

Rossford JR – SR HIGH Parent Handbook 2022-2023



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THE BELL SCHEDULE

MAROON/GRAY

Period	Time & # of Minutes		
1	7:45-9:07		
	(82 min)		
2	9:12-10:31		
	(79 min)		
3-A	10:36-11:06	11:11-12:30	12:35-1:15
	Lunch (30 min)	Class (79 min)	A.I. (40 min)
3-B	10:36-11:16	11:21-11:51	11:56-1:15
	A.I. (40 min)	Lunch (30 min)	Class (79 min)
3-C	10:36-11:55	12:00-12:30	12:35-1:15
	Class (79 min)	Lunch (30 min)	A.I. (40 min)
3-D	10:36-11:16	11:21-12:40	12:45-1:15
	A.I. (40 min)	Class (79 min)	Lunch (30 min)
4	1:20-2:39		
	(79 min)		

WELCOME TO ROSSFORD SCHOOLS

Purpose of Handbook

We are so pleased to have your family as a part of our school family! This handbook is just one of many opportunities for communication between the school system and families. It is intended to provide a quick-reference tool regarding practices, policies, procedures and programs. This handbook contains a partial listing of procedures, policies and guidelines. For a complete listing of these items, please refer to the school district web site, www.rossfordschools.org.

Positive Behavior Intervention and Support

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

Attendance

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the District. The Board of Education recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

The laws of the State of Ohio establish mandates relative to school attendance. **It is the responsibility of the parents/guardians to make sure the child is in school every day.** The only legal excuses for absences are:

A. Excused Absences

1. Personal illness (a written physician's statement verifying the illness may be required)
2. Illness in the family necessitating the presence of the child
3. Quarantine of the home
4. Death in the family
5. Necessary work at home due to absence or incapacity of parent(s)/guardian(s)
6. Observation or celebration of a bona fide religious holiday
7. 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

1. Any classroom assignment missed due to the absence shall be completed by the student.
 2. If the student will be absent for twenty-four (24) or more consecutive hours that the student's school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.
8. Such good cause as may be acceptable to the Superintendent/designee

Notes: An excused absence does not mean that a child will not be marked absent. It is only a valid reason for being absent.

B. Excusable, Non-Approved Absences

An absence from school for personal convenience (i.e., family vacation) is not provided for under attendance laws of Ohio. A form requesting absence from school for personal convenience is available from the office and must be completed by the parent/guardian at least one week in advance of absence. Teachers may, but are not required to, prepare assignments of very general nature for students when taking a convenience absence.

C. Unexcused Absences / Truancy

Any student who is absent from school for all or any part of the day without a legitimate excuse or parent/guardian's knowledge shall be considered truant. When a student becomes habitually truant from school, the following procedure will be followed: The student will be referred to the absence intervention team. The team will attempt to work with the student's parent(s) to develop an attendance intervention plan. The student will be given 60 calendar days after the implementation of the plan to participate and make satisfactory progress on the plan, as determined by the team. If the student does not participate or make satisfactory progress on the plan, as determined by the team, a complaint must be filed in juvenile court against the student and the student and his/her parents/guardians shall be subject to the truancy laws of the state, with notification sent to the Wood County Courts or Lucas County Juvenile Court.

A student will be considered habitually truant if the student is absent without a legitimate excuse for the following timeframes:

- Thirty (30) or more consecutive hours
- Forty-two (42) or more hours in one (1) school month
- Seventy-two (72) or more hours in one (1) school year

D. Excessive Absences

When a student accumulates excessive absences the following procedure will be followed: The district will notify the parents in writing within seven days of triggering absence if the absences are for nonmedical reasons or without legitimate excuse. The student will follow the district's policy for addressing excessive absences. The district may refer the student and family to community resources, as appropriate.

A student is considered excessively absent when absent without a medical excuse for the following timeframes:

- Thirty-eight (38) or more hours in one (1) school month
- Sixty-five (65) or more hours in one (1) school year

E. Tardiness / Late Arrivals to School

Students arriving late to school (after 7:45 a.m.) must sign-in at the office to receive a tardy slip before going to class. Students not in class when the bell rings are considered tardy.

If a student is going to be absent, the parent/guardian must contact the school before 7:45 a.m. and provide an explanation. If prior contact is not possible, the parent/guardian should provide a written excuse as soon as possible. The Missing Children's Act requires that the parent/guardian call the school to report the child absent. If the school does not receive a call by 7:45 a.m., the school will utilize the auto-call system to notify the parent/guardian that their child is absent. When no excuse is provided, the absence will be unexcused and the student will be considered truant.

F. Early Departures from School

The policy for releasing students to a parent/guardian during the school day in cases of emergency, dental or doctor appointments is as follows:

- Parents/guardians are asked to write a note explaining why a child will be leaving school. The note should be given to the main office at the beginning of the school day. Justifiable reasons shall be determined by the building principal.
- When the parent/guardian comes to pick up the child, he/she must report to the office to sign the child out of school before he/she can leave. **(No student will be released to any individual who is not listed on the emergency medical form. A picture I.D. will be required.)**

Student Code of Conduct

The Rossford Board of Education has adopted a code of conduct for all students in the Rossford Exempted Village Schools. **Any pupil engaging in the types of conduct either specifically or generally like the conduct listed below or conduct that violates local, state or federal law may result in disciplinary action including loss of privileges, referral to counselor, referral to an intervention program, detention, Saturday School, in-school suspension, out-of-school suspension, in-school suspension at the Wood County Juvenile Detention Center (JDC), police report, restitution, emergency removal from school and/or recommended expulsion.**

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

The rules and standards set forth in this policy apply to conduct on school premises or on school buses or involving school property, to conduct off school premises that directly affect other students of the school, and to conduct at school functions of any kind. This policy does not define all types and aspects of students' behavior; however, the Board of Education and superintendent may establish written policies, rules, and regulations of general application governing student conduct in all schools. In addition, each principal within his/her school may establish certain rules and regulations as consistent with those established by the Board of Education and the superintendent.

- A. **ACADEMIC MISCONDUCT:** Including but not limited to cheating, forgery, plagiarism, and transmission of unauthorized academic information, will result in NO credit, and may be subject to disciplinary action. The production of something forged, counterfeited or fraudulent is not permissible. Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable. No student shall attempt to establish computer contact into unauthorized computers, sights or information databases. Plagiarism and cheating are also forms of falsification.
- B. **AIDING OR ABETTING:** If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.
- C. **ATTENDANCE:** All students enrolled in the Rossford Exempted Village School District are required to attend school daily. Students are required to attend all regularly scheduled classes. Students are required to remain on school grounds during school hours unless arrangements have been made between the parent/guardian and the school.
- D. **CRIMINAL ACTS:** Any criminal acts taken at or related to the school will be reported to law enforcement officials and disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.
- E. **DISOBEDIENCE:** School staff is acting "in loco parentis," which means law allows them, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If a staff member gives a reasonable direction, the student is expected to comply. Chronic disobedience can result in expulsion
- F. **DISORDERLY CONDUCT:** Any action by a student that includes interrupting, hindering, agitating, violence, coercion, threatening, gang activity, disrespect to students or adults, or failure to follow a directive, including all curricular and extracurricular activities.

- G. **DISRUPTION OF THE EDUCATIONAL PROCESS:** Any actions that interfere with the educational process are unacceptable. Repeated acts of disruption will result in disciplinary action.
- H. **DRESS CODE:** Members of the Rossford Board of Education and its administrative and teaching staff believe that there is a definite correlation between student dress and student conduct.
- I. **DRUGS, ALCOHOL, VAPING AND TOBACCO:** A student shall not possess, use, transmit, conceal, sell or exhibit the use of drugs, hallucinogens, volatile chemical, a vaping device or paraphernalia, a counterfeit controlled substance or alcohol while on school property or at a school-sponsored activity. Violation of this rule will carry an automatic suspension from school.* Students who must have prescription drugs in their possession shall notify the office on entrance into the school. A student may not consume or use any of the above prior to attending school or a school-sponsored activity (home or away). If the odor of alcohol is detected, the student will be considered in violation of this rule. This regulation also applies to a student's presence on school property at any time. A student who is selling or dispensing drugs, hallucinogens, volatile chemicals, a counterfeit controlled substance or alcohol while on school property, or at a school-sponsored activity, may be expelled from school and a complete report of the incident shall be filed with the police department of the City of Rossford.
- *1st time offenders of vaping can choose to attend a prevention class in lieu of a suspension
- J. **EXTORTION:** Extortion is the use of threat, intimidation, force or deception to take, or receive something from someone else.
- K. **FAILURE TO COMPLY, INSUBORDINATION OR DISRESPECT:** Students shall obey all lawful instructions of administrators, teachers, substitute teachers, student teachers, teachers' aides, bus drivers and all other school personnel who are authorized to give such instructions during any specified period of time when students are subject to the authority of such personnel.
- L. **FALSE ALARMS AND FALSE REPORTS:** A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community, and the persons in the building. What may seem like a prank, is a dangerous stunt.
- M. **FALSIFYING:** Falsifying in writing the name of another person, falsifying times, dates, grades, addresses, or other data on school forms or correspondence directed to that school are not permitted.
- N. **FIGHTING, INTIMIDATION, THREAT, IMPROPER RESTRAINING, HITTING, OR CAUSING PHYSICAL INJURY:** All students shall respect the right of all other students, staff members and visitors to be physically safe and secure. No student shall

participate in a fight, intimidate, threaten, improperly restrain, hit, or cause physical injury to other persons. Nor shall any student force or coerce any person to do anything against their will.

- O. **FIRES AND FLAME PRODUCING OR INCENDIARY DEVICES:** The attempt to set a fire, intentionally setting of a fire, or setting off of a fire alarm on school property or at a school-sponsored event is not permitted and will result in suspension or expulsion. Tampering with fire safety equipment is prohibited. The unauthorized use or possession of matches, lighters, or any other flame-producing device on school property is also prohibited.
- P. **FORGERY:** The production of something forged, counterfeited, or fraudulent is not permissible.
- Q. **GAMBLING:** Gambling includes casual betting, betting pools, organized sports betting and any other form of wagering.
- R. **HARASSMENT, INTIMIDATION, & BULLYING:** It is the policy of the Rossford Board of Education to maintain a learning environment that is free from harassment and/or any type of bullying. The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students or members of the staff, or any other individuals is not permitted. The policy covers all school related classes, events, activities, cell phones or other electronic devices which may be used for cyberbullying. Students may make anonymous reports by utilizing the Anonymous Bullying Reporting Tool that can be accessed on the district's website. Students who make false reports may be subject to suspension. Harassment, intimidation or "bullying" means any intentional written, verbal, graphic, or physical act that a student or group of students exhibited toward other particular students more than once and the behavior both causes mental or physical harm to the other student/school personnel and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student/school personnel. Harassment, intimidation, bullying or Cyberbullying can include many different behaviors including overt intent to ridicule, humiliate or intimidate another student or school personnel. Students who engage or participate in harassment, intimidation, aggressive behavior, bullying or cyberbullying may receive school discipline which may include suspension or expulsion from school.

i Examples of conduct that could constitute prohibited behaviors include but are not limited to: Physical violence and/or attacks • Threats, taunts and intimidation through words and/or gestures • Extortion • Damage or stealing of money and/or possessions • Exclusion from the peer group or spreading rumors

ii. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (al-

so known as “cyber bullying”), such as the following: • Posting slurs on web sites where students congregate or personal web sites • Sending e-mail, texts, and instant messages that are abusive or threatening. • Using camera phones to take or sending embarrassing photographs of students and posting them online • Posting misleading information or fake photographs related to students, school personnel or the school district

- S. PROFANITY OR ABUSIVE LANGUAGE:** A student shall not use any profane or abusive language by verbal or written means, or by gestures, on school premises, on any school vehicle, or at any school sponsored activity, function or event.
- T. PUBLIC DISPLAYS OF AFFECTION:** Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature.
- U. PUBLICATIONS:** All student publications are part of the school curriculum and editorial control remains under faculty supervision and approved by the administration. No attempt shall be made to libel, embarrass or otherwise demean any individual or group.
- V. SAFE SCHOOLS ORDINANCE:** The Rossford Schools’ Safe Schools Ordinance is meant to ensure the safety and welfare of all students and staff.
- i. No person shall disrupt, disturb, or interfere with any class or activity conducted in a school
 - ii. No person shall assault, strike, threaten or menace a teacher, instructor or any employee of the school building.
 - iii. No person shall assault, strike, threaten, menace or pursue any student or other person in a school building.
- W. SEXUAL HARASSMENT:** It is the policy of the Rossford Board of Education to maintain a learning and working environment that is free from sexual harassment. No employee or student of the district shall be subjected to sexual harassment. Violations of this policy or procedure may be cause for disciplinary action. Offenders may be subject to legal action.
- i. Sexual Harassment May Include but Is Not Limited To: • Unwelcome flirting or suggestive comments • Unwelcome threats, verbal abusive, negative comments or degrading descriptions • Specific verbal comments about an individual’s body • Jokes, stories, drawings, pictures or gestures of a sexual nature • Spreading rumors • Unnecessary patting, pinching, or touching an individual’s body or clothes • Cornering or blocking of normal movements • Actual physical force used or threatened to pressure someone into sexual behavior • Any act of retaliation against an individual who reports a violation of the district’s sexual harassment policy

- X. SMOKING AND TOBACCO:** Smoking and tobacco usage are a danger to a student's health, the health of others, and against the law. A student shall not possess use, transmit, conceal, or show evidence of use of tobacco while on school property or at a school sponsored activity.
- Y. TECHNOLOGY AND NETWORK ACCESS:** Rossford Exempted Village School District provides students with access to computer equipment, software and network services. These tools are to support learning related to the district curriculum. Students and their parent/guardian will need to read and sign the district Responsible Use Policy for Student Technology and Network Access form, before a student is allowed access.
- Z. THEFT, DAMAGE, DEFACING, VANDALISM AND MISUSE OF PRIVATE OR SCHOOL PROPERTY:** No student shall steal or be in the possession of stolen property, damage or deface private or school property, or property of school personnel either on or off school premises, or on any school vehicle, or at any school sponsored activity, function or event off of school grounds. Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action.
- AA. TRESPASSING OR LOITERING:** Rossford Exempted Village students shall not loiter on school grounds or enter school facilities unless participating in or attending a school sponsored activity. This rule applies to hours in which school is not in session. No student shall be present in an unauthorized place and refuse to leave when told to do so during or after school hours by school or law enforcement personnel.
- BB. WEAPONS AND EXPLOSIVES:** Firearms, knives, explosives, or other incendiary devices such as matches and lighters, or any other materials capable of inflicting bodily harm are prohibited on school property and at school-sponsored events. A weapon may also include any toy that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another. It is a felony for a person to knowingly convey, attempt to convey or possess any deadly weapon or dangerous ordnance onto or on any property owned by or controlled by, or to any activity held under the auspices of a school. Devices that deliver an electronic charge, as well as any devices that expel offensive or harmful gases are not permitted (ex. Zapping devices, stink bombs). Possession/display of devices, equipment or any other article whose purpose is related to possible violations of school rules or criminal law is prohibited.
- CC. DRIVING**
- Students driving a vehicle on school property shall follow the rules and regulations established for this privilege. Student's vehicles must display their driving pass at all times.

DD. GENERAL MISCONDUCT

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

EE. REPEATED VIOLATIONS

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

All procedures involving emergency removal, suspension and expulsion will be directed at protecting the rights of the student under Ohio Law and the Rossford Board of Education Policy. A violation of any item in the preceding Code of Discipline may result in immediate suspension and/or expulsion. (Board Policy 5500)

Search and Seizure

Search of a student and his/her possessions, including vehicles, lockers, and electronic devices may be conducted at any time the student is under the jurisdiction of the Board of Education if there is a reasonable suspicion that the student is in violation of the law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time. A reasonable suspicion of the need for a search is all that is necessary. Locks are to prevent theft, not to prevent searches.

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

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

Discipline Guidelines

In accordance with Board policy, a principal may use progressive discipline options to improve attendance/or to modify student behavior during the disciplinary process.

A. **Detention**

1. **Lunch-Time Detention:** The Principal (or faculty member) may designate an area in which the student must remain during the lunch period. Failure to report to or remain in the area may lead to Saturday school or out-of-school suspension.
2. **After-School Detention:** The Principal (or faculty member) may require a student to remain after school providing the parents have been given at least one (1) days' notice and have agreed to be responsible for their child's transportation at the end of the detention period. If the student is a bus rider and the Principal cannot verify that the parents agree to be responsible for the student's transportation, after-school detention should not be used or should be delayed until verification is received. The principal shall also ensure that there is adequate supervision of the student until such time as transportation arrives. The student is to be given definite assignments or duties to complete during the detention period. Failure to report for or to complete the detention may result in an in-school restriction; assignment to Saturday school; and/or an out-of-school suspension.
3. **Early Arrival Detention:** The Principal (or faculty member) may require a student to come to school early providing the parent(s) have been given at least one (1) days' notice and have agreed to be responsible for their child's transportation to school before the detention period. The student is to be given definite assignments or duties to complete during the detention period. Failure to report for or to complete the detention may result in an in-school restriction; assignment to Saturday school; and/or an out-of-school suspension

B. **Emergency Removal of Students**

The Superintendent or a principal may remove a pupil from curricular or extracurricular activities or from the school premises if the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place, either within a classroom or elsewhere on the school premises.

C. **Expulsion**

Expulsion is the removal 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 the semester or term in which the incident that gave rise to the expulsion takes place. Specific offenses involving firearms and knives capable of causing serious bodily injury shall result in the student's expulsion for one (1) year. The term of that expulsion may be reduced to less than one (1) year by the Superintendent for the reasons listed in Policy 5610 so long as the modification is made in writing. Specific offenses involving violent conduct may result in the student's expulsion for a period of up to one (1) year

at the discretion of the Superintendent. Bomb threats may result in the student's expulsion for a period of up to one (1) year at the discretion of the Superintendent.

If at the time of the expulsion, there are fewer school days than the number of days of expulsion the Superintendent has the option to apply the remaining period of expulsion to the following school year, impose a community service requirement beyond the end of the school year in lieu of applying the expulsion into the next school year, or require the parents to participate in a parent education program after receiving proper notice of the time(s), date(s), and location(s) of the session(s). Any parent who fails to complete the program shall be reported to law enforcement authorities for neglect of parent education, a fourth class misdemeanor if found guilty

D. In-School Restriction / Suspension (ISR)

Assignment to in-school restriction means that the student is removed from the classroom but not from the educational program. S/He will report to the assigned location where the student will work on classroom tasks assigned by the teacher(s) all of which are related to a course of study in which the student is currently enrolled. When completed, the assignments are to be turned in to the teacher(s) for review and grading. Thus, the student continues his/her academic program albeit in a different setting and receives full credit for the completed work.

E. Out of School Suspension

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 shall not 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 procedures for suspension are set forth in the Student Code of Conduct/Student Discipline Code and Policy 5611 - Due Process Rights.

A student who is suspended shall be permitted to complete any classroom assignments missed because of the suspension, and receive at least partial credit for a completed assignment. Grade reductions on account of the student's suspension are permitted; however, no student may receive a failing grade on a completed assignment solely on account of his/her suspension.

F. Saturday School

A Saturday school assignment may range from 2-4 hours in length, depending upon the infraction, severity and frequency. Any student who fails to attend Saturday school may be assigned a suspension or an additional Saturday school date. Students are required to bring schoolwork or a book to read. Non-educational activities will be permitted. If the student fails to obey the rules established for in-school restriction/Saturday school or to fulfill the assignments properly, s/he may be assigned to the in-school sus-

pension program, other in-school disciplinary options, out-of-school suspension, and/or the JDC. It is the parent's/guardian's responsibility to provide transportation to and from Saturday school.

Due Process

The following administrative guidelines should be followed to provide due process for each student charged with an offense leading to suspension or expulsion.

A. Suspension

1. Preliminary Hearing

No student is to be suspended without an informal, preliminary hearing, unless a clear and present danger exists, or it is otherwise impossible or unreasonably difficult to hold such hearing (e.g., the student intentionally makes himself/herself unavailable). In such instances, the necessary written notice and hearing shall follow as soon as practicable (see Form 5610 F1).

The principal shall provide the student with a written notice of the charge(s) against him/her and shall provide a hearing for the student before a suspension is ordered so that the student has a full opportunity to state why s/he should not be suspended. The student's parents may be informed of the charges and the preliminary hearing if the principal so chooses. The hearing shall be held on the day of the alleged infraction or as soon thereafter as possible if an emergency prohibits an immediate hearing (see Form 5610 F2, Form 5610 F3, Form 5610 F4, Form 5610 F5).

If the principal believes the student's parents should participate in a parent training program, the parents must be notified with the suspension notice of the time(s), date(s), and location(s) of the session(s).

2. Suspension Appeal Notice

Within one (1) school day after the suspension, the principal shall notify, in writing, the student's parents. Such notification is to include the reason for the suspension, and the right of the student or the student's parent or guardian to appeal the suspension to the Board or its designee, to be represented in all appeal proceedings, to be granted a hearing before the Board or its designee in order to be heard against the suspension, and to request that the hearing be held in executive session. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the suspension to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within fourteen (14) calendar days after the date of the notice to suspend. In addition, the document must include notice that the Superintendent may seek the student's permanent exclusion if the suspension was based on a violation listed in (R.C. 3313.662(A) that was committed when the student was sixteen (16) years of age or older and if the student is convicted of or adjudicated a delinquent child for that violation.

3. Appeal

Suspensions may be appealed to the Board or its designee within (2) calendar days of the date of the written suspension notice. The written appeal must be filed with the Treasurer of the Board or the Superintendent and contain the reason(s) that the suspension is being appealed.

Upon review, the Board or its designee may affirm the suspension, reverse the suspension in its entirety, or otherwise reverse, vacate, or modify the suspension. The Board or its designee shall reach the decision and inform the parent in writing within two (2) school days of the hearing.

4. Responsibility for School Work

A student who is serving an out-of-school suspension shall be permitted to complete any classroom assignments missed because of the suspension. For an in-school restriction, credit will be given for all classroom assignments that can be completed during the in-school restriction or as homework. Failures may be given for any classroom work that cannot be attended such as laboratories or skill sessions but only in the same manner as failures are assigned to students who cannot attend due to excused absences.

5. Mandatory Reporting to the Bureau of Motor Vehicles and Juvenile Judge

The Superintendent shall notify the County Registrar of Motor Vehicles and Juvenile Judge, within two (2) weeks, when a student has been suspended, expelled, removed, or permanently excluded from school for misconduct involving a firearm, knife capable of causing serious bodily injury, or other weapon as defined in Board policy.

6. Discretionary Reporting to the Bureau of Motor Vehicles and Juvenile Judge

The principal may notify the Bureau of Motor Vehicles that a student has been suspended or expelled for use or possession of alcohol, a drug of abuse, or alcohol and a drug of abuse. Such notification shall be made in the manner determined by the Bureau. If a report is made to the Bureau of Motor Vehicles, a report should also be made to the Juvenile Judge.

7. Abeyance

The principal may hold all, or any part of, a suspension in abeyance, that is, set it aside and not implement it, if such action is part of a behavior contract to which the student and his/her parents, if appropriate, agree. This contract shall establish specific conditions that must be met by the student and his/her parents, if appropriate, for the suspension to be set aside for a designated period of time. At the end of that period of time, the portion of the suspension that was held in abeyance will be forgiven, provided all conditions of the behavior contract were met satisfactorily.

B. Expulsion

1. Documentation

If, in the principal's opinion, the alleged infraction may warrant expulsion, s/he shall, as soon as practicable after the infraction, refer the case to the Superintendent and submit the following documentation:

- a. the rule(s) alleged to have been violated
- b. the charges against the student
- c. approximate date of the violation
- d. recommendation(s) for expulsion
- e. copy of the removal
- f. chronology of disciplinary/corrective actions and witness statements, and
- g. written notice to parents within one (1) day after removal

2. Hearing Notice (see Form 5610 F6) The notice shall contain:

- a. the reason(s) for the intended expulsion (e.g., the rule(s) alleged to have been violated
- b. the charges against the student, and the approximate date of the violation;
- c. notification of the opportunity of the student and the student's parent or guardian or representative to appear before the Superintendent or his/her designee to challenge the reason(s) for the intended expulsion or otherwise to explain the student's actions;
- d. the time and place for the hearing;
- e. a statement of the student's and parents' pre-hearing rights;
- f. to review written statements about the alleged misconduct;
- g. to review the student's records;
- h. a statement of the student's hearing rights:
 1. to a representative;
 2. to a translator;
 3. to appear in his/her own behalf and for parents or guardians to
 4. appear;
 5. to produce witnesses and present evidence on his/her behalf;

If the proposed expulsion is based on a violation listed in R.C. 3313.662(A) and the student is sixteen (16) years of age or older, the notice shall also include a statement that the Superintendent may seek to permanently exclude the student if the student is convicted of or adjudicated a delinquent child for that violation.

3. Hearing

The hearing shall be held before the Superintendent or the person s/he authorizes. The student and his/her parents or representative shall be given the charges and the opportunity to defend against such charges.

4. Waiving of Rights

It is the student's/parent's prerogative to waive his/her right to a hearing with the superintendent or his/her designee. This waiver is to be in writing and signed by both student and parents. The signatures should be witnessed. Additionally, the student/parent can constructively waive the hearing by simply not availing himself/herself of the opportunity for it, but such waiver cannot be construed before the passage of a considerable period of time since it operates to close off the student's rights.

5. Notice of Expulsion (see Form 5610 F7)

Within one (1) school day after the student's expulsion, the Superintendent shall notify, in writing, the student's parents and the Treasurer of the reasons for the expulsion, the right of the student or the student's parent or guardian to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, to be granted a hearing before the Board or its designee in order to be heard against the expulsion, and the right to request the appeal hearing be held in executive session. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the expulsion to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within fourteen (14) calendar days after the date of the notice of expulsion. The document must also include notice that the expulsion may be subject to extension pursuant to R.C. 3313.66(F) if the student is sixteen (16) years of age or older, and that the Superintendent may seek the student's permanent exclusion if the expulsion was based on a violation listed in R.C. 3313.662(A) that was committed when the student was sixteen (16) years of age or older and if the student is convicted of or adjudicated a delinquent child for that violation. Finally, if the expulsion is for more than twenty (20) school days or for any period of time if the expulsion will extend into the following semester or school year, the notice must provide the student and the student's parent or guardian with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitudes and behavior that contributed to the incident that gave rise to the student's expulsion. The information shall include the names, addresses, and phone numbers of the appropriate public and private agencies.

Such proceedings shall be conducted in accordance with R.C. 3313.66, 3313.661, and R.C. 3313.662. (see AG 5610.01)

6. Appeal

Expulsions may be appealed to the Board or its designee within fourteen (14) days after the date of the written expulsion notice. The written appeal must be filed with the Treasurer of the Board or the Superintendent and contain the reason(s) that the expulsion is being appealed.

Upon review, the Board or its designee may affirm the expulsion, reverse the expulsion in its entirety, or otherwise reverse, vacate, or modify the expulsion.

7. Student's Records

A record of a student's suspension or expulsion is to be made a part of his/her permanent record until s/he leaves the school and may be released in accordance with AG 8330 - Student Records. Days of absence shall be noted in the student's permanent attendance record.

In accordance with Ohio Administrative Code Section 3301-18-01(J), students who are expelled and not receiving instructional services shall be withdrawn from the District during the term of the expulsion.

8. Mandatory Reporting to the Bureau of Motor Vehicles and Juvenile Judge

The Superintendent shall notify the County Registrar of Motor Vehicles and Juvenile Judge, within two (2) weeks, when a student has been suspended, expelled, removed, or permanently excluded from school for misconduct involving a firearm, knife capable of causing serious bodily injury, or other weapon as defined in Board policy.

9. Discretionary Reporting to the Bureau of Motor Vehicles and Juvenile Judge

The principal may notify the Bureau of Motor Vehicles that a student has been suspended or expelled for use or possession of alcohol, a drug of abuse, or alcohol and a drug of abuse. Such notification shall be made in the manner determined by the Bureau. If a report is made to the Bureau of Motor Vehicles, a report should also be made to the Juvenile Judge.

10. Expulsion Proceedings Against Students Who Withdraw

If a student commits an act that warrants expulsion under Board policy, the Superintendent shall schedule a hearing, conduct the hearing, and make a decision regarding the student's expulsion even if the student withdraws from school prior to the hearing or before the Superintendent makes his/her decision regarding the expulsion. Furthermore, if the Superintendent determines that the student should be expelled, s/he shall provide notice of that expulsion and make that expulsion part of the student's permanent record as provided in this guideline.

11. Abeyance

The Superintendent may hold all, or any part of, an expulsion in abeyance, that is, set it aside and not implement it, if such action is part of a behavior contract to which the student and his/her parent(s), if appropriate, agree. This contract shall establish specific conditions that must be met by the student and his/her parents, if appropriate, for the expulsion to be set aside for a designated period of time. At the end of that period of time, the portion of the expulsion that was held in abeyance will be forgiven, provided all conditions of the behavior contract were met satisfactorily.

11. Notification of Colleges/Universities

If a student who is currently enrolled in a Postsecondary Enrollment Program is expelled, the Superintendent shall notify the college or university of the expulsion. The notice shall indicate the date the expulsion will expire, and of any extension of such expulsions. The

notice shall also indicate whether the District has adopted a policy to deny high school credit for postsecondary courses taken during an expulsion

DISCIPLINE OF STUDENTS WITH DISABILITIES

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.S.A.), or Section 504 of the Rehabilitation Act of 1973.

ADDITIONAL INFORMATION

THE STANDARD DIPLOMA

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

THE HONORS DIPLOMA

Students who meet all graduation requirements for the standard diploma and meet the following guidelines will receive a Honors Diploma:

1. Earn at least four units of mathematics (must include Algebra I, Geometry, Algebra II or equivalent, and another higher level course)
2. Earn at least four units of science (must include two units in advanced science)
3. Earn four units of social studies
4. Earn three units of one foreign language or two units of two foreign languages
5. Earn one unit of fine arts
6. Maintain an overall high school GPA of 3.50 or higher on a 4.0 scale
7. Obtain a composite score of at least a 27 on the ACT (excluding the optional writing test), or a combined score of 1280 on the College Board's SAT verbal and mathematics section (excluding the required writing section).

Students who meet graduation requirements and complete the career technical curriculum, and meet the following guidelines will receive an Honor's Diploma

1. Earn at least four units of mathematics which shall include algebra I, algebra II (or equivalent), geometry and another higher level course
2. Earn at least four units of science including two units of advanced science
3. Earn four units of social studies
4. Earn four units in a career-technical education program that leads to an industry recognized credential, apprenticeship, or be part of an articulated career pathway which can lead to post-secondary credit
5. Earn at least two units in one world language
6. Maintain an overall high school grade point average of at least 3.5 on a four-point scale
7. 127 ACT/1280 SAT, WorkKeys (6 for Reading for Information & 6 for Applied Mathematics)
8. Complete a field experience and document the experience in a portfolio specific to the student's area of focus

9. Develop a comprehensive portfolio of work based on the student's field experience or a topic related to the student's area of focus that is reviewed and validated by external experts
10. Earn an industry-recognized credential or achieve proficiency benchmark for appropriate Ohio Career-Technical Competency Assessment or equivalent.

EARLY GRADUATION

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

ROSSFORD HIGH SCHOOL GRADUATION/DIPLOMA REQUIREMENTS FOR CLASS OF 2023 AND BEYOND

1. **Demonstrate Competency:**

Students must demonstrate competency in math and English by passing the state's algebra I and English II tests. Students who have taken required tests more than once without passing and have received remedial supports are able to show competency through one of the options below:

- Earn credit for one math and/or one English course through College Credit Plus;
- Demonstrate career readiness and technical skill through foundational and supporting options;
- Enter into a contract to enlist in the military upon graduation.

2. **Preparation for College or Careers:**

Students must earn two diploma seals, one of which must be state defined, to demonstrate academic, technical and professional readiness for careers, college, the military or self-sustaining profession.

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

COLLEGE VISIT PROCEDURES

Many colleges have Sunday visitation; however, if a weekday visit is needed, a junior or senior may be excused. At least three days prior to the absence, students must submit a note from a parent to the attendance office. The office will issue an Absence Convenience Form. This form must be signed by all teachers and returned to the attendance office 1 or 2 days before the intended visit. NO more than 3 college visit days will be approved for a student within a year. This policy will be strictly adhered to as we consider this opportunity as a privilege NOT a right.

GRADING SYSTEM

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

Letter Grade	Percent	Quality Points		
		<u>Reg.</u>	<u>Hnrs.</u>	<u>AP</u>
A	96-100	4.0	4.5	5.0
A-	92-95	3.67	4.17	4.67
B+	89-91	3.33	3.83	4.33
B	85-88	3.0	3.5	4.0
B-	82-84	2.67	3.17	3.67
C+	78-81	2.33	2.83	3.33
C	74-77	2.0	2.5	3.0
C-	70-73	1.67	2.17	2.67
D+	67-69	1.33	1.33	1.33
D	63-66	1.0	1.0	1.0
D-	60-62	0.67	0.67	0.67
F	59 & below	0.0	0.0	0.0

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

EQUAL EDUCATION OPPORTUNITY

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

Tony Brashear
701 Superior St, Rossford, OH 43460
419-666-5262
tbrashear@rossfordschools.org

Megan Spangler
701 Superior St, Rossford, OH 43460
419-666-2010
mspangler@rossfordschools.org

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

INJURY AND ILLNESS

All injuries must be reported to a teacher, nurse and the office. If minor, the student will be treated and may return to class. If medical attention is required, the nurse and office will follow the school's emergency procedures. A student who becomes ill during the school day should request permission from the teacher to go to the office. The nurse and office will determine whether or not the student should remain in school or go home. No student will be released without parental permission.

FERPA

Parents have the right to inspect and review his or her child's education records, the right to seek to amend the records, the right to consent to disclosure of personal identifiable information from the records (except in certain circumstances) and the right to file a complaint with the Office regarding an alleged failure by a school to comply with FERPA: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave SW, Washington D.C. 20202-5920 phone 1-800-USA-LEARN (1-800-872-5327)

GIFTED EDUCATION

The Rossford Board of Education has a district policy for the identification of gifted students. Information explaining this process can be provided upon request. Further information can be accessed via the district website.

LOCKER ASSIGNMENTS

Each student will be assigned a locker when they receive their schedule for the year. Lockers should be kept neat and clean. Use only the locker assigned to you. **Padlocks may be purchased in the junior/senior high school office and are the only type of lock permitted on student lockers.** The

school lockers are the property of the board of education and all lockers and the contents thereof are subject to random searches at any time.

STUDENT VALUABLES

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

CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES

The Board of Education recognizes that control of the spread of communicable disease spread through casual contact is essential to the well-being of the school community and to the efficient District operation. For purposes of this policy, "casual-contact communicable disease" shall include diphtheria, scarlet fever and other strep infections, whooping cough, mumps, measles, rubella, and others designated by the Ohio Department of Public Health. If a student exhibits symptoms of a casual-contact communicable disease, the principal will isolate the student in the building and contact the parents/guardians.

Other reasons students may be excluded from school include, but are not limited to:

1. **Temperature:** A child with a temperature of 100.0 degrees or more will be sent home. He/she should not return to school until the temperature has been normal for twenty-four (24) hours without any fever-reducing medications. E.g. Motrin or Tylenol.
2. **Diarrhea:** Diarrhea is defined as 3 or more loose stools in a 24-hour period. Persons with diarrhea may have additional symptoms including nausea, vomiting, stomachache, headache, and/or fever. A student with diarrhea, of infectious or unknown cause, shall be excluded from school and return when the diarrhea has ceased. If the cause is known, other conditions may apply to when the student can return.

MEDICATIONS

For safety reasons, medicine, both prescription and over-the-counter, should be administered at home. If a physician requires the administration of medicine during school hours, the Board shall require a written statement from a licensed health professional authorized to prescribe drugs accompanied by the written authorization of the parent. These forms must be completed and on file in the school clinic. The forms can be obtained in the main office or from the nurse. In addition, the following requirements should be noted:

1. Children are not allowed to carry medication (prescription or non-prescription) on or with them at any time. The only exception to this rule is legislated state-approved self-administered medications, such as inhalers for asthma and epinephrine injection medication for acute allergic reactions. Once proper paperwork is complete, the student will be permitted to carry these medications upon parent or doctor request.
2. Parents/Guardians must bring medicine to school in the original container. Each

medication must be current and carry a prescription label with the child's name, drug identity, dosage instructions, doctor's name, and prescription date.

3. The parent/guardian must bring in medications to school, do not send them in with your child.

CAFETERIA

The Rossford JR – SR High cafeteria offers a hot lunch and breakfast to pupils who wish to purchase food. Students may pay for their lunch or milk daily, or apply money to their lunch account for multiple purchases. Current lunch prices and monthly menus can be found on the district website. Applications for free and reduced lunches are available in the school office or online and may be filled out any time of the year. Money can be applied to your student's account in the cafeteria or online at lunchprepay.com. Money for extra servings or special treats, as well as lunches, may be paid directly to the cafeteria cashier.

CHILD ABUSE POLICY

It is the policy of the Rossford Board of Education to comply with the Child Abuse and Neglect Law (ORC 2151.421) with regard to the reporting of suspected incidents of child abuse and neglect. The Rossford preschool staff is trained and certified in recognizing the signs of child abuse.

The law requires that all school authorities, including school supervising persons and teachers acting in an official or professional capacity, having reason to believe a child less than eighteen (18) years of age, or any crippled or otherwise physically or mentally handicapped child under twenty-one (21) years of age, has suffered any wound, injury, disability or condition of such a nature as to reasonably indicate abuse or neglect of such child, shall immediately report or cause reports to be made of such information to Wood County Children's Services.

FIELD TRIPS

As part of the educational services of the school, students are sometimes taken on field trips. All trips are supervised by regular classroom teachers. At the beginning of the year, parents must sign a Permanent Field Trip Permission in *InfoSnap*. This signature will suffice for all field trips during the school year.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the parents through the district's all-call system. Parents and students are responsible for knowing about emergency closings and delays.

VISITORS

Visitors, particularly parents/guardians are welcome at the school. In order to properly monitor the safety of students and staff **Every visitor must report to the main office and show a state-issued picture I.D. upon entering the school to obtain a pass.** If a person wishes to meet with a member of the staff, he/she should call for an appointment prior to coming to the school in order to

schedule a time that is suitable for everyone.

STUDENT ACTIVITIES

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

EXTRACURRICULAR ELIGIBILITY

In order for a student to participate in extracurricular activities a student must maintain a 1.7 quarterly G.P.A and have no more than one "F". The G. P. A. reflected on the student's grade card will establish eligibility. A participant in after- school activities is expected to be in classes the entire day. Truancy for any part of the school day will result in non-participation that day or evening. **A student serving an out-of-school suspension may not participate during those days or evenings.**

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

SPORTSMANSHIP

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

NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES

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

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

TARDINESS

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

Step 1 – Detention

Step 2 – In School Reassignment

Step 3 – Saturday School

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

HOMEWORK POLICY

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

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

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

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

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

BEYOND COMPULSORY AGE

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

STUDENTS' RIGHT OF EXPRESSION

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

Any material cannot be displayed if it:

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

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

may present them to the principal 24 hours prior to display.

DRESS CODE

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

General Guidelines

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

APPROPRIATE

- Shorts, skirts, dresses that are fingertip length
- Sweatpants or jogging pants
- Ear piercing
- Clothing that is clean, neat and in good repair
- Neat and clean trimmed hair
- Book bags placed in lockers before school begins
- Shirts and tops must have sleeves and the shirt length must be below the waist and must be long enough to be tucked in
- Hooded sweatshirts **where the hoods are never worn inside the school building**

INAPPROPRIATE

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

- Book/tote bags and **oversized purses** carried to class

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

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

31. Driving

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

33. General Misconduct

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

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

DRIVING TO SCHOOL

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

RULES AND REGULATIONS FOR STUDENT DRIVERS

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

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

CELL PHONES AND OTHER ELECTRONIC DEVICES

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

CO-CURRICULAR CODE OF CONDUCT GRADES 7 – 12

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

PERSONAL CONDUCT

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

GENERAL MISCONDUCT

- a. Participants may be denied participation by the Coach, Advisor, Athletic Director, Assistant Principal, or Principal for a period of one contest, or more, due to violations of team rules, the school code of conduct, insubordination, or actions of a criminal nature.
- b. Any participant denied participation from an organization for disciplinary reasons may not participate in any program connected with another organization until the suspension for that organization from which denial was made is completed.

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

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

DRUG TESTING GUIDELINE

Intent:

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

Definitions:

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

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

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

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

Procedure:

- All students participating in an extracurricular activity will be tested prior to the start of the activity.
- Students who participate in more than one activity will have an initial screening and thereafter will be placed in the random pool for each engaged activity.
- Up to twenty percent of students participating in activities will be selected randomly for testing.
- Tests will be administered at Rossford High School on a specific day. The cost of these tests will be paid by the Rossford Board of Education.
- Students who cannot be present on the specific day for testing must have this test done by the school-approved agency. The cost may be the responsibility of the participant.

GENERAL REGULATIONS OF DRUG TESTING

1. INITIAL MANDATORY TESTING

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

2. RANDOM TESTING

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

3. REFUSAL TO TEST

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

4. ALTERING THE RESULTS OF A TEST

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

5. DRUGS FOR WHICH STUDENTS MAY BE TESTED.

LSD, Alcohol, Marijuana, Amphetamines, Barbiturates, Bendodizodiazepines, Methadone-Anabolic Steroids, Methadone, Nicotine, Opiates, Cocaine, Propoxyphene (Darvon), any body enhancing drugs or anabolic steroids, tobacco – or any other drug reference under the scope of Title 21, United States Code Sections 802 and/or 812. In addition, any substance an individual cannot

sell, offer to sell, possess, give exchange, use, distribute or purchase under penalty of State or Federal Law is also subjected to testing. Drugs being tested for also include all prescribed and over-the-counter drugs being used in any way other than for medical purposes in accordance with the directions for use provided for in the prescription or by the manufacturer.

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

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

- First offense: Four-week denial of participation in all interscholastic athletic events and/or extra-curricular activities (Self-referral would result in a two-week denial of participation) The student will automatically be included in random drug testing for his/her next four in-season tests. In addition, an assignment to any or all of the following programs will be made:
 - School or community support groups
 - Assessment and possible treatment for chemical dependency
 - Volunteer work and/or community service
 - A presentation to the co-curricular team concerning the issue of drug/alcohol use The program will be developed by a committee made up of coaches and administrators. A student who is denied participation will be allowed to remain a part of the program and participate in practice. Reinstatement of the student will occur after completing the assigned program and submitting a letter to the high school principal asking to be reinstated. Any student denied participation for the remainder of the season will forfeit any awards earned that season and will not be permitted to attend the season-ending awards banquet.
- Second offense: Denial of participation for one calendar year and assignment to any or all programs stated under first offense. Student will also be denied any involvement with the athletic/extra-curricular program.
- Third offense: Denial of participation from all extracurricular activities through graduation from Rossford High School.

APPEAL PROCESS:

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

ATHLETIC PARTICIPATION

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

DUAL PARTICIPATION

- Athlete must declare a major and minor sport.
- The coach will submit a letter of participation to the Athletic Director of all dual athletes.
- Parents/Guardians must sign an Athletic Dual Participation Waiver and submit to the Athletic Director **within the first week** of the season.
- An athlete who chooses to leave a team for personal reasons may seek participation in another

sport that same season only by mutual agreement of both coaches and the Athletic Director. Such a change cannot occur later than the first Monday after the first interscholastic contests of the sport wherein participation is sought. A change from one sport to another will not be approved for convenience purposes. Special circumstances must exist for a change to be considered.

- If an athlete has been cut from one team, he/she may try out for another sport in the same season.
- Any student who is removed from one team may not participate with another team during the same season.

RESPONSIBILITY OF ATHLETE

- Athletes must travel with the team unless the coach receives a written letter from his/her parent/guardian stating that the student will be traveling home with them after the game.
- Rules for school bus travel are the same as for students being transported to and from school.
- Students assume responsibility for all equipment issued to them. Responsibility ends with the return of the equipment or payment for its replacement.
- Equipment will not be issued until all other equipment is returned. For example, a basketball uniform will not be issued to an athlete who still owes football equipment.
- Parents and students acknowledge that there is a risk of injury, sometimes very serious injury, or even death in any co-curricular endeavor. This includes practice, games, and performances. The Rossford Schools assume no financial responsibility for injuries sustained by said student.
- Individual Coaches/Advisors may not establish any rules that supersede the rules and policies contained in this Co-Curricular Code of Conduct.
- Athletic coaches are directly responsible to the Athletic Director, who reports to the building principal, who ultimately reports to the Superintendent. Advisors report to the building principal, then to the superintendent.

Video Surveillance and Electronic Monitoring

In order to protect Board of Education property, promote security and protect the health, welfare and safety of students, staff and visitors, the Board authorizes the use of video surveillance and electronic monitoring equipment on school property, and in school buildings and school buses. Information obtained through video surveillance/electronic monitoring may be used to identify intruders and persons breaking the law, Board policy, or the Student Code of Conduct (i.e., it may be used as evidence in disciplinary actions and criminal proceedings). The monitoring of actions and behavior of individuals who come onto school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school and student property. Video surveillance/electronic monitoring systems serve to complement other means being employed in the District to promote and foster a safe and secure teaching and learning environment for students and staff.

