

Monroe Senior High School

“Home of the Hornets”

Principal:	Mr. Tom Prohaska
H.S. Assistant Principal:	Mr. Jon Creamer
Athletic Director:	Mr. Eric Silverman
Athletic Director Secretary:	Mrs. Karen Cook (ext. 1142)
Guidance Counselor (11th/12th):	Mrs. Dara Laforest (ext. 1127)
Guidance Counselor (9th/10th):	Mrs. Kara Talbot (ext. 1126)
Guidance Counselor (9-12)	Mrs. Carrie Long (ext. 1120)
Guidance Secretary:	Mrs. Jamie Wehry (ext. 1144)
Principal Secretary:	Mrs. Pam Miller (ext. 1141)
Attendance Officer:	Mrs. Kelley Dudleson
Attendance Secretary:	Mrs. Tanya Rasnick (ext. 1140)

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Monroe High School Mission Statement

At Monroe High School, it is our mission through shared responsibility with community, parents, students and staff to provide an environment that maximizes educational opportunities for all learners, empowering them to succeed in a changing and diverse society as productive, creative, tolerant citizens of our global community.

** The Board and Superintendent may adjust the schedule as necessary to incorporate remote or blended learning in the event schools are closed to students because of a pandemic or for any other foreseeable or unforeseeable reason(s) during the 2020-2021 school year.

Monroe High School Student Handbook Introduction

Welcome to Monroe High School, for this 2022-2023 School year, we wanted you to be aware that several items in the code of conduct will look a little different as the school year progresses. Due to pandemic related needs, it is possible that the District may shift from an in-person learning model to a hybrid or remote learning model. When the District is implementing a Hybrid Learning model, students will not have access to their lockers and may provide their own clear backpack. Clear backpacks will accompany students to class and be placed in a safe location. Under normal return to school, procedures for in-person learning, students under the code of conduct may not be allowed to have these in the classroom and they would need to be stored in their lockers. We wanted you to be aware of this change and how it may fluctuate during the year depending on what form we are in (Regular, Hybrid or Remote).

Students are expected to adhere to all laws, orders, policies, rules, and regulations around the wearing of masks in the public school setting. Your help with this is greatly appreciated during this ever-changing time.

The Board of the Monroe Local School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinator(s) is/are:

Mr. Jesse Catanzaro
Director of Personnel/Business Affairs
500 Yankee Rd.
Monroe, OH 45050
513-539-2536 Ext 7302
jcatanzaro@monroelocalschools.com

Mrs. Nancy Stratton
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Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process and procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process and procedures are included in Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at:

[\[https://go.boarddocs.com/oh/monroe/Board.nsf/Public?open&id=policies\]](https://go.boarddocs.com/oh/monroe/Board.nsf/Public?open&id=policies) We encourage you to contact a coordinator with questions and/or assistance with this process.

2022-2023 Bell Schedules

Regular Schedule		2 Hour Delay	
1st	7:40 - 8:27	1st	9:40 - 10:07
2nd	8:31 - 9:16	2nd	10:11 - 10:36
3rd	9:20 - 10:05	3rd	10:40 - 11:05
4th	10:09 - 10:54	4th	11:09 - 11:34
5th	10:58 - 12:30	5th	11:38 - 1:12
A LUNCH:	10:58 - 11:28	A LUNCH:	11:38 - 12:08
B LUNCH:	12:02 - 12:32 (release 12:30)	B LUNCH:	12:42 - 1:12
6th	12:32 - 1:02	6th	1:12 - 1:42
7th	1:06 - 1:51	7th	1:46 - 2:11
8th	1:55 - 2:40	8th	2:15 - 2:40
Pep Assembly			
1st	7:40 - 8:20		
2nd	8:24 - 9:04		
3rd	9:08 - 9:48		
4th	9:52 - 10:32		
5th	10:36 - 12:06		
A LUNCH:	10:36 - 11:06		
B LUNCH:	11:36 - 12:06		
6th (HT)	12:10 - 12:36		
7th	12:40 - 1:20		
8th	1:24 - 2:04		
Pep Assembly	2:08 - 2:40		

MONROE LOCAL SCHOOLS STUDENT CONDUCT

Students are expected to conduct themselves in such a way that they respect and consider the rights of others and help maintain a safe and supportive learning environment in accordance with Board Policy and the Student Handbook. Students of the District must conform to school regulations and accept directions from authorized school personnel to maintain an appropriate educational climate in our building. The Board has a “Zero Tolerance” policy for violent, disruptive or inappropriate behaviors, including excessive absences (5600).

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. The Superintendent/designee develops regulations which establish strategies ranging from prevention to intervention to address student misconduct.

Students and parents annually receive, at the beginning of the school year or upon entering during the year, written information on the rules and regulations to which they are subject while in school or participating in any school-related activity or event. The information includes the types of conduct which are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the student code of conduct and the fact that any violations of the student code of conduct are punishable. The Rules also apply to any form of student misconduct directed at a District official or employee or the property of a District official or employee, regardless of where the misconduct occur.

If a student violates this policy or the code of conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances.

The Student Code of Conduct is made available to students, parents and is posted online in a central location within each building.

LEGAL REFS: ORC 3313.20;3313.534; 3313.66; 3313.661;
Monroe Local School District, Monroe, Ohio

Monroe Local Schools Code of Student Conduct

The following code sets forth school rules prohibiting certain types of student conduct.

This Code of Student Conduct applies to all students: (1) On school grounds/property (or closely proximate to) at all times; (2) Off the school grounds or property at a school activity or event; and (3) Going to or coming from school or a school activity (including field trips) or event while riding in a school-sponsored vehicle. (4) If it occurs off property owned or controlled by the district, but is connected to activities or incidents that have occurred on property owned or controlled by the district. In addition, the Student Code of Conduct governs a student's conduct at all times, on or off school property, when such student conduct is reasonably related to the health and safety of other students and/or school employees, or such conduct would unreasonably interrupt the educational processes of Monroe Local Schools.

Pursuant to House Bill 204, ORC 3321:01; 3321.04; 3321.13; 3321.14; 3321.38, the District is required to notify the Registrar of Motor Vehicles if the student is suspended, expelled or permanently excluded for incidents involving a firearm, knife or weapon. Additionally, the District may report a student to the Registrar if the student is suspended or expelled for possession of drugs or alcohol. The Registrar may revoke or suspend the student's drivers license, or may deny issuance of a license.

A student found to be in violation of any of these rules may be suspended beyond the current semester but not more than for up to ten (10) school days, assigned to Friday School, assigned to Alternative School/Programs, or be expelled for a period exceeding ten (10) school days, but not more than one calendar year. It shall be the decision of the proper school administrator, after carefully weighing all the facts and circumstances pertaining to an incident of misconduct, as to which corrective measures are appropriate or adequate.

Suspended students may make up the work/assessments for 100% credit that they missed while suspended, however all work/assessments are due when they return to school in the number of days they were suspended. It is the student's responsibility to collect and complete the missed work/assessments within the allotted time.

Personal Property:

Students are discouraged from bringing large sums of money, Personal Communication Devices, or other expensive items to school. The school will not be responsible for such items if personal items are stolen, lost or damaged.

Lockers:

Lockers are the property of the Monroe Local Schools Board of Education and are provided to the students as a convenience for their use. Lockers and other

such property carry no expectation of privacy for the students who occupy them. School lockers are subject to search by school authorities at any time and without warning in accordance with board policy.

Surveillance Cameras:

Students are duly informed that their behavior may be monitored on school property transportation and/or adjacent property by cameras. Students who damage or interfere with the use of surveillance equipment are subject to discipline.

Extra-Curricular Attendance:

Attendance and/or participation at extra-curricular events is at the sole discretion of school administration.

Monroe Homecoming & Monroe Junior & Senior Prom: To attend the Monroe Homecoming & the Monroe Prom is a privilege in which student must be in “good standing” to attend. For this purpose, “good standing” is defined by the following factors: the student is not in Habitual Truancy as defined by Ohio Revised Code, and the student has not been suspended in the current school year or has not been recommended for expulsion in their current school year. Likewise, students wanting to attend another school’s prom must also be in “good standing” as defined above.

Students may also lose other extra-curricular privileges if they are in habitual truancy, or have been suspended or recommended for expulsion, such as sporting events (attendance and/or participation), attendance or participation in plays, musicals, marching band/pep band activities and any other extra-curricular events or activities.

Levels of Offenses

Acts of misconduct are categorized into the following four levels of offenses:

Level I: Violation of general classroom rules, tardiness, dress code and bus rules – Level I consists of minor offenses that generally occur in the classroom, on the bus or on school premises and can be corrected by the teacher, driver or school administrator.

Level II: Conduct requiring administrative intervention – Level II consists of offenses that are more serious in nature or persistent or serious Level I misconduct.

Level III: Level III consists of offenses that significantly disrupt the educational process, school environment, and/or school-related activities, including bus transportation, or persistent, or serious Level I or II misconduct. May require Friday school detention, In-School Suspension (ISS), and/or suspension.

Level IV: Level IV consists of serious offenses which include willful or malicious acts that have the effect of materially and substantially disrupting the educational environment in the school, on the school bus or at school activities or Level I, II, or III infractions depending on the severity or persistence of the act. Requiring a suspension and/or expulsion.

Level I Offenses

Rule 1 – Dress Code (5511)

The Board believes that student dress should enhance a positive image of students and the Monroe Local Schools and support an environment that is safe and conducive to learning. When a student is at school, participating in school activities or at school-sponsored events, his/her dress and grooming must not:

- A. Present a health or safety hazard to the student or to others in the school or attending the school-sponsored activity; Depict drugs, alcohol, tobacco, or gang/cult related symbols which, under the circumstances, disrupt the school activities and are offensive in the school setting (this includes confederate flag emblems, swastikas, and any other hate-related symbols);
- B. Materially interfere with school work, create disorder, or disrupt the educational environment;
- C. Cause excessive damage or wear-and-tear to school property; and/or
- D. Keep the student from participating safely in his/her own education.

Students shall ensure their body is covered in a manner consistent with school standards, there should be no midriffs or buttocks exposed visible.

Students are not permitted to wear sunglasses, hats, head coverings or have hoods up in the building unless for religious, medical or other approved reasons. However, a student may be required or asked to wear a face mask or covering at the request of school administration in accordance with local or state departments of health, and/or the centers for disease control to prevent the spread of communicable diseases provided that the mask or covering does not present a safety risk or contain unacceptable images or writing.

Sling bags, book bags, non-clear backpacks and oversized bags or purses must be kept in the school locker or other designated area during the school day. Only small purses or clear backpacks are allowed in classrooms.

Building administrators have the authority to regulate student dress in accordance with these guidelines. The building administrator may exclude (i.e. not admit to class or suspend) any student, when in his/her judgment, the student is not following appropriate dress and grooming standards A student may submit a written request to a building administrator to obtain an exception to these guidelines. Exceptions may also be provided in accordance with a Student's Section 504 or IEP, or health/medical plan.

Rule 2 – Tardiness

A student shall be prompt to school and to class according to its scheduled time. Students will be permitted to bring in up to 5 parent notes total per quarter between tardies and absences in which case that tardy or absence will be excused, beyond that a medical note will be required or discipline may be administered. Any parent or doctor note MUST be turned in within 5 days of the tardy.

Unexcused Tardy

A student shall be considered tardy when they are not in their assigned classroom at the set time for the start of the school day. Students totaling 5 or more unexcused tardies will result in action to be taken by the school attendance officer in accordance with state laws and regulations. Tardies are counted by quarter and reset to zero each quarter.

High School and Junior High

- 1-4 Loss of Attendance/Tardy Incentives
- 5+ tardy - Referral to School Attendance Officer

Elementary and Primary

- 7th unexcused tardy - Phone call home to parent
- 8th unexcused tardy - Referral to School Attendance Officer

Rule 3 – Trespassing

No student shall be present in an unauthorized place on school property or refuse to leave any such place when ordered to do so by authorized school personnel.

- Jr. High and High School students are not permitted in the elementary area of the building unless instructed by a staff member.
- Restrooms past the trophy display case on Main Street are off limits to students during the school day. This includes during elementary hours (8:30AM – 3:45PM).

Rule 4 – Student Drivers (5515)

In order to promote safety and enable the school to effectively supervise students immediately before and immediately after school hours, only students who secure a valid permit that allows them to park on school property are permitted to drive to school.

- Reckless driving on school property may result in revoking one's parking pass and disciplinary action.
- Parking in visitor parking spaces will result in disciplinary action.

- Parking in teacher designated areas (H.S., Jr. High, & Elementary lots) will result in disciplinary action.
- Students are not permitted to enter or exit through the Butler Tech Natural Science Center.
- Vehicles parked on school grounds are subject to random searches and reasonable suspicion searches.
- Vehicles may not exhibit any signs or stickers which depict drugs, alcohol, tobacco, sexual innuendos, or gang/cult related symbols which, under the circumstances, disrupt normal school activities and are offensive in the school setting are prohibited. This includes confederate flag emblems, swastikas, and any other hate-related symbols.

Rule 5 – Student Conduct Involving Transportation (R.C. 3301-83-08)
(5610.04)

(Also: 5515A /5600A)

Although the District furnishes transportation in accordance with Ohio Law, it does not relieve parents of students from the responsibility of supervision until such time as the student boards the bus in the morning and after the student leaves the bus at the end of the school day. Once a student boards the bus, he/she becomes the responsibility of the District. Such responsibility will end when the student is delivered to the regular bus stop at the close of the school day.

Students on a bus are under the authority of and directly responsible to the bus driver. The driver has the authority to enforce the established regulations for bus conduct.

Disorderly conduct or refusal to submit to the authority of the driver will be reported to the appropriate building administrator in writing.) Persons who violate the rules and regulations of the Board of Education, the Ohio State Department of Education, the Department of Highway Safety, and the Ohio State Highway Patrol may forfeit his/her privilege to transportation by bus to and from school. To ensure the safety and welfare of all students, the following student transportation management regulations are set forth:

- A student shall obey the driver promptly and respectfully at all times.
- A student shall board and leave his/her assigned bus at a location so designated by the transportation supervisor.
- A student shall arrive at the bus stop before the bus is scheduled to arrive.
- A student shall wait at a pick-up location clear of traffic and away from the bus stop.
- Behavior at school bus stop must not threaten life, limb or property of any individual.
- A student is expected to board the bus in an orderly manner and walk directly to an available or assigned seat.

- A student shall remain seated and shall keep aisles and exits clear.
- A student shall keep noise at a minimum -- quiet conversation is permitted.
- A student shall be silent at all railroad crossings.
- A student shall not throw or pass objects on, from and/or into the bus.
- A student shall carry on the bus only objects that can be held in their laps; animals are not permitted on the bus.
- A student shall not put any part of his/her body out of the bus window.
- A student shall not open the emergency door or the front door without driver permission.
- When it is necessary to cross a road to board and/or leave the bus, the student shall look both ways and cross 10 feet in front of the bus.
- A student shall not behave in any manner that prevents the driver from safely operating the bus and/or interferes with the welfare of the other passengers.
- A student shall not eat or drink on the bus.
- Students shall identify themselves when asked.
- All other rules of the Code of Student Conduct shall apply to the student transportation management regulations.

The provisions of the **ORC Section 3313.66** shall apply to suspension, expulsion, and immediate removal of a student from school bus riding privileges.

Bus Passes (Junior High & High School ONLY) = any student who wishes to ride an alternative bus home **must** submit a parental note to the appropriate office. Relevant parental contact information should be included in the note. Upon administrative approval, students will receive a bus pass to present to the appropriate bus driver.

Rule 6 – Food and Drink in classrooms and lunch protocol

Food is only permissible in the café during breakfast time before school or during the lunch periods. Students are not allowed to have food in the classroom, gymnasium, media center, and/or auditorium. Only exception is teacher approved special events.

Drinks in the classroom are limited to water and flavored water. Any other drink must have documentation of its medical necessity.

- Lunches can be brought from home (packed) or bought at school.
- Food should not be ordered and/or delivered from outside of school.
- Food should not be stored in lockers overnight. This may cause a health hazard. Students caught storing food in their locker will be disciplined.

Rule 7 - Disrespect

Students shall not insult, harass, intimidate, or abuse students or staff members orally, in writing, or via electronic means of communication.

Rule 8 - Offensive Language or Gestures

Students shall not speak, write or use technology to obtain or to generate profane, vulgar, derogatory, discriminatory, demeaning, sexual or other inappropriate language or use profane, vulgar, sexual or other improper or inappropriate gestures or signs or engage or attempt to engage in profane, vulgar, sexual, or other improper or inappropriate actions.

Rule 9 – Miscellaneous Offenses (5520)

Disciplinary problems such as not doing required homework, being tardy to class, not following staff member's directions, not following classroom rules, horseplay, and other such offenses are prohibited and may result in disciplinary actions.

Level I Disciplinary Options

Disciplinary options or responses to Level I offenses as determined by the administrator may include, but is not limited to one or more of the following:

- Verbal correction
- Teacher-student conference
- Student-counselor conference
- Teacher-parent conference
- Denial of participation in extracurricular activities/dances
- Removal of inappropriate clothing or symbols
- Behavioral probation
- Detention (maintained by teacher before or after school or during recess)
- Denial of school bus riding privileges or transportation privileges by the building administrator
- Denial of Personal Communication Device privileges.
- Other appropriate disciplinary action as determined by the appropriate administrator.
- One or two hour detention(s)
- Serious or repeated violations may be treated as Level II, III or IV infractions

Level II Offenses

Rule 10 - False Reporting/Statements

A student shall not make a false statement, a false accusation or provide false information that in any way interferes with an investigation by school personnel or defames or damages the reputation of another student or staff member.

Rule 11 – Leaving School / Class Cut / Out of Bounds

No student shall enter or leave the school premises during the school day or be absent from a scheduled class/ without permission from his/her teacher or from authorized school personnel, or be in any location that the student is not authorized to be in. This includes lunch periods.

Rule 12 – Skipping Detention/Friday School

A student assigned to detention or Friday School shall report on the assigned day and at the assigned time.

- Skipping detentions or Friday School will add additional disciplinary action.
- Skipping teacher detentions will result in further disciplinary action with administration.

Rule 13 – Forgery (5520)

A student shall not change a grade or place the name of a parent, guardian, teacher or other individual as representative of that individual's signature on a school document or on an official document for school purposes.

Rule 14 – Gambling

A student shall not participate in gambling.

Rule 15 – Insubordination

A student shall not repeatedly violate rules or fail to comply with directions of teachers, student teachers, substitute teachers, teacher aides, bus drivers, cafeteria staff, secretaries, principals, or other authorized school personnel.

Rule 16 – Violation of the Acceptable Use and Internet Safety Policy

Students must have a signed Acceptable Use and Internet Safety Policy form before gaining access to the District's computer network. Students shall abide by the District's Network Acceptable Use Policy and any school or classroom rules for network access.

Students will not abuse the privilege of using the Internet and Gmail. Any inappropriate behavior via school email while on a school or personal device may result in disciplinary action and may result in terminating one's ability to access the Internet from school.

Rule 17 – Unauthorized Use of Communication Medium (5520)

Photos, videos, or any other medium of communication that includes a Monroe Local School District staff member or student is protected by privacy rights. The use of such mediums in any way without the written permission of a school administrator or without permission by a staff member / student is strictly prohibited. Violation of this rule could result in disciplinary action and/or legal action.

Rule 18 – Personal Communication Devices (5136)

Primary and Elementary students are not allowed to have a PCD on their person. They may bring a PCD to school, but must be kept in their backpack and powered off, including while on school transportation. Junior High & High School students will not be permitted to use PCDs or their accessories in the school hallways, classrooms or restrooms. Phones should be stored in lockers, bags or in provided classroom pockets. Students needing to contact parents or guardians should follow the procedures to use the office telephones.

Junior High and High School students may possess and use personal communication devices (PCDs) on school property, school-provided transportation, or at school-sponsored activities only during approved times and for approved purposes. PCDs include, but are not limited to mobile/cell phones, smart watches, pagers, tablets, gaming devices, smart phones, electronic readers or any web-enabled devices of any type, as well as PCD accessories such as headphones and earbuds etc. Student use of PCDs on school property is a privilege and not a right. This privilege may be revoked by the District at any time. The District reserves the right, in its sole discretion, to determine which types of PCDs it will allow students to use. Such determinations are subject to change. Notwithstanding the foregoing, Students may possess and use PCDs on school property and at school sponsored curricular and extracurricular activities according to the terms set forth in Board Policy 5136. Such use shall not create a distraction, disruption, or otherwise interfere with the educational environment. Contents of cell phones may be searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the code of conduct.

Below are guidelines to follow during the school day:

- A.** Students shall not use PCDs in the classroom, media center, gymnasium, and auditorium without the direct permission from the teacher or substitute teacher;
- B.** PCDs cannot be used during Hornet Time/Hive Time, study hall;
- C.** Students are prohibited from using PCDs to take photographs or record video at any time on school property unless directed by a staff member for educational purposes. This includes bathrooms, locker rooms, etc.

- D.** PCDs cannot be used in the office and clinic;
- E.** PCDs can be used before and after school;
- F.** PCDs can be used during designated lunch periods;
- G.** PCDs can be used during participation in curricular and extracurricular activities for instructional or educational purposes, and at the discretion of the District Official.
- H.** PCDs may be used when authorized pursuant to an Individual Education Plan (“IEP”), a Section 504 Accommodation Plan, or a Health Care/Medical Plan with supportive documentation from the student's physician.
- I.** Students shall not use their PCD to access inappropriate material either stored on the PCD, through the District’s network, or through a private network (i.e. 3G, 4G, LTE)
- J.** Students will not abuse the privilege of using Gmail. Any inappropriate behavior via email while on a PCD will result in disciplinary action.
- K.** **Students will not use a PCD to disseminate material that is disruptive to the educational process, or that is a violation of another student’s record which could be, but is not limited to pictures or videos of other students within the school setting.**

Violation of this policy may result in disciplinary action including confiscation of the PCD or other disciplinary options.

Teachers/staff members have a right to confiscate the PCD and take it to the office. Students who refuse to give their device to a staff member may be subject to additional discipline.

Repeated offenses may result in PCD being turned in at the beginning of the day and returned at the end of the school day or being banned from school property for a period of time.

The District is not responsible for stolen, lost, or damaged PCDs.

Rule 19 – Truancy, Excessive Absenteeism (5200)

(Refer to District website for full attendance policy)

It is important for every student at Monroe to attend school every day. Missing too much school has long-term, negative effects on students, such as lower achievement and graduation rates. The Ohio General Assembly passed House Bill 410 to encourage and support a preventative approach to excessive absences and truancy. Students will be permitted to bring in up to 5 parent notes total per quarter between tardies and absences in which case that tardy or absence will be excused, beyond that a medical note will be required or discipline may be administered. Any parent or doctor note MUST be turned in within 5 days of the absence.

Definition of ‘habitual truant’ changed from days to hours. The new definition is:

- Absent 30 or more consecutive hours without a legitimate excuse;
- Absent 42 or more hours in one month without legitimate excuse; or
- Absent 72 or more hours in one year without legitimate excuse.
- Includes ‘excessive absences’:
- Absent 38 or more hours in one school month with or without a legitimate excuse; or
- Absent 65 or more hours in one school year with or without a legitimate excuse.

With students who are ‘habitually truant’ or ‘excessively absent’ there will be the creation of an Absence Intervention Team (AIT) to develop absence intervention plans.

Possible Consequences:

- Parent/guardian called immediately
- Loss of Incentives
- Loss of Extra Curricular Privileges
- Written notification sent home (explaining the process and next steps)
- Set up a meeting with the parents
- Set up student attendance contract
- Hold Absence intervention meeting/develop plan
- Refer to Children's Services / Juvenile Court
- Notification to the Registrar of Motor Vehicles which may result in denial, suspension or revocation of a driver’s license.

Vacation/Out-of-Town days: Students will receive 5 vacation/out-of-town days per school year. Students should notify the office in writing of the dates they will not be in school. These days are excused unless the student is in Habitual Truancy as defined by Ohio Revised Code, if that is the case the days will then be unexcused and count as a violation of the students Absence Intervention Plan. Vacation/Out-of-Town days in excess of 5 days could also be considered unexcused.

Rule 20 – Academic Dishonesty (5520)

Students shall not cheat on tests; shall not copy tests, assignments or papers; shall not plagiarize; and shall not violate copyright policy or law. “Tests” shall include but not be limited to classroom tests, quizzes, and State tests and assessments (i.e. AIR Assessments). In the event that a “testing violation” is deemed to have occurred by the Ohio Department of Education because of a student’s actions, the resulting discipline for the student will be under a Level III or Level IV disciplinary option. Disciplinary options may also include a zero on the assignment/assessment/project.

Level II Disciplinary Options

Disciplinary options or responses to Level II offenses as determined by the administrator may include, but is not limited to any of the previous (Level I) options and/or one or more of the following:

- Parental contact by phone and written or oral notification to parent or guardian
- Behavioral probation
- Attendance Consequences as listed in Rule #19
- Administrator/teacher/student conference
- Detention
- Mediation
- Behavioral contract
- Confiscation of cellphone or PCD
- Temporary removal of the student from the classroom
- Placement in Behavior Intervention Center
- Friday School
- Denial of school bus riding privileges or transportation privileges by the building administrator
- Monetary restitution for damages
- Denial of Personal Communication Device privileges
- Other appropriate disciplinary option or logical consequence determined by the administrator
- Denial of participation in extracurricular activities/dances
- Suspension
- Serious or repeated Level II misbehavior may result in a more serious consequence or treated as a Level III or IV offense

Level III Offenses

Rule 21 – Use/Possession/Transmission or Concealment of Tobacco/Nicotine or Alternative Products (5512)

A student shall not use/possess/transmit or conceal tobacco or any tobacco products such as cigarettes, cigars, dip, chewing tobacco, vape, etc. A student shall not use/possess/transmit or conceal any alternative nicotine products, such as electronic cigarettes, vapes, vapor cigarettes, etc. A student shall also not possess/use/transmit or conceal tobacco paraphernalia, including, but not limited to, water pipes, hookahs, lighters, pipes, vapes, vape chargers, etc.

Rule 22 – Safety and Security

Students shall not create disruptions to the standard operations of school through any form of communication that threatens, or falsely threatens, the safety and security of students and/or district employees. Students who cause substantial disruptions to the standard operations of school or cause panic within the school community may also be subject to criminal charges. Additionally, students who damage or interfere with any security equipment may be subject to both discipline and possible criminal charges.

Students are required to follow the safety practices of their buildings. Failure to follow the appropriate safety practices (i.e. propping doors open, permitting entrance through non entrance doors, etc.) shall be considered a violation of safety and security protocols.

Students will be required to participate in all safety drills that are conducted within their building. Building safety drills may include, but are not limited to:

- Rapid Dismissal Drills
- Tornado Drills
- ALICE Drills
- Evacuation/Reunification Drills/Training

Rule 23 – Disruption of School (5520)

A student shall not by use of violence, force, noise, coercion, threat, false threat, intimidation, fear, passive resistance or any other conduct cause, or attempt to cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school.

Rule 24 – Stealing (5513)

A student shall not steal or attempt to steal school property or private property of other students or school personnel.

Rule 25 – Extortion

A student shall not extort or cause others to extort money or personal property from other students or school personnel.

Rule 26 – Damage or Destruction of School or Private Property (5513)

A student shall not intentionally cause or attempt to cause damage to public or private property, including that of other students, teachers, administrators and other school employees.

Rule 27 – Discrimination and Harassment (5517)

No student shall harass or discriminate, encourage others to harass or discriminate, or participate in an act considered harassment or discrimination

against any student, employee or other person on the basis of race, color, national origin, citizenship status, religion, sex, economic status, marital status, pregnancy, age or disability. No student shall retaliate, coerce or intimidate any person who exercises their right to file a complaint of harassment or discrimination, or who participates in the investigation of such complaint. Any participant in a school activity who believes this rule has been violated should report the matter immediately to a staff member or administrator.

Rule 28 – Hazing (Separated from Rule 28)

Performing any act, coercing another, including the victim, to perform any act of initiation into and class, team, or organization that causes or creates a substantial risk of causing mental or physical harm is prohibited. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this rule. Hazing activities are prohibited at any time in school facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property.

Rule 29 – Bullying, Intimidation, Harassment and Other Forms of Aggressive Behavior (5517.01)

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while in route to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

- A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
- B. violence within a dating relationship.

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

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

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

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

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

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

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

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

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

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

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

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate,

that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

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

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

Rule 30 – Acts of Immorality (5517)

Possession of indecent, obscene or pornographic matter is prohibited. Soliciting or sending obscene or pornographic material is prohibited. Possession includes accessing indecent, obscene or pornographic material via a personal communication device (PCDs) or gaming device on school property. Engaging in sexual acts, displaying excessive affection, or other inappropriate behavior is prohibited. Additionally, student may be referred to the school resource officer or the local police department.

Rule 31 – Unauthorized Touching, Inciting & Fighting, Rough-Play

Students shall not engage or attempt to engage another person with the intent or do bodily harm by hitting, unauthorized touching or disrupting while on school premises or buses at any time. Additionally, a student shall not behave in such a way as could reasonably be anticipated to cause physical injury to a school employee, fellow student, or any other person.

Students shall not incite another student to engage in willful physical conflict, unauthorized touching or combat.

Rule 32 – Threat(s)

Students shall not intentionally commit or promote any act or expression of a threatening nature directed to any individual or group of teachers, other staff members, students or other groups at school.

Level III Disciplinary Options

Disciplinary options or responses to Level III offenses as determined by the administrator may include, but is not limited to any of the previous (Level II) options as well as:

- Friday School
- Detentions
- Suspension
- Expulsion of up to one (1) year
- Permanent Exclusion
- Placement in Behavior Intervention Center
- Denial of school dances or extra-curricular activities.
- Serious or repeated Level III misbehavior may result in a more serious consequence or treated as a Level IV offense
- Another appropriate disciplinary option or logical consequence determined by the administrator. The administrator will determine the length of the suspension or removal on a case-by-case basis.

Level IV Offenses

Rule 33 – Narcotics, Alcoholic Beverages, Drugs, Counterfeit or Look-Alike Drugs and Drug Paraphernalia (5530)

A student shall not possess and shall not receive, buy, use, transmit, sell, or show evidence of use or consumption of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana (including medical marijuana), alcoholic beverage, controlled substance, any illegal mind-altering substance, inhalant or intoxicant of any kind.

A student shall not possess and shall not receive, buy, use, transmit, sell, conceal or be under the influence of any counterfeit or look-alike controlled substance. A counterfeit or look-alike controlled substance is any substance that is made to look like a controlled substance or is represented to be a controlled substance or that a student believes to be a controlled substance.

Section 2925.37 ORC makes it a crime to make, possess, sell or attempt to sell a counterfeit controlled substance, i.e., something which appears to be a drug abuse substance, but is not.

Except as legitimately provided for in Policy, a student shall not buy, sell, transfer, possess, conceal or use any drug, medication, inhalant or other substance which can be taken internally where the student or students involved cannot show a legitimate health or other reason for the use of such substances.

Drug paraphernalia shall not be worn, carried, displayed on clothing, equipment or vehicles or brought to school or school events.

- Students in grades 7-12 found to be in violation of this rule shall be recommended for expulsion unless an alternative to expulsion is determined for a first-time offender pursuant to Policy.
- Subsequent violations are an automatic recommendation for expulsion.
- Students in grades 7-12 found to be in violation of this rule shall be provided information about drug and alcohol counseling and rehabilitation. Provide procedures to direct students and their parents to the appropriate programs. And provide information about the reentry process.

Rule 34 – Weapons and Dangerous Instruments (5772)

A student shall not possess, handle, transport, carry, use, conceal, or transmit any objects that can reasonably be considered a weapon, a firearm (including any object represented as a firearm or made, construed, or altered so that, to a reasonable person without specialized training in firearms, the object appears to be a firearm), a knife (capable of causing bodily harm), or other dangerous object of no reasonable use to the student.

Any student who is determined to have brought to school or to a school-related activity a firearm or knife as defined below shall be recommended for expulsion for not less than one year, subject to reduction of this term by the Superintendent on a case-by-case basis. The Superintendent, in determining the term of expulsion on a case-by-case basis, shall consider all of the relevant facts and circumstances, including (a) applicable Ohio or federal laws, (b) the student's disability, and (c) extent of culpability of the student. The Superintendent shall notify the appropriate criminal justice or juvenile delinquency authorities of these determinations.

This rule incorporates 18 U.S.C. §§ 921 et seq. which defines "firearm" 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 firearm silencer; or
- any destructive device.
- The term 'destructive device' means
 - bomb,
 - grenade,
 - rocket having a propellant charge of more than four ounces,

- missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or device similar to any of the devices described in the preceding clauses.

For the purposes of this rule, a “knife” is defined as any device consisting of a sharp blade three (3) inches or longer in length, whether or not fastened to a handle, designed or intended for use as a cutting instrument.

For the purposes of this rule, a “dangerous object” is defined as a device which is or may be used to cause harm to another person, including but not limited to a club, chain, razor or other sharp blade less than three (3) inches in length, metal knuckles, noxious irritants, chemicals, or explosive or incendiary device.

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Level IV Disciplinary Options

Disciplinary options or responses to Level IV offenses as determined by the administrator and Superintendent may include, but is not limited to any of the previous Level II and III options as well as:

- Another appropriate disciplinary option or logical consequence determined by the administrator. The administrator will determine the length of the suspension or removal on a case-by-case basis.
- Suspension
- Expulsion of up to one (1) year
- Permanent Exclusion

Additional Student Information

Policy 2430 Eligibility to Participate in Extra-Curricular Activities

Extracurricular activities are a privilege, not a right or entitlement for students. As a necessary condition of participation, students must adhere to the Athletic Code of Conduct. Failure to follow the student code of conduct and/or athletic Code of Conduct may result in suspension or removal from and extracurricular program or programs. Attendance and Participation at Extra Curricular Activities is at the sole discretion of administration.

Extracurricular activities are defined as follows: After school activities that meet on a regular basis with a school-sponsored adult as an advisor/coach. Participation in extracurricular activities will be subject to the following grade point guidelines:

Regulations for Grade 7-12: A student who does not achieve a 1.75 grade point average during the previous quarter will be ineligible to participate in extracurricular activities during that quarter. If, at the end of the quarter, a student achieves a 1.75 grade point average or above, they will be eligible to participate during the following quarter. This policy will apply to each remaining quarter. Eligibility criteria must also meet the following:

1. All OHSAA and other activity requirements.
2. A minimum of 1.75 or above on a 4.0 point system.
3. Must pass five -1 credit classes per quarter or the equivalent.
4. The grade point average will be based on the previous quarter's grades.

It is the responsibility of all coaches/advisors to enforce the grade point extracurricular participation policy. No student in violation of this policy will be permitted to participate in extracurricular activities. **Each advisor/head coach shall review quarterly grade reports to officially deny participation for any student in violation of this policy.**

Student Transcripts and Requests

Transcript request forms are available in the guidance office. The form must be completed, signed by a parent/guardian, and returned to the guidance office. The signed form gives the guidance staff permission to release records for college applications, scholarships, etc. The first transcript requested by a student is free. Each subsequent transcript request will cost the student \$5.00 each.