

URBANA HIGH SCHOOL  
STUDENT HANDBOOK 2018-19



Urbana High School  
500A Washington Ave.  
Urbana, OH 43078

Urbana High School.....653-1412  
Attendance Reporting.....653-1414  
Fax.....653-1487  
Website ..... [www.urbanacityschools.org](http://www.urbanacityschools.org)

This agenda belongs to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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Dear Student:

Welcome to the 2018-19 school year at Urbana High School. The start of a new school year offers the opportunity for academic and personal growth and new experiences. Your high school experience is dependent upon one thing – **YOU**. Involvement in school functions and activities will create memories that will last a lifetime.

You are part of a tradition that includes more than 10,000 graduates over the last 148 years. The reputation of a school is based on the character, appearance and success of the students. The staff is ready to maintain the history of academic achievement as they work with you to help reach your goals. Preparing you for graduation and walking “Down the Hill” on your way to a life of success is the ultimate reward for the staff and community.

This handbook has been prepared as a reference guide for students and parents to become acquainted with school policies. Please take time to familiarize yourself with the information provided. Since not all rules can be included, we expect students and staff to treat others with respect, to contribute through participation in school events, to accept responsibility for their actions, and to assist in creating a positive school environment.

Please feel free to contact the school if you have any questions or concerns throughout the year. Best wishes for a successful school year.

Kristin Mays  
Principal

**PLEASE NOTE-** School rules published in this handbook are subject to such changes as may be needed to insure continued compliance with federal, state or local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school. Not all rules of behavior can be written and inserted in a guidebook; however, we expect students to follow reasonable rules and not violate the rights of others.

## URBANA CITY SCHOOLS 2018-2019 CALENDAR

- ⊙ First Last Day of School
- ▲ Parent Teacher Conferences
- ▲ Exchange Day/ No School
- Ⓛ Interim Reports Sent Home
- ( ) High School Exams
- Teacher Inservice/ No School
- Teacher Work Day/ No School
- Report Cards Released
- X Holiday

August						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	□	□	23	□	25
26	□	28	□	30	□	

August 21, 22, 24, 27, 29, & 31 Teacher Inservice Days

September						
S	M	T	W	TH	F	S
						1
2	X	□	□	□	7	8
9	10	⊙	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	□	29
30						

September 3 Labor Day/No School  
 September 4 Teacher Inservice Day  
 September 5 Teacher Work Day  
 September 6 Teacher Meeting Day  
 September 11 First Day of School  
 September 28 Teacher Inservice/No School

October						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	□	27
28	29	30	31			

October 28 Teacher Inservice/No School

November						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	■	17
18	19	20	▲	X	X	24
25	▲	▲	▲	▲	30	

November 9 End of First Quarter (42 Days)  
 November 12 Start Second Quarter  
 November 16 Report Cards Released  
 November 21-23 Thanksgiving Holiday  
 November 28 - 29 Parent-Teacher Conferences

December						
S	M	T	W	TH	F	S
						1
2	▲	▲	▲	▲	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	X	X	X	X	X	29
30	X					

December 3 - 7 Parent-Teacher Conferences  
 December 22 - January 2 Holiday Break

January						
S	M	T	W	TH	F	S
		X	X	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	X	(22)	(23)	(24)	○	26
27	28	29	30	31		

January 3 School Resumes  
 January 21 MLK Day/No School  
 January 22, 23, & 24 HS Semester Exams  
 January 24 End of Second Quarter/Semester (42-64 Days)  
 January 25 Teacher Work Day  
 January 28 Start Third Quarter

February						
S	M	T	W	TH	F	S
					■	2
3	4	5	6	7	8	9
10	▲	▲	▲	▲	15	16
17	X	▲	▲	▲	22	23
24	25	26	27	28		

February 1 Report Cards Released  
 February 18 President's Day/No School  
 February 11 - 21 Parent-Teacher Conferences

March						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

March 25 - April 26 ELA Testing  
 March 29 End of Third Quarter (44 Days)

April						
S	M	T	W	TH	F	S
	1	2	3	4	■	6
7	8	9	10	11	12	13
14	X	X	X	X	▲	20
21	22	23	24	25	26	27
28	29	30				

April 1 - May 10 Math, Science, & Soc. Studies Testing  
 April 1 Start Fourth Quarter  
 April 5 Report Cards Released  
 April 15 - 21 Spring Break  
 April 22 School Resumes

May						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	X	28	29	30	31

May 27 Memorial Day/No School

June						
S	M	T	W	TH	F	S
						1
2	(3)	(4)	(5)	○	7	8
9	10	11	12	13	■	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

June 3, 4, & 5 HS Semester/Final Exams  
 June 5 End of Fourth Quarter/Semester (42-66 Days)  
 June 5 Last Day of School  
 June 6 Teacher Work Day  
 June 8 Graduation 7:30 p.m.  
 June 9 Graduation/Rain Date 1:30 p.m.  
 June 14 Report Cards Released

**PLEASE NOTE:** This calendar may be modified by moving the starting and ending of school to later dates due to the completion of building construction. The five designated make-up days are June 8, 7, 10, 11, & 12. Any additional make-up days will be added to the end of the school year.

As of May 29, 2018

**URBANA HIGH SCHOOL FACULTY AND STAFF  
email addresses (\_\_\_\_)@urbanacityschools.org**

Ms. Mays (Kristin.Mays), Principal  
Mr. Shay (Daniel.Shay), Athletic Director  
Ms. Leonard (Valerie.Leonard), Guidance  
Ms. Miller (Katie.Miller), Guidance

Mr. Sever (Nathan.Sever), Asst. Principal  
Ms. DiLoreto (Lynn.DiLoreto), Nurse  
Ms. Amy Elliott (Amy.Elliott), Nurse  
Mr. Williams (John.Williams), Psychologist

<u>TEACHERS</u>	<u>TEACHERS</u>
Mr. Agerter.....(Mark.Agerter)	Mr. Myers.....(Rusty.Myers)
Ms. Burcham.....(Kendell.Burcham)	Ms. Padilla.....(Amy.Padilla)
Mr. Burkett.....(Tim.Burkett)	Mr. Pine.....(Ryan.Pine)
Ms. Cook.....(Ashley.Cook)	Mr. Pittsenbarger..(Aaron.Pittsenbarger)
Mr. Cotner.....(Carleton.Cotner)	Ms. Pittsenbarger.(Carmen.Pittsenbarger)
Ms. Cress.....(Cassandra.Cress)	Ms. Ridge.....(Laura.Ridge)
Ms. deNijs.....(Katie.deNijs)	Mr. Russell.....(Thomas.Russell)
Ms. Denman.....(Jami.Denman)	Mr. Ryan.....(Sam.Ryan)
Mr. Dixon.....(Jeremy.Dixon)	Mr. Sapp.....(David.Sapp)
Mr. Edwards.....(Jesse.Edwards)	Mr. Saunders.....(Larry.Saunders)
Ms. Entsminger.....(Jennifer.Entsminger)	Mr. Schelle.....(Jason.Schelle)
Mr. Feasel.....(Jacob.Feasel)	Ms. Simpson.....(LeighAnn.Simpson)
Mr. Lightle.....(Chris.Lightle)	Mr. Steinmetz.....(David.Steinmetz)
Mr. Mays.....(Mike.Mays)	Mr. Swain.....(Ryan.Swain)
Ms. McDonald.....(Corrie.McDonald)	Mr. Trenor.....(Patrick.Trenor)
Ms. Menchhofer.....(Kylee.Menchhofer)	Ms. Westerman.....(Ellen.Westerman)
Ms. Michael.....(Megan.Michael)	Mr. Wilhelm.....(Steve.Wilhelm)
Ms. Moore.....(Stephanie.Moore)	Ms. Zaborowski....(Kathryn.Zaborowski)
Ms. Morgan.....(Robin.Morgan)	Ms. Zachrich.....(Mallory.Zachrich)
<u>SECRETARIES</u>	<u>FACULTY ASSOCIATES</u>
Principal, Ms. Evans.....(Becky.Evans)	St. Hall, Ms. Murphy...(Sharon.Murphy)
Asst. Prin., Ms.Jacobs.....(Jamie.Jacobs)	ALC, Mr. Myers.....(David.Myers)
Guidance, Ms. Lewis.....(Holly.Lewis)	Library, Ms. Lyons.....(Susie.Lyons)
Athletic, Ms. Thomas.....(Carie.Thomas)	Para-educator, Ms. Evans...(Bev.Evans)

### BELL SCHEDULES

Please use the front entrance doors or the East Lawn entrance doors and wait in the cafeteria until 7:25 a.m., when you may go to your locker or first period class. Loitering on stairs or in hallways is not permitted. You must be in your seat and ready to work by 7:35 a.m. Students wishing to have a teacher conference should make arrangements with the teacher. The attendance office opens at 7:20 a.m. for re-admit slips for absences and for tardy/late arrivals slips.

NORMAL CLASS SCHEDULE			A.M. ASSEMBLY SCHEDULE			P.M. ASSEMBLY SCHEDULE		
PER.	BEGN	ENDS	PER.	BEGN	ENDS	PER.	BEGN	ENDS
1	7:35	8:21	1	7:35	8:19	1	7:35	8:20
2	8:25	9:11	2	8:23	9:07	2	8:24	9:09
3	9:15	10:01	3	9:11	9:56	3	9:13	9:58
HR	10:05	10:25	ASMB	10:00	10:30	4	10:02	10:47
4	10:29	11:15	4	10:34	11:19	5	10:51	11:36
5	11:19	12:04	5	11:23	12:08	6	11:40	12:25
6	12:08	12:53	6	12:12	12:57	7	12:29	1:13
7	12:57	1:43	7	1:01	1:46	8	1:17	2:01
8	1:47	2:35	8	1:50	2:35	ASMB	2:05	2:35

2 HOUR DELAY SCHEDULE			ACTIVITY PERIOD SCHEDULE			CLIMBERTIME SCHEDULE		
PER.	BEGN	ENDS	PER.	BEGN	ENDS	PER.	BEGN	ENDS
1	9:35	10:05	1	7:35	8:15	1	7:35	8:15
2	10:09	10:39	2	8:19	8:58	2	8:19	8:59
3	10:43	11:13	3	9:02	9:41	3	9:03	9:43
4	11:17	11:47	4	9:45	10:24	CT	9:47	10:43
5	11:51	12:36	7	10:28	11:08	4	10:47	11:27
6	12:40	1:25	5	11:12	11:57	5	11:31	12:16
7	1:29	1:59	6	12:01	12:46	6	12:20	1:05
8	2:03	2:35	8	12:50	1:30	7	1:09	1:49
			AP	1:35	2:35	8	1:53	2:35

Lunch is served during periods 5 and 6.

## ATTENDANCE POLICIES

Regular daily class attendance and punctuality are necessary in order for the learning process to be effective. Frequent absences disrupt the instructional process, which requires a continuity of classroom learning experiences, pupil interaction, and study in order to reach the goal of maximum educational benefits for each student. Studies show that students who miss school frequently experience great difficulty in achieving the maximum benefits of instruction. We are aware that there are occasions when a student cannot be present and thus may miss an essential learning experience. However, our concern is with each student's total participation, which is reflected in the attendance policies that follow.

### ABSENCE CATEGORIES

#### Excused Absence

Student is absent from school with his/her parents' knowledge and the reason is deemed legitimate under the law. Students, parents and guardians should understand that absences may only be excused based on the definitions established by the State of Ohio. Phoning the school or sending a note does not automatically excuse an absence.

The following are LEGITIMATE reasons for absence from school:

1. Personal illness: The assistant principal's office may require a physician's certificate. On excessive absences, a letter may be sent to the parent. Parent contact will then be requested. A doctor's statement may be needed for any future absence. Continued absences may result in a referral to juvenile court or further consequences including expulsion.
2. Doctor or dental appointments: Such absences are for the actual time necessary to complete the appointment and are not to be considered a reason to be absent for a whole day.
3. Illness in the family: Instances will be discussed and determined by attendance office.
4. Death of a relative: Absence is limited to three days unless reasonable cause can be shown for an extension.
5. Observance of religious holidays: A student may be excused for the purpose of observing a religious holiday, provided it is required by his/her religion. If observance of such holiday requires only attendance at a religious service, the student should attend such service before or after school if possible.
6. Vacation: Please see Vacation Policy.
7. Subpoena to court: Documentation from court is necessary for the absence to be excused. Absence is excused for only the time required to be in court.
8. Emergency or set of circumstances that in the judgment of the administration constitutes a good and sufficient cause of absence.

### **Unexcused Absence and Truancy**

An unexcused absence is when a student is absent from school or a class with his/her parents' knowledge but **without** a legitimate excuse, as defined under the excused absence section. The consequence for a 1<sup>st</sup> and 2<sup>nd</sup> unexcused absence is an after-school detention; any further unexcused absences will result in Tuesday Night School. **The attendance days/hours do not reset at the semester, however the discipline consequences will reset.** Truancy is when a student is absent from school and/or a class without parents' and/or school official's knowledge or permission. The consequence for truancy is Tuesday Night School.

Some examples of common unexcused absences include:

1. Ordinary items of business such as haircuts, paying bills, going to the bank, transferring automobile titles, shopping, senior pictures, hunting, baby-sitting, working, job interviews, or job training
2. To secure items which were left at home, or to take items home
3. Oversleeping
4. Car trouble or accidents
5. Staying at home to complete school assignments
6. Emergency removal

Under House Bill 410 "habitual truant" is defined as being absent 30 or more consecutive hours without a legitimate excuse; 42 or more hours in one month without a legitimate excuse, or 72 or more hours in one year without a legitimate excuse. Students who are identified as "habitual truant" will be referred to an absence intervention team for development of an absence intervention plan. If the intervention plan is unsuccessful, a complaint will be filed with juvenile court. Habitual absence without legitimate excuse may be subject to denial, suspension and/or revocation of driving privileges by Section 3321.13 of the Ohio Revised Code.

Students with "excessive absences" of 38 or more hours in one month with or without a legitimate excuse; 65 or more hours in one year with or without a legitimate excuses, as defined by House Bill 410, will follow the district's plan for absence intervention; and the student and family may be referred to community resources.

For any unexcused absence/truancy, all assessments missed must have a plan for completion developed by the student and approved by the teacher. The assessments must be completed and submitted within three (3) days of the original due date. Semester and final exams missed due to an unexcused absence will be counted as a missing assessment, equivalent to a zero, with no make-up or reassessment opportunity.



## **ABSENCE PROCEDURES**

1. Parents or guardians **MUST** phone the school attendance office (653-1414) before 9:00 a.m. to report student absences. After 9:00 a.m. a phone call will be sent to the primary contact number on the school file. In the event that phone contact is not made, a signed note from a parent or guardian explaining the reason for the absence **MUST** be submitted upon the student's return to school if the parent has been unable to make contact with the attendance office. Students who return to school without a phone call or note will be considered truant unless an excuse is provided from a parent/guardian within 24 hours of their return to school.
2. On the first day back the student should go immediately to the attendance office and request a re-admittance slip. You cannot return to class without it.
3. The re-admittance slip must be taken to every class and the absence noted as excused or unexcused by each teacher.
4. Students approved for an out to lunch reward that leave school at lunchtime and do not return **MUST** have a parent/guardian notify the attendance office (653-1414) before the end of the school day, otherwise the absence is unexcused/truant.

## **ILLNESS AT SCHOOL**

Any student who is too ill to attend class **MUST** contact the attendance office. Unless authorized by the school nurse or main office staff, students must not leave the building or school grounds due to illness or for any other reasons. Students leaving without authorization will be considered unexcused/truant. Absences from individual classes due to illness will be recorded for attendance purposes.

## **8-DAY / 48-HOUR ABSENCE RULE**

Students may not be absent for more than 8 days or 48 hours **cumulative** during **the school** year for reasons other than those excused in writing by a physician or with court documentation. (Vacations, **suspensions**, excused and unexcused absences, and the career day will apply towards the 8 days/48 hours) The physician's written excuse or court documentation must be received within three **school** days of the absence. Each absence, that is not physician or court excused, after the eighth **day or forty-eighth hour** will be counted as an unexcused absence. All unexcused absences, with the exception of suspensions, will count toward truant hours. Excessive unexcused absences will be referred to the absence intervention team. (See attendance policies.)

### **HOMEWORK REQUESTS**

If a student is absent for two or more days, homework can be requested by calling the attendance office at 653-1414.

### **EXTENDED MEDICAL ABSENCES**

Students with physician excused absences that extend beyond one quarter in length must have all coursework for the time missed completed by the end of the following quarter. Deviation from this policy requires administrator approval.

### **TARDINESS**

Students are to be in their first period class at 7:35 a.m. Students late to school must first stop at the guidance office to pick up a tardy admit. After 7:45 students must check in with the attendance office. A tardy is arriving to school between 7:35 and 9:15 (start of 3<sup>rd</sup> period), without a legitimate excuse. This time does count toward the accumulation of hours missed from school. A detention will be issued for the 3<sup>rd</sup> – 5<sup>th</sup> tardy to school and/or class in a quarter. Further tardies will result in Tuesday Night School. All tardies will be unexcused.

### **LEAVING THE SCHOOL BUILDING OR GROUNDS**

Students must not leave the school building or grounds during the day without permission from the office. In addition, parent/guardian permission is necessary before a student can leave the school. Students who leave and do not have permission from the main office will be considered truant and disciplinary action may occur.

### **ATTENDANCE PRIOR TO A SCHOOL FUNCTION**

Students, unless excused in advance, must be in attendance a minimum of four full class periods in order to attend and/or participate in athletic contests, musicals, plays, dances or any other scheduled school event. Lunch periods do not count as a class period.

### **VACATION POLICY**

1. As per Board policy, extended vacations during the school year are to be discouraged.
2. Teacher comments are to be solicited regarding the effect of any extended absence of individual students.
3. Potential effects of extended absences for vacations will be communicated to parent/guardian prior to the absence.
4. Days taken for vacation purposes will be counted toward the 8-day or 48 hour maximum absence limit in a year.
5. Teachers shall have the option of giving assignments prior to the student's absence and requiring work to be turned in upon completion or waiting until the return of the student and allowing a reasonable time for completion of make-up work.

6. All efforts should be made to prevent vacation requests during semester and final exams.
7. Upon written request or phone call from parent/guardian, a vacation form will be given to the student for teacher and parent/guardian signature. The form must be turned in to the attendance office with the exact dates of absence prior to the vacation. The request will then be approved or denied by the administration.

#### **COLLEGE VISITATION**

Juniors and seniors who maintain an overall minimum GPA of 2.00 and are seriously considering attending college can request a college visitation application in the attendance office. The application must be completed and returned at least five school days prior to the scheduled trip. The trip must be scheduled and completed before May 10th. A summary sheet, with signature verifying attendance, must be filled out and turned in to the attendance office within three days of the college visit. An excused absence will then be issued.

Any days used for college visitation will **not** count towards the 8-day or 48 hour maximum absence limit per year. No more than 3 days for a senior or 2 days for a junior may be used for this purpose.

#### **CAREER /JOB SHADOWING DAY**

Students may be excused for one career/job shadow day per school year. (This includes take your son/daughter to work day.) Application forms can be obtained in the attendance office and must be completed and returned prior to the absence. This day **will** count towards the 8-day or 48 hour maximum absence limit per year.

#### **FIELD TRIPS/CONTESTS DURING THE SCHOOL DAY**

Field trips are an important part of the overall educational process and individual class.

##### **General Field Trip requirements:**

The student needs to:

1. be in good standing academically with no failing grades.
2. be free from disciplinary action – students assigned to ALC or under OSS are not permitted to attend.
3. be free from any major problem during a previous field trip.
4. be caught up in all work if the student has missed five or more days in the current grading period.
5. be responsible for securing missed work prior to the field trip and submitting the work on the due date.

\*Exceptions to the above requirements require prior administrative approval.

### **CHANGE OF ADDRESS**

Any change of address, telephone number or custody of a student during the school year must be reported to the attendance office.

### **GRADING POLICIES**

#### **GRADING SCALE**

<b>Letter Grade</b>	<b>Percentage</b>	<b>Letter Grade</b>	<b>Percentage</b>
A	100-93	C	76-73
A-	92-90	C-	72-70
B+	89-87	D+	69-67
B	86-83	D	66-63
B-	82-80	D-	62-60
C+	79-77	F	59-0

#### **GRADING INFORMATION**

1. All students take both semester and final exams.  
Semester and final exams are not eligible for reassessment.  
Exams missed due to an unexcused absence/truancy will be counted as a missing assessment, equivalent to a zero, with no make-up or reassessment opportunity.
2. Semester averages: use point value of letter grade for each 9 weeks, add 1st and 2nd nine weeks points, double, then add exam and divide by five.
3. Semester credit may not be granted unless:
  - a. the student attains passing grade in 2 of 3 factors for the semester (1st and 2nd nine weeks and semester exam OR 3rd and 4th nine weeks and semester exam) regardless of total points earned.
  - b. all requirements of the course are completed regardless of points earned (requirements: such items as term papers, reports, tests, exams, etc.)

#### **INCOMPLETES (I)/WITHDRAWALS:**

An Incomplete (I) may be assigned by the teacher at the end of a grading period when the teacher does not have sufficient evidence to assign a specific letter grade. Students will have two weeks after the end of the grading period to complete the evidence needed. If the student does not complete the required evidence within the two week time period, the teacher will submit a grade of F. If a student withdraws from a class after the 15th day of a yearlong class or the 8<sup>th</sup> day of a semester class, it will be recorded as a withdraw/failing (WF). Withdrawal from a class before the end of the 15th day of a yearlong class or the 8<sup>th</sup> day of a semester class will be recorded as withdrawn (W). Parent approval is needed to withdraw from a class.

### **GPA/COURSE GRADES**

Urbana High School GPAs and semester grades are computed on a 4-point scale\* using the following chart:

<b>Letter Grade</b>	<b>Point Value</b>	<b>Point Range</b>
A	4.000	3.85 – 4.00
A-	3.670	3.51 – 3.84
B+	3.330	3.18 – 3.50
B	3.000	2.85 – 3.17
B-	2.670	2.51 – 2.84
C+	2.330	2.18 – 2.50
C	2.000	1.85 – 2.17
C-	1.670	1.51 – 1.84
D+	1.330	1.18 – 1.50
D	1.000	0.85 – 1.17
D-	0.670	0.67 – 0.84
F	0.000	0.00 – 0.66

\* The usual GPA calculated according to the UHS grading scale (not included weighted grades) will be used to determine qualifications for honor roll, Academic Achievement Banquet, National Honor Society, etc.

### **HONOR ROLLS**

UHS honor rolls are determined by computer and published at the end of each 9-week grading period. The results are divided by grade level according to the following point average system with no failing grades allowed:

High Honors List	3.75-4.00
Honors List	3.50-3.74
Recognition List	3.00-3.49

To be included in the honor roll a student must have a minimum of 5 grades in subjects that have a credit of ½ or more in value at the time the grade cards are published. Students with an academic dishonesty violation will not be eligible for Honor Roll for the quarter in which the violation occurred.

### **ACADEMIC ACHIEVEMENT BANQUET**

To be eligible to attend the Academic Banquet in May, you must be taking a minimum of five classes through UHS and have at least a 3.3 GPA (4.0 scale) at the end of the third 9 weeks (including semester exams) for the current school year with no “F”, “I”, and / or “WF”. Excessive absences, as defined by House Bill 410 (38 or more hours in one month with or without a legitimate excuse; 65 or more hours in one year with or without a legitimate excuses), and academic dishonesty violations may result in ineligibility for the Academic Banquet.

## PROMOTION POLICIES

The total number of credits earned determines your grade level. You will be promoted to the next grade when you have accumulated the following credits in courses required by your program of study.

### GRADE LEVELS

Freshmen (grade 9) must have 5 credits to become sophomores.

Sophomores (grade 10) must have 11 credits to become juniors.

Juniors (grade 11) must have 17 credits to become seniors.

Seniors (grade 12) must have at least 22 credits to graduate.

### MINIMUM COURSE ENROLLMENT

Students must schedule a minimum of 6 credits and be scheduled for at least 6 classes each day. Students in work-study programs must be enrolled in a minimum of five courses.

### HOME SCHOOL CREDITS

Transfer credits from home schooling will only be accepted as pass/fail. GPA and class rank will be based on classes taken at UHS.

### CREDIT REQUIREMENTS FOR GRADUATION

Subject Area	Credits
English	4
Math	4
Science	3
Social Studies	3
Health	0.5
Physical Education	0.5
Specific Elective *	1
Other Electives*	6
<b>TOTAL CREDITS</b>	<b>22</b>

\*Please refer to the Course Descriptions Booklet for all details.

### CLASS RANKING SYSTEM

Class rank is determined by the weighted scale. Weighted values are given to certain classes with designated grades as stated below. These weighted values will accumulate from grade 9 through 12. Students with an academic dishonesty violation may lose the privilege of being named valedictorian or salutatorian.

**WEIGHTED GPA IS FOR CLASS RANKING PURPOSES ONLY.**

\* College Credit Plus courses will match the maximum weight given in that subject area. For example, a college English course will be Level 3 (5.0) however a college PE course will be Level 1 (4.0)

**WEIGHTED COURSE LEVELS**

**LEVEL 1 (4.0)**

All courses NOT listed in Level 2 or Level 3.

**LEVEL 2 (4.5)**

Honors English 9, 10	Human Physiology
Spanish I, II, III	Honors Biology I
French I, II, III	Chemistry
Honors World Studies	Honors Physical Science
Honors American Studies	Honors Art I, II, III, IV
Honors Algebra I, II	Video Production III
Honors Geometry	Veterinary Science
Music Theory	Science & Technology of Food

**LEVEL 3 (5.0)**

AP English Lit & Comp	Physics
AP Calculus	Pre-Calculus
AP US History	Spanish IV & V
AP US Government & Politics	French IV & V
CCP English	CCP Foreign Language
CCP Math	CCP Science
CCP Social Studies	

**WEIGHTED SCALE**

<b>GRADE</b>	<b>4.0 SCALE</b>	<b>4.5 SCALE</b>	<b>5.0 SCALE</b>
A	4.00	4.50	5.00
A-	3.67	4.17	4.67
B+	3.33	3.83	4.33
B	3.00	3.50	4.00
B-	2.67	3.17	3.67
C+	2.33	2.83	3.33
C	2.00	2.50	3.00
C-	1.67	1.67	1.67
D+	1.33	1.33	1.33
D	1.00	1.00	1.00
D-	0.67	0.67	0.67
F	0.00	0.00	0.00

### **CREDIT FLEXIBILITY/EDUCATIONAL OPTIONS**

State and local policies govern education options. A student pursuing one or another of these options must contact the guidance office for the details.

All educational options (including credit flexibility options) must have prior written approval from Urbana High School to be considered for credit toward graduation. Guidelines and applications are available in the Guidance Office. Credit Flex plans and assessments must be approved, monitored, and verified by the teacher of record.

### **COLLEGE CREDIT PLUS PROGRAM**

College Credit Plus, governed by ODE and the Ohio Board of Regents, allows students in grades 7 – 12, who demonstrate college readiness as determined by the institution, to earn college and high school credits at the same time by taking college courses from community colleges or universities. The purpose of this program is to promote rigorous academic pursuits and to provide a wide variety of options to college-ready students. Taking a college course from a public college or university College Credit Plus is free. If you choose to attend a private college or university, you may have limited costs.

Steps for a student to participate:

- Talk with your school counselor to discuss your interest in taking college courses and how it fits in with your overall academic plan and career goals.
- You and your parent should review the information about the College Credit Plus program located on the Urbana High School website.
- **Attend CCP Information Night** – You and your parent/guardian must attend the informational session about College Credit Plus between October 1<sup>st</sup> and February 15<sup>th</sup>, which will be advertised by Urbana High School. If the student and/or parent cannot attend, an appointment must be made with the school counselor.
- By **April 1**, notify the school counselor, by submitting a completed CCP Intent to Participate document, if you intend to participate in College Credit Plus the following year. After April 1, you will need permission from the school district superintendent to participate.
- You and your parent/guardian should contact colleges for information, application forms, and criteria for acceptance into College Credit Plus. Some materials



are available from the high school counseling office and on college website. You must go through the procedures established by the colleges/universities to apply to College Credit Plus and to enroll in the course(s). You may have to take a college placement test to make sure you are college-ready

- Schedule a meeting with your counselor as soon as you have been accepted and have registered for courses at the college/university to work on your high school schedule and to discuss graduation requirements.
- The student is responsible for providing a copy of current course grade(s), verified by the professor, to the athletic director for athletic eligibility and to the guidance counselor for academic recognition/awards by the high school's established deadlines.

### **RECOGNITION**

Students successfully completing the required courses and credits will become graduates of Urbana High School. Those achieving an accumulative GPA of 3.75 or above will graduate summa cum laude (with highest praises), 3.50-3.74, magna cum laude (with high praises), and 3.0-3.49, cum laude (with praise) and their achievement will be recognized at the graduation ceremony.

### **SCHOLARSHIPS**

Information about many local, state and national scholarships are available in the guidance office and on the guidance website. A faculty scholarship committee decides the recipients of several of the local scholarships, and others are determined by outside committees. They consider your applications and credentials covering your high school career. The scholarships are published on a scholarship list available through the guidance office. However, the basic responsibility of the application rests with the student and parents.

### **IDENTIFICATION OF GIFTED CHILDREN**

Ohio Revised Code specifies procedures for identifying gifted students and notifying parents/legal guardians of this identification.

“Gifted” means students who perform, or show potential for performing, at remarkably high levels of accomplishment when compared to others of their age, experience, or environment and who are identified in one or more of four areas. Areas are designated as: (1) superior cognitive ability; (2) specific academic ability (mathematics, science, social studies, reading or writing or a combination of these skills); (3) creative thinking ability, and/or (4) visual or performing arts ability.

Urbana City School District annually screens and assesses students in kindergarten through twelfth grade to identify those students who fall

within gifted range. One of the purposes of standardized testing is to serve as a screening and/or identification instrument for gifted potential.

A report will be sent to parents of all students taking this test. This report will serve as notification of gifted screening. A separate letter will be mailed to the parents/legal guardians of all who are identified as gifted.

One opportunity for assessment will be provided each semester when such an additional assessment is requested. An appeal will be considered upon receipt of a letter to the superintendent or coordinator of gifted services outlining the nature of the concern.

The district ensures equal opportunity for all students identified as gifted to participate in all gifted services offered by the district.

Brochures and/or District Policy are available. These can be obtained from building administrators, guidance counselors, or from the coordinator of gifted services.

### **IDENTIFICATION OF CHILDREN WITH DISABILITIES**

The Urbana City School District is attempting to locate, evaluate, and identify all children 0 to 21-years-old who are in need of special education and related services residing within the district, including children with disabilities who are homeless or are wards of the state, and children with disabilities attending nonpublic schools as required by the Individuals with Disabilities Education Act (IDEA).

Disability conditions are defined by IDEA and include visual impairments, hearing impairments, autism, cognitive disabilities, emotional disabilities, orthopedic impairments, multiple disabilities, learning disabilities, traumatic brain injury, or speech and language disabilities.

Residents of the Urbana City School District who are parents or guardians of children with possible disabilities may contact the Director of Special Education at 937-653-1408. All information will be treated confidentially.

## **GENERAL INFORMATION**

### **TRANSPORTATION POLICY**

The transportation policies of the Urbana City Schools Board of Education are aimed at providing a safe, efficient and economical method of getting students to and from school. The safety and welfare of student riders will be the first consideration in all matters pertaining to transportation.

Although the school district furnishes transportation, in accordance with state 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.

Transportation on a school bus is a privilege. Students on a school bus are under the authority of the bus driver (ORC 3319.41). Disorderly conduct or refusing to follow the bus driver's directions will be sufficient reason for denying the privilege of transportation. Video cameras are used on school buses and the video may be used for discipline procedures.

For the safety of all students, the following rules will be enforced:

1. Pupils are to arrive at the bus stop **BEFORE** the bus arrives, and wait clear of traffic.
2. Pupils must go directly to the seat assigned them, keeping the aisle clear, and remain seated.
3. Pupils must observe the same conduct as in the classroom and obey the directions of the driver.
4. Pupils must not use profane language.
5. There is to be **NO** eating or drinking on the bus.
6. Pupils must not have tobacco or drugs in their possession on the bus.
7. Pupils may carry only objects on the bus that they can hold on their laps.
8. Pupils are to get on and off the bus **ONLY** at their assigned bus stop.
9. Pupils are not to use any radios on the bus.
10. Animals of any kind are prohibited on the bus.

### **CAFETERIA/ LUNCH PERIOD POLICIES**

#### Procedures:

1. Proceed through food lines quickly and courteously.
2. Eat quietly, observing basic table manners.
3. Place **items in the appropriate waste or recycling containers.**

#### Rules:

1. You may eat in the cafeteria if you bring your lunch from home.
2. No food, snacks or drinks are permitted outside of the cafeteria. Machines for purchase of drinks/snacks may be operating during lunch hours. Items purchased must be consumed in the lunchroom. Students are not permitted to bring in or receive food from area restaurants at lunchtime.
3. No BOOKBAGS or glass containers are allowed in the cafeteria.
4. **Students must remain in the cafeteria or gymnasium during lunch periods. No food or drink in to be taken into the gymnasium.**
5. Students who leave school **grounds on an approved lunch pass through the PBIS program** should remember that school rules still

apply and their behavior must be appropriate (i.e. demonstrating proper respect for persons or property, obeying traffic and parking regulations) or the lunch reward may be removed.

Generally, lunch is closed for students; however an out to lunch pass or front of the lunch line pass may be awarded for students who qualify based on PBIS reward criteria. A parent permission form will be required for the out to lunch pass reward. Out to lunch passes and front of the line passes will be issued through the attendance office. **All students leaving for lunch are to exit and enter only the doors by the main office.** No other doors are to be used at lunch.

Students may, as a result of disciplinary action or inappropriate conduct off school property during lunch, **have a lunch reward removed.** When this occurs, students may not leave the building any time between 7:35 a.m. and 2:35 p.m. and the students must report to the supervisor in the cafeteria or the gym during their lunchtime.

### **NURSE**

The nurse's clinic is open daily from 7:30 a.m. to 3:00 p.m.

If a student wishes to see the nurse during school hours, either from class, lunch or study hall, they **must obtain a pass from a teacher or study hall supervisor and report to the main office.** A student may not see the nurse without a pass unless there is a set of circumstances, which, in the judgment of the nurse and administration, constitutes a good and sufficient cause for not obtaining a pass. Students are to sign in when they arrive to see the nurse.

In the rare instance that the giving of medication during the school day is imperative, parents must provide a written request from the physician. Medication must be provided in its original labeled container, and supply only the amount of medication that is to be taken at school. Medications must be brought to the school by the parent.

Disciplinary actions may be assigned to those students not following these procedures.

### **STUDY HALL RULES AND REGULATIONS**

1. No talking at any time.
2. Students may not leave their assigned seats until they are given permission by the study hall supervisor.
3. Any student wishing to be out of the study hall to go to the library, see the nurse, Guidance Department, Athletic Office, Attendance Office, etc. must first present their pass to the study hall supervisor and sign out. Students may then be permitted to leave study hall.
4. Study hall rules and regulations are subject to revision but reflect school rules and regulations.

**LIBRARY POLICY**

Students will be permitted to use the library one period each day, during a study hall. To do so, the student needs the following:

- a. a library pass signed by the subject area teacher.
- b. an assignment pertaining to the library
- c. student must get the pass during class -- not during study hall.

The library, a resource center for students and faculty, most items can be checked out for a period of two weeks. Overdue charges are five cents per day.

**LOCKS AND LOCKERS**

DO NOT DEFACE LOCKERS. Keep them neat and clean. Students may not use another student’s locker. DO NOT SHARE YOUR COMBINATION WITH ANYONE as this can lead to theft. The Urbana Board of Education assumes no responsibility for valuables kept in lockers. Several times during the school year, a supervised locker clean out may take place.

Lockers are the property of the Urbana Board of Education and school officials retain the right to check all lockers at any time. Pictures, labels, posters, etc. may not be placed on the outside of locker doors. Decorating the inside of locker doors with inappropriate materials, which display pictures and messages about drugs, alcohol and inappropriate/indecent actions and behavior is subject to disciplinary action.

**TELEPHONES AND STUDENT MESSAGES**

The telephones in the office are business phones and should be used by students for emergencies only. Only emergency messages from a parent or guardian will be delivered to students during the school day.

**FEE APPROPRIATIONS**

**Fee waiver information is available in the main office.**

Agricultural Education

Ag. Food & Natural Resources .....	14.00
Animal & Plant Science .....	14.00
Mechanical Principles .....	30.00
Science & Technology of Food .....	20.00
Animal Anatomy & Physiology.....	20.00
Bus Mgmt for Ag & Environmental Systems.....	14.00
Ag Capstone: Hands-On & Inquiry Based Learning .....	30.00
<b>Ag Capstone: Ag &amp; Industrial Power .....</b>	<b>30.00</b>

Business/Technology/Media

(workbooks to be paid for by student, subject to change)

Computer Applications .....	10.00
Web Page Design I, II .....	10.00
Video Productions I, II, III.....	10.00

Accounting II .....	25.00
Multimedia .....	10.00
<u>Fine Arts</u>	
Band, Concert Choir, Climbers Singers .....	15.00
Basic & Adv. Photography, Sculpture.....	10.00
Caricature 1 & 2.....	5.00
All other Art Courses.....	20.00
<u>Family and Consumer Science</u>	
Child Development, College& Career Readiness.....	7.00
Personal Financial Management .....	7.00
Culinary Fundamentals & Principles of Food (Service).....	18.00
Nutrition & Wellness .....	15.00
<u>Marketing Education</u>	
Marketing Research .....	7.00
Marketing Applications .....	7.00
<u>Science</u>	
Physics .....	5.00
Physical Science, Honors Phys. Science.....	10.00
Chemistry, Biology I, Env. Science, Honors Biology I.....	15.00
Human Physiology .....	25.00
<u>General</u>	
Student Planner Fee.....	4.00
Replacement Lunch Pass Fee .....	2.00

**All school fees and fines must be paid if full in order to participate in the Urbana High School Prom and the Urbana High School Commencement Ceremony.**

**PLEASE NOTE** as per ORC 3313.642 “Boards of education...may enforce the payment of such fees and charges by withholding the grades and credits of the pupils concerned.”

**ATHLETIC ELIGIBILITY**

Student interscholastic extracurricular activities in grades 9-12 are required to:

1. Attain a minimum grade point average of 1.67;
2. Comply with OHSAA rules requiring at the end of each grading period that a student earn a minimum of five (5) credits per year toward graduation; and
3. Allow a student to participate if the student has received a failing grade for any class/course in the district's course of study for the previous grading period, provided the student has attained a minimum GPA of 1.67 and earned passing grades in at least five (5) classes that earn credit towards graduation.
4. Students must be covered by adequate insurance with a family accident policy or with a school accident policy.
5. A physical examination is required.
6. All athletic teams have additional guidelines, training rules and regulations, which govern the activities of that team and sport.

A student's grade for athletic eligibility is determined by the grade earned by the student as of the end of the grading period and issued by the teacher at the designated reporting time (Verification of grades – typically two school days after the end of the grading period). Students must pass the equivalent of five full credit courses to be eligible for athletics. Incompletes do not count as passing even if they are later converted to a passing grade. CCP, OHP, and Community School students are responsible for getting an official grade report to the athletic office by the established deadline.

Home-educated students have the opportunity to participate in interscholastic athletics at the public high school located in the parents' residential district. Home-educated students must meet the same eligibility requirement as other students.

The Ohio High School Athletic Association and its handbook of bylaws and sports regulations govern Urbana High School's athletic programs. Additionally the Urbana athletic program, its team guidelines, training rules and regulations are set up according to the Urbana Athletic Handbook.

#### **EMERGENCY DRILLS**

State law requires emergency drills. Instructions are posted in each room. When the fire alarm bell sounds the teacher will direct you to the appointed exit. Move quickly BUT do not run! Move quietly so that you may hear instructions in case of a change from the original plan.

The PA will denote that a tornado alert is in effect and that all students should move to shelter. If students are outside, get into the building as quickly as possible. If you cannot get into the building lay down in any depression or ditch in the ground and face down until the danger has passed. If you are in the building, instructions are posted in each room informing you where you are to go. **ABSOLUTELY NO TALKING!**

#### **NATIONAL HONOR SOCIETY**

Membership in the National Honor Society is one of the highest honors that can be awarded to a high school student. The Society is a national organization, which recognizes students who are superior in scholarship, leadership, character and service. Membership is an honor, not a right, of eligible students, who are selected by a faculty council. Once selected, students have the responsibility to continue to demonstrate the four qualifying ideals of the organization. These are the national standards of NHS:

##### **I. Eligibility and Election**

- A. Membership is a privilege, not a right of the eligible student.

1. Juniors who have a 3.3 GPA after 4 semesters and seniors who have 3.3 GPA after 6 semesters (based on a 4.0 scale) are eligible for membership.
  2. To be selected, a student must be judged as excellent in the following:
    - a. SCHOLARSHIP: intelligent, responsible, involved effort in a challenging variety of courses;
    - b. LEADERSHIP: responsibly fulfilled duties as an officer or group leader in school, church or community (may be seen as a quiet but important model of behavior);
    - c. CHARACTER: honest, responsible, compassionate, moral behavior in and out of school
    - d. SERVICE: helpful, concerned service to school or community (teacher aide, volunteer work, tutor, etc.)
  3. When notified of eligibility, students who wish to be considered for membership must submit activity surveys to the chapter advisor by the designated date. (Deadline: one week following the announcement of eligibility.) Students with questions should contact the chapter advisor for additional information.
  4. Students who return surveys late will not be considered for membership, except in case of excused absences. In such cases, students may turn in the surveys on the day of their return to school.
- B. Led by the chapter advisors, the Faculty Advisory Council of NHS will review the qualifications eligible students: high standards of scholarship, leadership, character and service. A majority vote will be necessary (three of the five members) for a student to be elected.
1. The chapter advisor will direct the meetings of the FAC, but will not vote.
  2. The faculty will be provided with the opportunity to comment on the eligibility of students, but the final choice rests with the FAC.
  3. A 3.3 average alone does not fulfill the qualifications of membership. Scholarship, leadership, character and service are equally important.
- II. Duties of Members
- A. Each member must maintain a 3.3 average.
  - B. All members must comply with school and community laws and rules.
  - C. Each member will receive a copy of the NHS bylaws.
  - D. Members not complying with the bylaws or members not maintaining a 3.3 average will be placed on probation for one quarter. After this time, the delinquent student may be barred from active participation, or, in extreme cases, from



- membership. Certain extreme cases may result in removal from membership without the probationary period.
- E. Members must be full time students (6 courses per semester)

### **WORK PERMITS**

Applications for work permits may be obtained in the attendance office. All school fees or fines must be fully paid or a payment plan arranged before the work permit will be approved.

### **ACTIVITY HIGHLIGHTS**

A complete list of school activities is available and constantly updated online at [www.urbanacityschools.org](http://www.urbanacityschools.org) under the Quick Link “District Calendars.”

### **DANCES**

1. Organizations may request dances. One dance per month may be held in the gymnasium.
2. Students will be required to have all fees paid, or a payment plan in place, and current students may be asked to furnish identification to enter dances.
3. Only UHS students may attend. Exceptions:
  - a. Homecoming dance -- non-UHS students and graduates may attend as a date upon approval of guest application.
  - b. Prom – non-UHS high school juniors/seniors (as determined by credit) and verified high school graduates may attend upon approval of guest application. No high school dropouts may attend, which includes GEDs or high school equivalency exam/diplomas. Freshmen or Sophomores from other schools and UHS may not attend. All fees must be paid in full in order to attend Prom.
  - c. Any guest of a UHS student wishing to attend Homecoming or Prom may not be over the age of 20 at the time of the dance. Identification may be required to show proof of age
4. Students attending school dances should plan on arriving before dance is half over or you will not be granted permission to enter.
5. Students, unless granted special emergency permission, will not be readmitted if they leave the dance.
6. Students attending school dances must park in front of school or along Washington Avenue. Students are not permitted to cruise through parking lots and around buildings or remain in cars on school grounds before or during the dance. Doing so may result in loss of school driving/parking privileges and/or report to police and/or other action.

7. Dances are scheduled to provide a time and place for a wholesome Urbana High School student social activity. Actions and behaviors that do not promote such a wholesome activity will not be tolerated.
8. Dance guidelines including behavior and attire are available in the main office and on the high school website.

### **HOMECOMING**

Homecoming is a highlight of the football season and includes the election of a queen and court. The Urbana City Board of Education and the administration “strongly believe that these young ladies should represent the highest ideals of the school and community.” To this end, the board, administration and student council have approved the following rules to govern election and installation of a homecoming queen and attendants:

1. Students may nominate any girl enrolled at UHS. A nomination may be refused.
  2. The juniors and seniors will elect, by class ballot, candidates to represent them (six juniors and ten seniors).
  3. Following balloting by the entire student body, the three juniors with the largest number of votes will be attendants; the senior girl receiving the most votes will serve as queen, and senior girls with second, third, fourth and fifth highest totals will be attendants.
  4. Student council and its advisor will supervise the election and vote tabulation. Incorrectly marked ballots will be disregarded.
  5. The election will be held two Mondays before homecoming.
- All Homecoming parade floats constructed must follow state fire codes and school rules.

### **STUDENT DRIVING/PARKING**

Driving to school is a privilege, which can be denied if the driver does not assume proper responsibility. Remember, there are limited parking times on public streets. Make sure you obey all parking signs.

Students must submit a parking application form and parking fee to receive a permit to park on school grounds. Students who do not comply with driving/parking regulations may be disciplined, forfeit their parking fee/pass and have their car towed, at their expense, from the school grounds.

Once you park your car in the parking lot or on the street, leave your car. You are not to be in your car at any time except when coming to or leaving from school. Cars parked on school grounds may be searched. **It is highly recommended that vehicles remain locked at all times.**

**ADULT STUDENTS (18 years old and over)**

Only adult students living on their own that have complied with proof of residency requirements (rent receipt, utility bill, voter registration or other) will not be required to have parental permission for absence, field trip consent and other purposes.

**VISITORS**

All visitors are required to check in at the office. **There will be no student visitors allowed in the building during the school day.** Students are not permitted to have non-parental visitors during the school day. Parental visitations to classrooms may be arranged by contacting the building administrator 24 hours prior to the visit.

**STUDENT NETWORK AND INTERNET ACCEPTABLE USE  
AND SAFETY DISTRICT POLICY 7540.03**

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated and transferred in society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The Board of Education is pleased to provide Internet service to its students. The District's Internet system is in accord with its limited educational purpose. Student use of the District's computers, network and Internet services ("Network") will be governed by this policy and the related administrative guidelines, and the Student Code of conduct. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have no right or expectation to privacy when using the Network (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the Network).

The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The instructional use of the Internet will be guided by the Board's policy on instructional materials.

The Internet is a global information and communication network that provides students and staff with access to up-to-date, highly relevant information that will enhance their learning and the education process.

Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

First, and foremost, the Board may not be able to technologically limit access, through the Board's Internet connection, to only those services and resources that have been authorized for the purpose of instruction, study, and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources that have not been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (E.G. filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other materials that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or Director of Technology Services may temporarily or permanently unblock access to sites containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents assume risks by consenting to allow their child to participate in the use of the Internet. Parents are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of electronic communications.
- B. the dangers inherent with the online disclosure of personally identifiable information and,
- C. the consequences of unauthorized access (e.g. "hacking") cyberbullying and other unlawful or inappropriate activities by students online.

Building principals are responsible for providing training so the Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the Board's computer/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social media for personal use from the District's network, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for

such use. Users who disregard this policy may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for

uses of the Internet not authorized by this Board policy and its accompanying guidelines.

The Board designated the Superintendent and Director of Technology Services as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the Network.

P.L. 106-554, Children's Internet Protection Act of 2000  
47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)  
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)  
18 U.S.C. 1460, 18 U.S.C. 2246, 18 U.S.C. 2256, 20 U.S.C. 6777, 9134 (2003)

### **URBANA HIGH SCHOOL CODE OF CONDUCT**

The purpose in listing these violations and their appropriate disciplinary action is to inform students of what is considered unacceptable behavior and of the consequences of violating rules.

The Administration, with input from staff, may choose to refer student conflicts to mediation in conjunction with the issuing of disciplinary consequences. The staff and administration believes that each student is an individual and there are varying degrees of involvement with any violation.

This code is in effect:

1. On school property before, during and after school hours, and within sight of the school building.
2. At a school sponsored or sanctioned event held anywhere.
3. During transition to and from school (from doorstep to doorstep).
4. At outside events where being a student is a requirement for attendance (such as dances and activities at other schools).
5. Off of school property to the extent that the misconduct is connected to activities or incidents which have occurred on

school property, or directed at a district official or employee, or the property of an employee.

**Students and parents/guardians are urged to fully acquaint themselves with the following section of the Urbana High School Code of Discipline.**

#### **SEARCHES**

Administrative officials reserve the right to search the lockers, desks, automobiles and personal belongings of a student on school grounds or at any school activity when reasonable suspicion exists for the maintenance of order, discipline and safety and in the supervision and education of students. If possible, the student's consent prior to the search will be obtained. Be advised that lockers, desks, automobiles and personal belongings are subject to search for contraband, harmful or dangerous substances. In the case of a student not giving his or her consent for personal belonging or automobile search, the parent may be notified and the police may be called to conduct the search. Students are not to share lockers or give out their combinations.

#### **VIDEO SURVEILLANCE & ELECTRONIC MONITORING**

In order to promote student and staff safety, and deter unauthorized access and destructive acts (e.g., theft and vandalism), the Board of Education authorizes the use of video surveillance and electronic monitoring equipment on school property, and in school buildings and school buses. Information obtained through video surveillance/ electronic monitoring may be used to identify intruders and persons breaking the law, Board policy, or the Student Code of Conduct (i.e., it may be used as evidence in disciplinary actions and criminal proceedings). See BOE Policy 7440.01 for additional details.

#### **PENALTIES**

The following penalties may be used for misconduct.

1. Warning
2. Detention
3. Tuesday Night School
4. Alternative learning center (ALC) assignment
5. Out-of-school suspension (OSS)
6. Emergency removal
7. Court referral
8. Community service
9. Alternative consequences and assignment (including loss of privileges)
10. Expulsion

The Administration has the right to alter disciplinary action if the behavior is deemed excessive or continuous.

**After-school detention**

After-school detention will be assigned through the assistant principal and will run from 2:45-3:45 p.m. on Tuesdays and Thursdays, in the study hall room. Students are to collect assignments from teachers prior to the assigned session. After-school detention will be supervised and all students are to follow the rules and regulations provided. Failure to do so can lead to dismissal from the after-school detention session and further disciplinary action. Detentions will be served on Tuesday and Thursday only. A detention can only be rescheduled at the request of a parent in writing or by contacting the assistant principal’s office (653-1414) prior to the detention. A student will not be excused from detention to participate in athletic events or extra-curricular activities. Failure to attend and serve in full after-school detention will result in further disciplinary action, such as additional detention, Tuesday night school, alternative learning center, out-of-school suspension, and/or referral to juvenile court.

Detentions will be accumulated on a semester basis. Continued misbehavior may result in a carryover to the following semester.

1st to 3rd detentions	after-school detentions
4th detention	Tuesday night school
5th detention	1 day alternative learning center
6th detention	2 days alternative learning center
7th detention	1 day out-of-school suspension
8th detention	2 days out-of-school suspension
9th detention	3 days out-of-school suspension and/or court action will be taken

**Tuesday night school**

Students may be assigned to Tuesday night school as an intermediate step between detention and alternative learning center (ALC) in efforts to keep the student from missing instructional time. Tuesday night school will run from 2:45 pm-5:15 pm on assigned days. Students are to collect assignments from teachers prior to the assigned session. Tuesday night school will be supervised and all students are to follow the rules and regulations provided. A Tuesday night school can only be rescheduled at the request of a parent in writing or by contacting the assistant principal’s office (653-1414) prior to the assigned session. A student will not be excused from Tuesday night school to participate in athletic events or extra-curricular activities. Failure to attend or follow rules will result in further disciplinary action.

**Alternative learning center assignment**

Students may be assigned to the alternative learning center upon violation of the code of conduct depending on the offense. Students will be responsible for having an ample amount of assignments to



complete or other work when in the alternative learning center. Schoolwork completed during assignment to the alternative learning center will be credited to the student. Assignment to the alternative learning center will not count towards the 8-day or 48 hour maximum absence limit per year since students are in school doing work.

**Out-of-school suspension**

If a student receives an out-of-school suspension, the student is prohibited from any and all extra curricular activities and is not to be found on the school premises during the duration of the out-of-school suspension. All assessments missed must have a plan for completion developed by the student and approved by the teacher. The assessments must be completed and submitted within three (3) days of the original due date.

**ACADEMIC DISHONESTY/ACADEMIC CONSEQUENCES**

Student cheating is unacceptable behavior that demonstrates both unethical conduct and academic dishonesty. Cheating in any of its forms e.g., copying homework, copying answers from others' tests, plagiarizing, unethically obtaining copies of tests and quizzes before they are administered in the proper classroom setting, aiding or abetting a cheater, the perpetration of other academic fraud, or the attempt thereof constitutes a serious offense, which will result in disciplinary action.

Consequences for academic dishonesty may include any combination of the following: Alternative Learning Center, following the reassessment plan of the teacher, academic probation (which can include loss of academic recognition, lunch pass privileges, loss of field trip privileges, loss of aide privileges, etc.), community service, Tuesday Night School, Out-of-School suspension, and possible recommendation for expulsion. More specific details will be provided to student in writing at the start of the school year and will be available on the high school website.

Teachers may assign academic detentions or Tuesday Night School for failure to meet deadlines and/or complete assessments.

**ASSAULT, PHYSICAL AND/OR VERBAL, TOWARD ADULTS AND STUDENTS**

A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury to another person. A student shall not verbally assault any other person. Students violating this section are subject to major consequences and are assigned according to circumstances.

### **Procedure for Handling Physical and/or Verbal Assault Cases Involving School Employees**

When physical assault on a school employee by a pupil occurs, the employee has the right to defend himself and/or obtain assistance. The principal or person in control of the school shall be immediately notified and the child taken into custody, when possible. In extreme cases, where a deadly weapon was used, or when the child will not submit to reasonable control, the police should be notified upon authorization by the principal, or a member of the staff appointed by him. The parent or guardian should be notified of the incident and asked to remove the child unless in the custody of the police.

When verbal assault by a pupil occurs on a school employee the employee shall notify the principal or person in control of the school. The parent or guardian shall be notified of the incident and be asked to remove the child from the school premises.

The employee shall make a complete report of the physical or verbal assault in writing to the principal. In cases where legal action may ensue, the principal shall obtain a list of the witnesses to the assault and a written statement of what each witness observed or heard. These statements shall be signed, dated and filed. The child shall be placed under suspension and prohibited from all school functions while an inquiry is being held. A principal desiring expulsion should comply with the Board of Education policy regarding expulsion.

### **PERSONAL COMMUNICATION DEVICES/CONTRABAND**

Non-educational items such as electronic games, squirt guns, skateboards, toys, beepers, laser pointers, etc. are to be left at home. Urbana High School permits the use of Personal Communication Devices (PCDs) such as computers, netbooks, tablets, e-Readers, smartphones, **smart watches**, etc. for educational purposes only. All use must be in accordance with the Urbana City School District Acceptable Use Policy, the Urbana High School BYOT (Bring Your Own Technology) Plan, and under the direction of the high school staff. Acceptable Use Policy consent forms must be completed prior to use. The district assumes no responsibility for theft, loss, or damage of personal items, including electronic devices brought to school. Students bringing personal items to school do so at their own risk.

Permissible PCDs are for educational purposes in the classroom and are ONLY permitted at the discretion of the teacher. Use in the offices, library, study hall, cafeteria, and during lunch, are at the direction of the administration and supervisory staff. PCDs must be turned off when not directed for use by the teacher. When the teacher has directed use, PCDs must remain muted/silenced. No voice or text communication is permitted. The use of PCDs is strictly prohibited

during class change times and assemblies, as well as in restrooms and locker rooms.

Inappropriate or unauthorized use of PCDs may result in confiscation of the device and after-school detention, Tuesday Night School, removal of BYOT permission, Alternative Learning Center or Out-of-School Suspension depending on the severity and/or reoccurrence of the infraction. On a first offence the student may pick up the device in the office after school. For subsequent offenses the parent/guardian will be required to pick up the device from the school office at the end of the school day. If instructed to turn over a device to school personnel, students are expected to do so without argument or confrontation.

#### **DAMAGE OR DESTRUCTION OF SCHOOL PROPERTY**

Pupils guilty of destroying, defacing or damaging school property, including textbooks and classroom equipment, shall be required to pay according to the value of the property or the cost of replacement, pursuant to section 3109.09 ORC. Notice of such damage and request for payment shall be sent to the parent or guardian of the pupil by the principal. Pupils are also subject to consequences of following section.

In default of satisfactory settlement, the case shall be reported to the Superintendent of Schools for further action.

#### **Damage, Theft or Unauthorized Possession or Use of Private and School Property**

A student shall not intentionally cause or attempt to cause damage to school or school employees' property. A student shall not steal, attempt to steal or be unauthorized in the possession or use of any such property before, during or after school. Damage, theft or unauthorized possession or use involving any property is the basis for a suspension and/or police contact/charges. Reoccurrence may result in 10-day suspension, police contact and recommendation to superintendent for expulsion. Receiving, selling and/or possession of stolen property are also subject to suspension and/or expulsion.

#### **DISRUPTION OF SCHOOL OR SCHOOL FUNCTION**

Anyone shall not, by use of violence, force, noise, coercion, threat, intimidation, fear or any, cause the substantial and material disruption or obstruction of any lawful mission, process or function of the school.

Neither shall he urge others to engage in such for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process or function of the school if a substantial and material disruption or obstruction is reasonably certain to result from his urging.

While this list is not intended to be all inclusive, the following acts, when done for the purpose of causing a substantial and material disruption or obstruction of any lawful mission, process or function of the school, illustrate the kinds of offenses encompassed here:

1. Occupying any school building, school grounds or part thereof to deprive others of its use
2. Blocking the entrance or exit of any school building or corridor or room therein to deprive others of lawful access to or from or use of the building or corridor or room
3. Setting fire to or damaging any school building or property
4. Firing, displaying or threatening use of firearms, explosives, including fireworks or other weapons or counterfeit weapons or weapon look-alikes on the school premises for any unlawful or unauthorized purpose
5. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school, class or activity or of any lawful meeting or assembly on the school campus
6. Except under the direct instruction of the principal, blocking normal pedestrian or vehicular traffic on a school campus
7. Continuously and intentionally making noise, or acting in any manner so as to interfere seriously with the teacher's ability to teach his class
8. Setting off fire alarms
9. During school hours a student shall not enter any school building other than the one to which he is presently assigned unless approved by the student's principal
10. Hazing of other students
11. Possession of contraband items (see Contraband), mace or pepper gas during school or at any school activity.

Disruptions of school may result in suspension and/or recommendation for expulsion.

#### **DRESS CODE**

The following dress code rules are provided to students to assist them in selecting clothing and grooming practices that shall serve as an indication of their pride in themselves and in their school. These rules should be considered in effect during the regular school day. Any article of clothing or jewelry, which displays, depicts, or promotes alcohol, drug or tobacco materials, violence or sexual innuendo, is prohibited during the school day and at any school sponsored activity.

Final decisions regarding standards of appearance rest with the building principal.

A student should appear at school in clean, comfortable clothing appropriate to his age and activity. Extremes of dress or grooming, though not specifically mentioned here, may be judged disruptive to the classroom atmosphere or contrary to the general welfare. Ohio State Law requires that shoes must be worn (slippers/house shoes are not permitted). Hats, gloves and sunglasses, except with doctor's written prescription, may not be worn inside the building. There shall be no headbands, hats or head coverings worn by either boys or girls. In fact, these items are to be left in the student's locker.

Students may not wear halter-tops, tank tops, shirts that expose the midriff, shirts that are not close-cut at the underarm, tops that expose the lingerie or mesh shirts. All shirts must cover the midriff when both arms are extended straight up and when in a seated position. Low cut necklines will not be allowed. Necklines may not be lower than 4 fingers width when placed on the collarbone. Styles and hemlines constantly change. You are expected to use good judgment, understanding that certain styles and shorter hemlines may not be appropriate for school. All shorts, skirts and dresses must be mid-thigh length (guideline: extend below the fingertips when arms are extended down to the side). Any clothing that is too revealing is inappropriate.

Students who wear shirts and other articles of clothing which display messages and pictures about tobacco, drugs, alcohol, inappropriate and/or indecent behaviors are considered inappropriate. This may include, but is not limited to, names or brands of tobacco and alcohol and the symbols that stand for tobacco, drugs, alcohol and inappropriate and/or indecent actions and behaviors.

A student may wear shorts that show "good taste" in appearance. Short shorts, boxer shorts and pajama pants, are not acceptable. Yoga, spandex, and leggings are not considered acceptable pants and must have appropriate outerwear. Students may not wear shorts, trousers, jeans etc. with holes, tears or patches above the knees. Torn or ragged clothes will be subject to administrative acceptance.

Garments must be worn at a reasonable height on the hips. (**NO DROOPERS.**) Other proper clothing that may be classified as see-through may not be worn without appropriate undergarments.

Discipline consequences may be assigned to a student who is in violation of the above code and the student will have to change clothes, which may mean going home to change clothes and returning to school. Classes missed during the interim will be unexcused.

### **BACKPACKS, BOOK BAGS, LARGE TOTE BAGS**

For safety purposes, all backpacks, book bags, large tote bags, etc. must be stored in the student's locker upon arrival and remain there until the end of the school day.

### **DRUGS AND ALCOHOL**

A student may not possess, use, transmit, distribute or demonstrate "evidence of consumption" of any narcotic or hallucinogenic drug, marijuana, amphetamine, barbiturate, alcoholic beverage, anabolic steroid, counterfeit controlled substances (look-alike drugs), any pill, capsule or substance, legal or illegal, prescribed or over the counter, other intoxicant or drug paraphernalia. It should be noted that the policy extends to any vehicle parked on school grounds or on the street adjacent to school grounds. If suspicion exists about vehicles parked in other location the police may be called to do a search. "Possession" includes and applies to the student's personal belongings; locker, automobile and the guidelines for a search apply.

Students demonstrating "evidence of consumption" of a prohibited substance, is defined as one of the following indicators: odor of substance, red eyes, restlessness, nervousness and unusual or inappropriate behavior such as excessive laughter, depression or blank staring. Students demonstrating "evidence of consumption" will be confronted with the indicators, and if there are no apparent reasons for this condition the student will be given the option to take a substance screening (minimum 10-panel screen) through a licensed vendor, with parent permission, to confirm or exonerate the "evidence of consumption." The substance screening must take place within 24 hours of the documented time of suspicion. Results must be provided to administration within 48 hours of the substance screening. If the student/parent refuses the test, the student may be suspended for 10 days. If the student/parent agrees to the test no disciplinary action will be taken until the results of the test are received. If the test is positive, the substance abuse policy will be put into effect; if the test is negative the school will reimburse the cost of the screening, all events will remain confidential and no record of substance abuse will be recorded. This procedure tries to insure help for a student found demonstrating "evidence of consumption" as opposed to a suspension with no assistance.

In most cases, violation of this policy may result in a 10-day suspension and/or a recommendation for expulsion. If suspended, a student will be referred to the appropriate guidance counselor. The counselor will provide the student and parents with chemical dependency programs for appropriate assessment. If the student

completes the programs recommended treatment, the number of days of suspension may be reduced. The student is to check in with the counselor after returning to school from the suspension. If the recommended treatment is not followed, the entire suspension will be reinstated.

If a student violates this policy a second time, they will be suspended for 10 days with possible recommendation for expulsion. The student may not return to school until they have been assessed by a chemical dependency program and agree to follow recommended treatment. If a student violates this policy a third time with the same school year, they will be suspended for 10 days and be recommended for expulsion. Students suspended or expelled for the use or possession of alcohol or drugs of abuse may be subject to denial, suspension and/or revocation of driving privileges by section 3321.13 of the ORC.

Students participating in extra curricular activities and athletics at Urbana High School are subject to the extra curricular and/or athletic substance abuse policies. Separate meetings and printed information will inform parent and student about pertinent policy.

Use of drugs prescribed for medical purpose by a licensed physician is not considered a violation of this rule if Board policy for medication is followed.

#### **FALSIFICATION OF INFORMATION**

The student will ultimately be held responsible for any forging or falsifying of parent notes, passes or other school documents or information. Students are not permitted to sign as parent/guardian, even with parent/guardian permission. Any falsified signature will not be accepted and will be considered a violation. Violations of this section are subject to major consequences and are assigned according to circumstances.

#### **FIGHTING/UNAUTHORIZED BODILY CONTACT**

Students may not do bodily harm to any person:

- |             |   |
|-------------|---|
| 1st offense | 5 days out-of-school suspension   |
| 2nd offense | 10 days out-of-school suspension and possible police/court referral     |
| 3rd offense | 10 days out-of-school suspension; possible recommendation for expulsion |
| 4th offense | 10 days out-of-school suspension; recommendation for expulsion          |

Students may also be dismissed/removed for the remainder of the day.

## **INSUBORDINATION**

Insubordination has several meanings and escalating consequences:

- Failure to follow directions given by any staff member including teaching staff, bus driver, cafeteria personnel, etc. in a timely manner.
- Leaving school property without permission of the school nurse or school administration.
- Other actions, such as improper behavior, judged by a school administrator as misbehavior not specifically mentioned in any other section in this handbook.

**Gross insubordination** is a severe violation that may result in suspension and/or recommendation for expulsion.

- Use of rude or abusive language, remarks, sound directed toward any staff member at any time or any place.
- Other severe actions judged by a school administrator as misbehavior not specifically mentioned in any other section in this handbook.

## **HARASSMENT/BULLYING**

Harass means “to trouble, to worry, to torment” which results in not only a very personal anguish but also personal and general disruption of the educational opportunities and processes in the school. Harassment may take many forms verbal, written or electronic (including hate speech), physical, or emotional and may include sexual harassment referred to in another section of this book. A student being subjected to harassment should report this to a staff member, preferably the principal.

While the majority of these issues may occur “on school property” or “at school events” it should be noted that discipline-involving bullying may also include where the bullying originates as well as where it is communicated. If the act of bullying occurs off school property/during non-school hours, it may still result in school discipline if there is a disruption in the learning environment in the school setting.

### **Per Urbana City Schools Board Policy**

Harassment, intimidation, or bullying behavior by any student in the Urbana City School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. “Harassment, intimidation, or bullying”, in accordance with R.C. 3313.666 means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students, including violence within a dating relationship, with the intent



to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- A. Causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.

#### **LOITERING**

The school expects that students will not trespass on private property bordering on the school grounds before or after school or during lunchtime. Do not loiter on lawns, steps, sidewalks, neighborhood property or on/along Washington Avenue. Abuse of this rule or damage to private property may result in detention, parent conference, loss of open lunch privileges and/or suspension.

#### **P.D.A. - PUBLIC DISPLAY OF AFFECTION**

Only handholding is permitted.

#### **PROFANE/OBSCENE OR PORNOGRAPHIC CONTENT**

Possession and/or display are major misconduct that may be subject to assignment to the alternative learning center or out-of-school suspension. Examples include, but are not limited to, pictures, publications, gestures, language, text messaging (including "sexting"), video, etc.

#### **PROFANE/OBSCENE OR THREATENING LETTERS/NOTES/TEXTS**

Writing and/or passing such notes (including any electronic communication) subjects student to major misconduct consequences that may include assignment to the alternative learning center or out-of-school suspension.

#### **REPEATED SCHOOL VIOLATIONS**

A student shall not repeatedly fail to comply with directions of teachers, student teachers, substitute teachers, teacher associates, principals or other authorized school personnel during any period of time when he is properly under the authority of school personnel.

The first avenue of approach with regard to disciplinary measures shall be an attempt by the school to arrange parent conferences and/or pupil-

parent-teacher conferences. Every attempt will be made through these conferences to arrive at an acceptable resolution to a particular problem. Repeated violations may result in suspension and/or recommendation for expulsion.

### **SEXUAL HARASSMENT**

This is an expression of sexual discrimination that is seriously addressed in state and federal law. Sexual harassment may include comments about one's body, sexual remarks, jokes or innuendoes, personally intrusive conversations, obscene gestures, staring or leering, inappropriate and unwelcome touching, lifting up skirts or pulling at clothing, whistling or cat calling, pressing for dates or sexual activity, cornering or blocking the victim's passage, molestation, and rape.

Sexual harassment also takes the form of obscene graffiti, displays of pornographic pictures or offensive sex-related objects, and sexual gossip about a victim. This type of harassment can be through comments, gestures, electronic communication etc. Such harassment needs to be promptly reported to school administration. Such harassment will result in disciplinary consequences that may include suspension and recommendation for expulsion.

### **TARDINESS**

A detention will be issued for the 3<sup>rd</sup>-5<sup>th</sup> tardy to school and/or class in a quarter. Further tardies will result in a Tuesday Night School. Detentions issued for tardies will **not** count toward the accumulation of detentions in a semester.

### **TOBACCO**

Students may not use or possess tobacco (including matches, lighters, cigarette look-alikes, etc.) in any form. Possession and/or use of tobacco in any form may result in a 3-day suspension. If the student agrees to complete a stop-smoking program, the suspension may be reduced on a first offense to a 3-day assignment to the Alternative Learning Center. If the program is not completed, the out-of-school suspension will be reinstated. Any 2<sup>nd</sup> violation will result in a 5-day suspension. Any 3<sup>rd</sup> violation will result in a 10-day suspension. A 4<sup>th</sup> violation will result in a 10-day suspension and recommendation for expulsion.

### **TRESPASSING**

No student, without privilege to do so, shall enter or remain upon school property, when the student knows, or reasonably should know, that he or she is in violation of any such restriction.

### **TRUANCY**

A student is absent from school and/or a class without parents' and/or school administration knowledge or permission. Tuesday Night School(s) will be assigned for all truancy. See attendance policies for more information.

### **WEAPONS AND DANGEROUS INSTRUMENTS**

Section 2923.122 ORC states that no person shall carry a dangerous weapon concealed on or about his person. The ordinances of your city define deadly weapons as: any instrument, device or thing capable of inflicting death, designed or especially adapted for use as a weapon or possessed, carried or used as a weapon.

A student shall not possess, handle or transmit any object that can reasonably be considered a true weapon or a look-alike or counterfeit weapon including cap guns, water pistols, mace, pepper gas. This rule may apply to normal school supplies such as pencils or personal effects such as combs, belts, etc. depending upon the use or attempted use.

This rule does apply to any firearm, and explosive, including firecrackers, any knife and other dangerous objects of no reasonable use to the pupil at school. Because of a possible severe result this is considered a major violation and the consequences may be up to a 10-day out-of-school suspension and/or expulsion.

### **OHIO HOUSE BILL 64**

In compliance with the Gun-Free Schools Act, the bill amends the Ohio Revised Code to require one-year expulsions for students who bring firearms to school. Local school districts are required to adopt a policy complying with the federal law and to also supply the conditions under which a school superintendent can reduce the one-year expulsion. The bill also **exceeds** federal law in that it includes expulsions of one year for students who bring **knives** to school. Moreover, students who violate the state law can be temporarily denied admission to a school district if they move from another school district and the expulsion period has not expired.

### **PERMANENT EXCLUSION**

The Board may seek the permanent exclusion of a student 16 years of age or older who is either convicted in criminal court or adjudicated delinquent by a juvenile court of any of the following offenses that occur on school grounds or at school function:

1. illegal conveyance or possession of a deadly weapon or dangerous ordinance, carrying a concealed weapon, aggravated trafficking, trafficking in drugs, trafficking involving the possession of a bulk

amount of controlled substance or the sale of a controlled substance and/or

2. aggravated murder, murder, voluntary or involuntary manslaughter, felonious or aggravated assault, rape, gross sexual imposition or felonious sexual penetration, if the victim is a District employee.

In addition, complicity in any of the above acts may be the basis for permanent exclusion. See Board Policy File = 5610.01

#### **APPEAL PROCEDURE**

Should a student or a student's parent(s) choose to appeal the suspension, he/she must do so within 10 days of the notice of a suspension. The procedure for such is provided in procedures approved by the Board. All witnesses are sworn and a verbatim record is kept of the hearing, which may be held in executive session at the request of the student or his/her parent(s). The student may be excluded from school during the appeal process. See Board Policy File = 5611