regardless of race, sex, gender identity, gender expression, sexual orientation, political affiliation, ethnicity, religion, cultural observance, household income or body type
- Respect the rights of students to wear religious attire without fear of discipline or discrimination

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as chemistry/biology (eye or body protection)
 - Ensure minimal distraction to the learning environment, avoid being a hazard to the health and safety of students and staff, and prevent interference with school work
- A. Underwear should not be worn as outerwear. Transparent or translucent clothing and bare feet are not permitted.
 - B. Winter coats are prohibited. Students may wear vests, quarter zip jackets, fleece jackets, or pullover jackets
 - C. Any articles of clothing or jewelry that could likely cause injury, such as spiked belts, chains, bracelets, rings, handcuffs, safety pins on the body are prohibited. Wallet chains of any length or size are prohibited.
 - D. Clothing or accessories that could pose a safety risk when using or near flame (such as a Bunsen burner) or machinery is not permitted in those environments.
 - E. Apparel, emblems, insignias, badges, or symbols that promote or advertise the use of alcohol, drugs, tobacco, sex-related slogans, violence or any other illegal/inappropriate activity are prohibited.
 - F. Apparel or symbols, which may be gang or cult-related, are prohibited. Apparel which displays or promotes hate speech is prohibited.
 - G. Apparel that is a disruption to the educational process/school environment is prohibited.
 - H. Hoods covering the head, hats, or any head wear that obscures the face, eyes or ears, unless for religious reasons, is prohibited during the school day.
 - I. Anything that covers the eyes such as sunglasses and goggles are prohibited. Eye contacts that cover the cornea with designs will not be allowed.
 - J. All students are to abide by authority orders provided by the Governor, Health Department *or District* when school is in session. This includes but is not limited to specific requirements with Personal Protection Equipment (PPEs). Students who cannot wear a PPE due to medical reasons may have an exemption on file.

Students are expected to dress in a manner that is appropriate for the educational environment. To maintain a focus on learning and to avoid disruptions, costumes and themed attire are not permitted during school hours. This policy includes, but is not limited to:

- Halloween costumes
- Cosplay outfits
- Pajamas or sleepwear
- Themed outfits that resemble movie, television, or book characters
- Any attire that includes masks, face paint, or excessive accessories that could obstruct identification or cause distraction

Exceptions to this policy may be made for school-sanctioned events, such as spirit weeks or special assemblies, with prior approval from the administration. In such cases, guidelines for acceptable attire will be provided.

Enforcement of the Student Dress Code within the school setting:

- Dress code concerns brought by students, faculty and staff should be directed to the principal, assistant principal or dean of students.
- All students should be able to dress comfortably for school and engage in the educational process without fear of unnecessary discipline or body shaming.
- Teachers should focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
- Deviations from the dress code may be permitted at the discretion of the principal or assistant principal for Spirit Week or Class Olympics, for example.

EMERGENCY MEDICAL FORMS

Sylvania Schools Emergency Forms are required by the school office for each student. Emergency Medical Forms to be completed through OneView by parents in the spring prior or upon enrolling. During the school year if there is a change in family status, place of employment, doctor, etc., please call the office with this new information and make corrections in OneView.

EMERGENCY DRILLS

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

FIGHTING

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

FINES, REPLACEMENT COSTS

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

GRADES

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

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

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

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

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

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

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

"W" is a withdrawal from the course.

To some degree, students are not entirely graded on the basis of their relative standing in the class. Students are graded on the basis of the actual performance and progress in a given subject area in relation to their individual learning rate and capabilities, determined by the teacher. Parents wishing more information in relation to their child's achievement are encouraged to attend the

parent-teacher conference (see calendar) or may arrange for a personal conference with the instructor or counselor by contacting the school.

Arbor Hills Junior High will continue to use PowerSchool for the 2021-22 school year. Parents and students have access to grades throughout the school year. Contact the school office for login information.

GUIDANCE

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

GUM

Gum chewing is at the discretion of the classroom teacher.

HALL CONDUCT

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

in the hall

HARASSMENT, INTIMIDATION, AND BULLYING Board Policy—#5517.01

INTRODUCTION

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

PROHIBITIONS

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

PROCEDURES, INVESTIGATION AND DOCUMENTATION

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

- A.** Students must report acts of harassment, intimidation, or bullying to teachers, district employees, and/or school administrators;
- B.** The parents or guardians of students should file written reports of suspected harassment, intimidation, or bullying with the building principal or another appropriate administrator;
- C.** Teachers and other school staff who witness acts of harassment, intimidation, or bullying or receive student reports of harassment, intimidation, or bullying shall notify school administrators;

D. School administrators shall investigate and document any written or oral reports;

E. School administrators shall notify both the parents of a student who commits acts of harassment, intimidation, or bullying and the parents or guardians of students against whom such acts were committed, and allow access to any written reports pertaining to the incident, to the extent permitted by O.R.C. §3319.321 and the Family Educational Rights and Privacy Act.

DEFINITION OF HARASSMENT, INTIMIDATION, OR BULLYING

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

A. Causes mental or physical harm to the other student; and

B. Is sufficiently severe, persistent, or pervasive, either by itself or in the context of other harassing or bullying actions taken outside the school jurisdiction, that it creates an intimidating, threatening, or abusive educational environment.

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

C. Arbor Hills Junior High School utilizes a report form for each suspected bullying incident based on the Olweus Bullying Prevention Program (OBPP) framework. We use this framework to investigate an incident of suspected bullying.

RETALIATION IS PROHIBITED

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

DISCIPLINARY INTERVENTIONS

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

PUBLICATION, TRAINING, IMMUNITY AND BOARD SUMMARY

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

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

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

SCHOOLGY

Students who are absent from school or students and/or parents who wish to verify homework assignments are encouraged to use Schoology. Schoology can be accessed online. Go to www.sylvaniaschools.org and choose “Students” and then under the words “Student Links” Schoology will be listed.

ILLNESS

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

IMMUNIZATION (SEE BOARD POLICY #5320)

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

INTERNET USAGE

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

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

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

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

INTERSCHOLASTIC SPORTS

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

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

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

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

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

Policy 5600B – Eligibility for Extracurricular Activities.

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

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

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

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

INTERVENTION ASSISTANCE TEAM - I.A.T.

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

LEAVING SCHOOL BUILDING/GROUNDS

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

LIBRARY/MEDIA CENTER

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

LOCKERS (SEE BOARD POLICY #5530)

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

LOST & FOUND

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

MEDICATION (SEE BOARD POLICY #5530)

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

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

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

OHIO STATE TESTS

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

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

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

OPEN HOUSE

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

PHYSICAL EDUCATION/GYM CLOTHES

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

PROGRESS REPORTS (INTERIM)

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

PROMOTION POLICY

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

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

- English
- Math
- Science
- Social Studies

If a course is failed, the student may:

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

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

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

RESTROOMS

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

SCHEDULE CHANGES

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

SELLING ITEMS IN SCHOOL

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

STUDENT COUNCIL

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

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

SUBSTITUTE TEACHERS

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

TEXTBOOKS

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

VISITORS

Parents and other visitors are invited to come to the building at any time. Please make arrangements in advance with the secretary.

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

Directions for Raptor Visitor Management

First-time visitors:

- Visitor must ring the doorbell to request entrance into the main office
- Visitor must provide office staff with driver's license or government issued identification card
- Office staff will scan license/identification to enter visitor into the Raptor system
- After verifying visitor's information, office staff will provide a printed identification sticker that must be worn at all times when in the building
- When building visit is complete, the visitor is asked to sign out using the Raptor system

Repeat visitors:

- Visitors must scan their driver's license or government issued identification card or manually enter your name and requested information at the Raptor computer located in the main lobby
- Visitors must ring the doorbell to request entrance into the main office
- After verifying visitor's information, office staff will provide a printed identification sticker that must be worn at all times when in the building
- When building visit is complete, the visitor is asked to sign out using the Raptor system

VOLUNTEERS

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

WITHDRAWALS

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

YOUTH TO YOUTH

Youth To Youth is a student organization intended to help students plan and participate in fun events without the involvement of drugs and/or alcohol. Youth To Youth, for grades 6, 7, & 8, helps students learn how to deal with peer pressure in a positive manner

while preventing involvement with substance abuse. Information about joining Youth To Youth will be made available to students early in the school year.



Sylvania Schools Board Policy Reference

SYLVANIA SCHOOLS

5500.01 - CODE OF CONDUCT FOR EXTRACURRICULAR ACTIVITIES/ATHLETICS

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

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

This Code of Conduct must be signed before the student participates in any extracurricular tryout, practice, game or event. The student will be subject to the Code of Conduct for the entire calendar year, not just during the period the student is participating in the sport or activity.

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

RULE 1: CITIZENSHIP

Any conduct that results in dishonor to the participant, the team or organization, the school, the school district, or a citizen violation, as defined herein, is prohibited. Dishonorable acts include, but are not limited to, cheating, dishonesty, harassment, intimidation or

bullying, hazing, fighting, theft, vandalism, disrespect, unsportsmanlike conduct, or violations of the law. Citizenship violations include any violation of the Student Discipline Code and any violation of the rules established by the coach or advisor.

PENALTIES FOR VIOLATIONS OF RULE ONE: ATHLETICS/EXTRACURRICULAR ACTIVITIES/CLUBS AND ORGANIZATION

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

RULE 2: ALCOHOL AND DRUGS

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

SELF-REFERRAL/PARENTAL REFERRAL

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

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

PENALTIES FOR VIOLATIONS OF RULE TWO: ATHLETICS/EXTRACURRICULAR ACTIVITIES/CLUBS AND ORGANIZATIONS

The First Violation

- A. A letter shall be mailed to the parent/guardian/custodian that alerts the student of the violation and informs the student of the consequences of this offense and any future violations.
- B. The student shall not participate in any Covered Activity for twenty (20%) of the calendar year. However, students who elect to receive professional assessment and assistance will have the denied participation of each Covered Activity rescinded. Families may pursue their own professional assessment and assistance professional or use the substance abuse coordinator provided by the district.
- C. Failure to complete B will result in automatic denial of participation and privileges for twenty percent (20%) of the calendar year.

The Second Violation

- A. A letter shall be mailed to the parent/guardian/custodian that alerts the student of the violation and informs the student of the consequences of this offense and any future violations.
- B. The student shall not participate in any Covered Activity for twenty percent (20%) of the calendar year. However, students who elect to continue to receive professional assessment and assistance as well as complete 10-hours of community service will have the denied participation of each Covered Activity rescinded. Families may pursue their own professional assessment and assistance professional or use the substance abuse coordinator provided by the district. It is the responsibility of the student and the family to pursue community service hours through an entity approved by the school

administration. A letter from the approved entity stating the start and end date of the 10-hours of community service must be received by the school administrator prior to the student being allowed to participate in any of the covered activities.

C. Failure to complete B will result in denial of participation and privileges for one calendar year.

The Third Violation

A. A letter shall be mailed to the parent/guardian/custodian that alerts the student of the violation and informs the student of the consequences of this offense and any future violations.

B. The student shall not participate in any Covered Activity for one (1) calendar year. However, students who elect to continue to receive professional assessment and assistance will be denied participation in twenty percent (20%) of each Covered Activity and will not be allowed to attend the next school sponsored dance. Families may pursue their own professional assessment and assistance professional or use the substance abuse coordinator provided by the district.

C. Failure to complete B will result in denial of participation and privileges for one calendar year.

The Fourth Violation

A. The student is denied participation in Covered Activities for one calendar year from the date of notification of the violation.

B. The student will have to make an appointment with a certified chemical dependency counselor for an assessment and then follow the recommendations of the counselor. The parent/guardian/custodian is responsible for providing the school principal with documentation that the student completed all recommendations of the counselor. Families may pursue their own professional assessment and assistance professional or use the substance abuse coordinator provided by the district.

C. Failure to complete B will result in denial of participation and privileges for the remainder of the student's high school career.

The Fifth Violation

A. The student is permanently denied participation in Covered Activities in SYLVANIA SCHOOLS.

Violations are cumulative throughout the student's secondary school career.

PARTICIPATION IN PRACTICE

Pursuant to the stated philosophy of prevention and rehabilitation, Sylvania Schools recognizes the benefit of continuing involvement in structured, positive activities for its students. Therefore, a student who is denied participation from athletics under this Code of Conduct for the first violation of Rule 2 must practice with the team and attend games (out of uniform). Coaches are encouraged to allow full participation in practice. A student who is denied participation for a second, third or fourth violation under this Code of Conduct shall not be permitted to participate in practice, attend any post-season banquets, or receive any awards.

CODE VIOLATION PROCESS FOR ATHLETICS, CLUBS AND ORGANIZATIONS

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

A. The Athletic Director and/or Assistant Principal shall investigate the allegation, including holding a meeting with the student to determine if a violation of the Code of Conduct has occurred.

B. When a determination of a violation of the Code of Conduct has been made by the Administrator, the parent/guardians of the student shall be notified in writing.

The Administrator shall make reasonable efforts to contact the parents or guardians of the student to inform them of the school's determination. All penalties as outlined above shall be imposed from the date of this determination to the end of the specified period.

C. Any student, parent, or guardian may appeal a violation decision by notifying the Athletic Director/Assistant Principal of his/her intent to appeal. Such notification must be made in writing to the Athletic Director/Assistant Principal, within five (5) business days of the date of determination of the violation of the code. The Athletic Director/Assistant Principal will convene the Code of Conduct Committee and will establish a date and time for the Appeal Hearing. The Code of Conduct Committee shall consist of the Assistant Principal and four other building staff members designated by the Principal. Students shall not participate in athletics and/or clubs and organizations while an appeal is pending.

D. After hearing the appeal, the Code of Conduct Committee will forward its recommendation to the Principal, who shall have the authority to either accept or overrule the recommendation of the Committee. It shall be the responsibility of the Principal to notify the student and his/her parents of the decision of the Code of Conduct Committee and the determination of the Principal.

E. The Principal's decision shall be final and no further appeal shall be available.

Notwithstanding the above rules, a student who is subject to suspension or expulsion from school will be excluded from participation during the period of the discipline. A student who is denied participation for more than twenty percent (20%) of the season/activities shall forfeit eligibility for leadership positions and awards.

Violations of the above rules are cumulative. A violation of one rule will lead to the next disciplinary level for a separate violation of the other rule. For purposes of culminating violations, there shall be two separate periods of the student's academic career: (1) Grades 7 and 8; and (2) Grades 9 through 12. Penalties for violation of this Code of Conduct shall apply to both athletic and extracurricular participation concurrently.

COACH/ADVISOR RULES

Each coach and advisor may establish and enforce reasonable rules for the sport/activity. The coach/advisor may determine reasonable penalties for violation of team/activity rules, subject to review by the Athletic Director/Principal.

CELLULAR TELEPHONES AND ELECTRONIC COMMUNICATION DEVICES - BOARD POLICY #5136

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

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

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

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

Students are also prohibited from using an ECD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their ECDs to receive such information.

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

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

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

ATTENDANCE GUIDELINES - BOARD POLICY #5200

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session.

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

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

Repeated infractions of Board policy on attendance may result in suspension or expulsion.

Excused Absence. An excuse for past absence from school may be approved on the basis of any one (1) or more of the following conditions:

- A. Personal illness. The approving authority may require the certificate of a physician if he/she deems it advisable.
- B. Illness in the family. The absence under this condition shall not apply to children under fourteen (14) years of age.
- C. Quarantine of the home. The absence of a child from school under this condition is limited to the length of quarantine as fixed by the proper health officials.
- D. Death of a relative. The absence arising from this condition is limited to three (3) days unless a reasonable cause may be shown by the applicant child, parent/guardian for a longer absence.
- E. Work at home due to absence of parents/guardians. Any absence arising because of this condition shall not extend for a period longer than that for which the parents or guardians were absent.
- F. Observance of religious holidays. Any child of any religious faith shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her creed or belief. The intent of this section is not to permit half or part-day absence to attend special religious services when these services can be attended before or after school hours.

- G. Emergency or set of circumstances. Any emergency or set of circumstances which in the judgment of the Superintendent of Schools constitutes a good and sufficient cause for absence.
- H. out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity

Any classroom assignment missed due to the absence shall be completed by the student.

If the student will be absent for twenty-four (24) or more consecutive hours when the student's school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.

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

- A. The absence will be considered unexcused.
- B. P.C.A. forms will be issued only to parents/guardians by the principal or his/her designee.
- C. All P.C.A. forms must be completed and on file before the date(s) of absence.
- D. P.C.A. forms will not be issued for absences during regularly scheduled district wide testing.
- E. Sylvania Schools assumes no responsibility for a drop in grades.
- F. Personal convenience absences are applicable only to trips on which students accompany their parents, or designated chaperone.
- G. It is the responsibility of the student to inform each teacher of the dates of a personal convenience absence.
- H. Teachers are not required to prepare assignments for students who are anticipating days of absence.
- I. Teachers are not required to examine or correct ungraded assignments missed during a P.C.A.
- J. Teachers are not required to grade, examine, correct, or replicate any missed activity, written work, or class experience, the completion of which is predicated upon a student's attendance or in-class participation.
- K. The student will be permitted to make up graded assignments, classroom tests, and examinations.

- L. Arrangements to make up tests must be made by the student by the second day s/he returns.
- M. Failure to abide by the above procedures and other administrative guidelines will result in denial of makeup privileges.

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

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

The Superintendent may excuse a student over fourteen (14) years of age from attendance at school for a future limited period for the purpose of performing essential work directly or exclusively for his/her parents or guardians. Such excuse should not exceed five (5) days and may be renewed twice if necessary in any one (1) school year.

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

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

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

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

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

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

- A. provide counseling to the student
- B. notify the Registrar of Motor Vehicles of the student's absences
- C. take appropriate legal action
- D. assignment to an alternative school (Note: If the District has established an alternative school, it must appear as an alternative intervention strategy.)

The Superintendent is authorized to establish an educational program for parents of truant students which is designed to encourage parents to ensure that their children attend school regularly.

The Superintendent shall develop administrative guidelines that:

- A. establish a school session which is in conformity with the requirements of the rules of the State Board;
- B. govern the keeping of attendance records in accordance with rules of the State Board;

- C. provide students whose absence has been excused an opportunity to make up work they missed and receive credit for the work, if completed;
- D. refer the evaluation of any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the District's limit on excused absence to determine eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973, or other appropriate accommodation.

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

Policy 5113.01 INTRA-DISTRICT OPEN ENROLLMENT/GRANDFATHERING (K-8)
Grandfathering K-8

The Board of Education shall permit any K-8 student who would otherwise be assigned to a new school for the 2018-2019 school year as a result of the redistricting plan adopted by the Board in 2017, to remain in their current building until they reach the highest grade level served by that school and their current direct feeder pattern (grandfathered) providing the student's application has been received by District Student Services by January 12, 2017.

The open enrollment guidelines shall be consistent with R.C. 3313.64 and R.C. 3313.65.

The Superintendent will develop guidelines for which include the following:

- A. application procedures with deadlines for submittance;
- B. process for determining how open enrollment requests will be decided including:
 - 1. capacity limits for grade levels, school buildings, and educational programs;
 - 2. prioritized framework in which requests will be considered and Honored;
- C. procedures and deadlines for notifying parents and principals about whether and open enrollment transfer requests are approved or denied.

DRESS CODE—BOARD POLICY #5511

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

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

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

CODE OF CONDUCT BOARD POLICY—#5600

STUDENT DISCIPLINE CODE

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

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

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

- A. **Disruption of School.** A student shall not by use of force, violence, coercion, threat, harassment, insubordination or repeated lack of cooperation, cause disruption or obstruction to the educational process including repeated or flagrant violations of any school rule or accepted standard of behavior.
- B. **Vandalism.** A student shall not intentionally cause or attempt to cause damage to school property or facilities, or to private property which is on school premises. Parents are responsible for such damages and it is the policy of the School District to seek financial redress to the limits of the law.
- C. **Stealing.** A student shall not steal, be a party to a theft, possess stolen property, or attempt to steal school property, or private property, which is on school premises or in vehicles on school premises. This includes library books and supplies.
- D. **Unauthorized Use of Fire.** A student shall not threaten, set, or attempt to set, any fire on school property, including the use of fire or fireworks. Making false fire alarms or tampering with a fire alarm is a violation of this code.
- E. **Loitering/Trespassing.** A student without a specific school-related reason or purpose shall not be on school property or at school-sponsored activity. Any unauthorized entry of school property or any refusal to leave school property when ordered will be considered trespassing.
- F. **Fighting.** A student shall not engage in a fight with another student, any school employee or any other person on school property or at a school-sponsored activity.
- G. **Causing Harm.** A student shall not act in such a way as to cause physical injury to another student, any school employee or any other person on school property or at a school-sponsored activity.
- H. **Threats.** A student shall not, through verbal, written, technological, or any other means, make a statement that physical or emotional harm may come to another person or institution. A direct or indirect threat to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another is prohibited.
- I. **Bomb Threats.** Making a bomb threat (i.e., intentionally giving a false alarm of a bomb) against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year.
- J. **Interference with Security Measures/Procedures.** A student shall not tamper with property installed for security purposes (including, cameras, door locks, emergency kits, etc.). A student must follow safety protocol, including participating in safety drills and following building safety rules.
- K. **Aggressive Behavior.** Stalking, bullying, intimidation, coercion, teasing, taunting, name-calling or other aggressive behavior towards another student, staff member or school guest is prohibited.

- L. **Disrespect.** A student shall not use profane, indecent or obscene language either verbally, in writing, or through the source of social media toward any student, staff member, or school guest or visitor. Included in this prohibition is the use of obscene gestures, signs, pictures, or publications.
- M. **Weapons.** A student shall not possess, handle, transmit, or conceal a weapon or any object or look-alike weapon that in fact or under the circumstances can be considered to constitute a weapon. Prohibited weapons include a firearm, firearm part, starter gun, pellet gun, bb gun, air gun, knife, blade, razor blade, box cutter, or other implement for shooting or cutting that may cause death or serious bodily injury. A student shall not use a permissible object in a manner to threaten, harm or harass another. The term "weapon" includes any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, incendiary devices, explosives, and other objects defined as dangerous ordnances under State law.
- N. **Knowledge of Dangerous Weapons or Threats of Violence.** Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.
- O. **Gambling.** A student shall not be involved in the act of gambling while on school premises or at school-sponsored activities.
- P. **Alcohol and Other Drugs.** A student shall not possess, transmit, conceal, consume, or show evidence of having consumed or used, or offer for sale any alcoholic beverages, illegal drugs, unprescribed drugs, look-alike drugs, narcotics, or any mind-altering substance while on school property, both inside and outside of buildings and school buses. Included in this prohibition is the possession of any drug-related paraphernalia.
- Q. **Tobacco Products.** Smoking, evidence of smoking, use of snuff, chewing tobacco, electronic cigarettes, vaporizers, or other tobacco or tobacco-like products on school property or at any school activity, during school hours, (which includes the hours going to and from school) in any school building or on campus, is not permitted. The term "tobacco" includes any product containing, made of, or derived from tobacco or nicotine (including synthetic nicotine) that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus; any electronic smoking device and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; an e-cigarette (including, but not limited to, "JUUL", "NJOY," "BREEZE," "Puff Bar," etc.), e-cigar, e-pipe, vape pen, or e-hookah; but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence. Smoking or electronic "vapor," other forms of cigarettes, clove cigarettes, or other smoking devices for burning tobacco or any other substance is also prohibited.
- R. **Falsification and Misrepresentation.** A student shall not falsify, orally or in writing the name of another person or falsify signatures, times, dates, grades, addresses, or any other data on school forms or correspondence directed to the school. A student shall not use the name or identity of another person.
- S. **Inappropriate Attire.** A student shall not dress or appear in a fashion deemed inappropriate because it either (a) interferes with the student's health, safety, and welfare or the rights of other students, or (b) causes a material interference with or substantial disruption of the educational process.
- T. **Truancy.** A student shall not be truant from class, Commons, study halls, or school. Excessive tardiness is cause for disciplinary action.
- U. **Cheating.** A student shall not work with another person or persons in the execution of a test, report, or paper without authorization to do so. A student shall not use, or assist another student in using, unauthorized material to cheat on a test or other assignment.
- V. **Plagiarism.** A student shall not intentionally represent another person's work, words, thoughts or ideas as his/her own, or assist another student in such misrepresentation.
- W. **Failure to Comply.** A student shall not fail to comply with the directions of teachers, student teachers, school aides, bus drivers, principals, or other authorized school personnel.
- X. **Hazing.** Hazing activities of any type shall be prohibited at all times. No employee of the School District shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.

- Y. **Excessive Show of Affection.** Any public or private display of affection between couples that attracts undue attention to them shall be considered in poor taste and is prohibited on school property or at a school-sponsored activity. This will include close body contact, hugging, kissing, and like action.
- Z. **Careless or Reckless Driving.** Driving on school property in such a manner as to endanger persons or property is prohibited.
- AA. **Electronic Devices.** A student shall not violate Policy 5136 Cellular Telephones and Electronic Communication Devices. Radios/Walkman/Pagers/Cell Phones/Smartwatches and any other items or electronic devices which disrupt the educational process may be confiscated from students and held until the end of the current grading period or school year. A parent conference may be requested before the confiscated item(s) are returned.
- BB. **Unlawful Harassment/Discrimination.** A student shall not violate Policy 5517 Anti-harassment, including harassment based on sex, race, color, national origin, religion, disability, sexual orientation, or any other unlawful basis.
- CC. **Misuse of Computers and Other Equipment.** A student shall not violate the School District's Policy 7540.03 Student Network and Internet Acceptable Use and Safety. Students shall not use the School District's computers or other equipment except as authorized by a teacher or other supervisor, shall not misuse or abuse such items, and shall not use such items to obtain, generate, or use information in an illegal or unethical manner or for illegal or unethical purposes. As used in this Discipline Code, "computers" includes software, hardware, and related devices.
- DD. **Inappropriate material.** A student shall not possess, distribute or display material, including a picture that is obscene or pornographic, including material that depicts a person in a state of nudity or undress. Any person possessing, taking, disseminating, transferring, or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be disciplined and reported to appropriate law enforcement authorities.
- EE. **Copyright infringement.** A student shall not violate Federal copyright law.
- FF. **Video and photography.** A student shall not capture, record or transmit the voice (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, where prohibited or where individuals have a reasonable expectation of privacy. For example, video/audio recording and photography is not permitted in classrooms without teacher permission and is prohibited in locker rooms or restrooms.
- GG. **Libel/Slander.** A student shall not commit libel or slander. Libel is the writing and publication of a false and defamatory statement or report. Slander is the oral communication of a false and defamatory statement.
- HH. **Harassment, intimidation and bullying.** A student shall not violate Policy 5517.01 Bullying and Other Forms of Aggressive Behavior, which prohibits harassment, intimidation and bullying.
- II. **Violations of law.** Committing any act not listed herein as a major infraction that is a criminal offense when committed by an adult.
- JJ. **Refusing to accept discipline.** A student failing to comply with disciplinary penalties may face enhanced penalties for such action. Violating the conditions of a suspension or expulsion as specified in writing when a student has been suspended or expelled. (Appealing a suspension or expulsion is not considered refusal to accept discipline).
- KK. **Violent Conduct.** A student may be expelled for up to one school year for committing an act at school, on other school property, at an interscholastic competition, extracurricular event, or any other school program, or their property that would be a criminal offense if committed by an adult and results in serious physical harm to person(s) or property.

All 5600 codes are subject to change. Please refer to the current Board Policy.

R.C. 3313.20, 3313.66, 3313.534, 3313.661, 3315.07

A.C. 3301-35-03 (G), 3301-83-07

ALCOHOL, TOBACCO (VAPING), AND OTHER DRUGS (POLICY 5600 - SECTION J)

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

- A. all dangerous, controlled substances as so designated and prohibited by Ohio Statute;
- B. all chemicals which release toxic vapors;

- C. all alcoholic beverages;
- D. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- E. anabolic steroids;
- F. any substance that is a “look-alike” to any of the above;
- G. any substance that is counterfeit.

Any student suspended out of school (OSS) for alcohol, tobacco (vaping), and/or other drugs must be assessed either by the school district or at a drug and alcohol treatment facility approved by the school district. Students must provide documentation of assessment and compliance with assessment recommendations or requirements before re-admittance to school. Students who do not provide documentation of assessment and compliance or recommendation or requirements may be recommended for expulsion.

Vape / Tobacco

- 1st Offense: Offer education class
If the student does not attend the class, 1 day Out of School Suspension
 - 2nd Offense: 3 Day Out of School Suspension
 - 3rd Offense and beyond: Consult an administrator
- *Athletic/Extracurricular Code of Conduct Violation*

THC/Marijuana/Alcohol

- 1st Offense: 10 Day Out of School Suspension, modified to 5 Day Out of School Suspension if agree to an assessment
 - 2nd+ Offense: 10 Day Out of School Suspension, with recommendation for expulsion
- *Athletic/Extracurricular Code of Conduct Violation*

DUE PROCESS RIGHTS—BOARD POLICY #5611

A. Student subject to suspension:

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

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions.
3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
4. Within one (1) school day of the suspension the Superintendent, principal, or other administrator will notify the parents, guardians, or custodians of the student and the Treasurer of the Board. The notice will include the reasons for the suspension and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.
5. Notice of this suspension will also be sent to the:
 - a. Superintendent;
 - b. Board Treasurer;
 - c. student’s school record (not for inclusion in the permanent record).

6. If a student leaves school property without permission immediately upon violation (or suspected violation) of a provision of the Student Discipline Code or prior to an administrator conducting an informal hearing as specified above, and the student fails to return to school on the following school day, the principal, assistant principal, Superintendent, or any other administrator, may send the student and his/her parent(s)/guardian(s) notice of the suspension, and offer to provide the student and/or his/her parents an informal hearing upon request to discuss the reasons for the suspension and to allow the student to challenge the reasons and to explain his/her actions, any time prior to the end of the suspension period.

Appeal of Suspension to the Board or its designee

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

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

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

Appeal to the Court

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

B. Students subject to expulsion:

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

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

Appeal of Expulsion to the Board

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

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

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

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

Appeal to the Court

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

C. Students subject to emergency removal:

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

D. Students subject to permanent exclusion:

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

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

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

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

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

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

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

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

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

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

A. "Emergency removal" shall be the exclusion of a student who poses a continuing danger to District property or persons in the District or whose behavior presents an ongoing threat of disrupting the educational process provided by the District. [See Policy 5610.03 "Emergency Removal"]

B. "Suspension" shall be the temporary exclusion of a student by the Superintendent, principal, assistant principal, or any other administrator from the District's instructional program for a period not to exceed ten (10) school days. Suspension may extend beyond the current school year, if at the time a suspension is imposed, fewer than ten (10) days remain in the school year. The Superintendent may apply any or all of the period of suspension to the following year. The procedures for suspension are set forth in the Student Discipline Code and Board Policy 5611 "Due Process Rights".

C. "Expulsion" shall be the exclusion of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion

takes place or for one (1) year as specifically provided in this policy and the Student Discipline Code. Only the Superintendent may expel a student. The procedures for expulsion are set forth in the Student Discipline Code and Board Policy 5611 "Due Process Rights".

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

1. Firearm or Knife

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

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

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

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

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

2. Violent Conduct

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

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

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

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

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

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

3. Bomb Threats

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

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

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

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

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

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

TITLE IX GRIEVANCE PROCEDURE

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

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

School Visitors-Board Policy 9150

The Board of Education welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to invoke visitor controls.

The Superintendent or building administrator has the authority to prohibit the entry of any person to a school of this District or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the building administrator is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

The Superintendent shall promulgate such administrative guidelines as are necessary for the protection of students and employees of the District from disruption to the educational program or the efficient conduct of their assigned tasks.

Rules regarding entry of persons other than students, staff, and faculty upon school grounds or premises shall be posted conspicuously at or near the entrance to such grounds or premises if there are no formal entrances, and at the main entrance to each school building. In addition, the rules shall be posted in a central location in each school and made available to students, upon request.

Individual Board members who are interested in visiting schools or classrooms on an unofficial basis shall make the appropriate arrangements with the principal. In keeping with Board bylaws, such Board member visits shall not be considered to be official unless designated as such by the Board president.

The Board member shall be visiting as an interested individual in a similar capacity of any parent or citizen of the community. These visits should not be considered to be inspections nor as supervisory in nature.

If, during a visit to a school or program, a Board member observes a situation or condition which causes concern, s/he should discuss the situation first with the Superintendent as soon as convenient or appropriate. Such a report or discussion shall not be considered an official one from the School Board.

RELIGIOUS DIVERSITY, TOLERANCE, AND UNDERSTANDING

STATEMENTS OF PRINCIPLES

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

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

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

The Board strictly adheres to these constitutional principles as they have been defined by the courts throughout the nation's history. But the Constitutions do not answer all of the questions that arise in a pluralistic society and from the presence in a community of

various cultures, religions, and beliefs. And the Board believes that a diverse community committed to diversity and tolerance is best served by open discussion, respectful exchange of viewpoints, and a collective effort toward understanding.

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

NOTICE TO STUDENTS

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

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

System Wide Compliance Coordinator and Human Resources Compliance Coordinator:

Mr. Josh Tyburski

4747 Holland Sylvania

Phone: (419) 824-8550

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

Ms. Laura Low

4747 Holland Sylvania

Phone: (419) 824-8587

Americans with Disabilities Act and Section 504

Coordinator (Nondiscrimination on basis of ability)

Mrs. Mellisa McDonald

4747 Holland Sylvania

Phone: (419) 824-8581

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

U.S. Department of Education

Office for Civil rights

330 C Street, S.W.

Switzer Building - Room 5046

Washington, D.C. 20291-2516