

ATTENDANCE GUIDELINES

Absence from School

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in school during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

A. Attendance Procedures

1. Parents or legal guardians or adult students (18 or older) are expected to inform the school of a student's absence. Please call the school (462-8308) between 7:30 a.m. and 9:30 a.m. the day of the student's absence. The school will contact the homes that have not reported the intended absence. The purpose of these calls is not to excuse the student from school but rather to protect the family from a potential missing child situation. These procedures are outlined in Ohio Law (O.R.C. 3313.205). Students who have been absent must provide documentation to verify absences either through a note signed by their parent or guardian or themselves if they are adult students or via a note from a doctor, dentist or other professional. These notes should be turned in to the main office before school takes up the morning following the absence. The note should include the student's full name, dates of absence, reason for absence and the parent's signature. The school reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence. Absences without a written reason are automatically unexcused. Parents and students are encouraged to make every attempt to schedule appointments after school hours. Appointments which must be scheduled during the school day will be excused for 1/2 day only unless there are extenuating circumstances.
2. A properly documented excused absence will permit the student to make up work missed during the time of absence. The length of time allowed in which a student may turn in work missed because of excused absence shall be one day for each day missed. An excused absence does not release the student from responsibilities for tests or projects due on the day of his/her return to school if the student knew of the responsibility before the absence and the class activities of the day missed do not directly affect those responsibilities. The responsibility for getting assignments and making up work missed shall rest with the student.
3. Unexcused absences: The Southeastern faculty believes in the value of students completing all assigned work including work missed through unexcused absence. Therefore, all work missed through unexcused absence should be completed. Rather than the student receiving a zero on work missed through unexcused absence, partial credit will be granted. Students who fail to make up work within the guidelines above shall receive a zero for all work missed.

B. Regulations governing excuses for "PAST ABSENCE" from school: (O.R.C. 3321.04: EDb-215-14 92 a, b).

1. The explanation of each past absence shall be made by the parent or guardian or adult student to the Superintendent of Schools or to the Superintendent's designee to approve or disapprove past absences.
2. An excuse for absence from school may be approved on the basis of any one or more of the following conditions. Unless otherwise noted, all other reasons for past absence are inexcusable:
 - a. Personal Illness—The approving authority may require the certificate of a physician if s/he deems it advisable.
 - b. Illness in the Family—The absence under this condition shall not apply to children under fourteen years of age.
 - c. Quarantine of the Home—The absence of a child from school under this condition is limited to the length of quarantine as fixed by the proper health officials.
 - d. Death of a Relative—The absence arising from this condition is limited to a period of three days unless a reasonable cause may be shown by the applicant child for a longer absence.
 - e. Home Work due to Absence of Parents or Guardians—Any absence arising because of this condition shall not extend for a period longer than that for which the parents or guardians were absent.
 - f. Observance of Religious Holidays—Any child of any religious faith shall be excused if his absence was for the purpose of observing a religious holiday consistent with his/her creed or belief.
 - g. Emergency—Emergencies or any set of circumstances which in the judgment of the Superintendent of Schools constitutes a good and sufficient cause for absence from school.

C. Regulations governing excuses for "FUTURE ABSENCE" from school: (Ohio Administrative Code 3301- 5 - 13)

1. Certain situations not listed under Section B nevertheless warrant an excused absence. Excuses of this nature may be secured by the student upon completion of the "Special Request for Absence" form, and a conference with and approval of the principal or his/her designee a minimum of three school days prior to the day to be dismissed. All work should be made up in advance or the student shall receive a zero for all work missed. Future Absences are strongly discouraged and may not be approved when requested for the last week of a grading period.

2. No single permit for the absence of a child for a future absence may be issued for a period of more than five days. No more than six days will be granted for various reasons of parent-verified absence (future or past) in one school year.
3. An excuse for future absence from school may be approved on the basis of any one or more of the following conditions. Unless otherwise noted, all other reasons for future absence are inexcusable:
 - a. Farming—Absences for farming, directly and exclusively for parents or guardians, can be approved for students 14 years of age or older. From one to five days of emergency absence for such work may be granted by the principal.
 - b. Youth Organizations—Absences for Vocational Agriculture trips, 4-H Conferences, Boy Scout Congresses, and similar organizations shall be approved by the principal only after a discussion with the leader or teacher concerned.
 - c. College Visitations/Job Shadowing—Absences to visit colleges for seniors and juniors or job shadowing for sophomores and freshmen shall be approved by the principal or guidance counselor based upon the merit of each individual case. As a general guideline, seniors may be granted two days and underclassmen one day without being counted absent. Visits exceeding these limits may be granted in special circumstances but they will count as days absent. A student must have an appointment with an admission officer or other official prearranged before such an excuse will be approved. College visits and/or job shadowing days should not be used on Fridays or Mondays or days prior to or after holiday vacations. Job shadowing must be with someone other than a parent or guardian. No more than four students may be dismissed any given day. Visitations during May will be approved only in extreme situations.
 - d. Family Vacations—Absences for family vacations may be excused a maximum of five (5) days to accompany parents or guardians on a vacation.
 - e. Job Interviews—Seniors may be granted excused absences during the last nine-weeks grading period for the purpose of attending a job interview.

D. Limits to Absenteeism

1. Students are allowed three (3) absences a semester to be excused by parent or guardian or adult student verification; therefore, a doctor's or other appropriate professional's verification should always be secured when available. After these three days, a doctor's or other appropriate professional's verification will be required for all additional absences to be excused in that semester. If such verification is not provided, the absence will be counted as unexcused.
2. Any past absence of four (4) or more consecutive school days will require a doctor's or other appropriate professional's verification. If such verification is not provided, the absence will be counted as unexcused.
3. Unexcused absences are subject to the provisions of the student conduct code in regards to truancy. After the first (1) unexcused absence per semester, the student will be notified and counseled in hopes of helping him/her solve the attendance problem.

A student will be considered *habitually truant* if the student is absent without a legitimate excuse for five (5) or more consecutive school days, for seven (7) or more school days in one (1) month, or twelve (12) or more school days in one (1) school year.

A student will be considered *chronically truant* if the student is absent without a legitimate excuse for seven (7) or more consecutive school days, for ten (10) or more school days in one (1) month, or for fifteen (15) or more school days in school one (1) year.

If a student is habitually truant and the student's parent has failed to cause the student's attendance, the Superintendent or his/her designee may file a complaint with the Judge of the Juvenile Court and/or to take any other appropriate intervention actions.

If a student is chronically truant and the student's parent has failed to cause the student's attendance, the Superintendent/designee may file a complaint with the Judge of the Juvenile Court.

In order to address the attendance practices of a student who is habitually truant, the following intervention actions may be taken:

- a. Assign the student to a truancy intervention program.
- b. Provide counseling to the student.
- c. Request or require the student's parent to attend a parental involvement program.
- d. Request or require a parent to attend a truancy prevention mediation program.
- e. Notify the Registrar of Motor Vehicles of the student's absences.
- f. Take appropriate legal action.
- g. Assignment to an alternative school.

The Superintendent is also authorized to establish an educational program for parents of truant students which is designed to encourage parents to ensure that their children attend school regularly. Any parent who does not complete the program is to be reported to law enforcement authorities for parental education neglect, a fourth class misdemeanor if found guilty. Whenever any student of compulsory school age has ten (10) consecutive days or a

total of fifteen (15) days of unexcused absence from school during any semester, s/he will be considered habitually absent. The Superintendent/designee may inform the student and his/her parents, guardian, or custodian of the record of excessive absence as well as intent to notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court of the student's excessive absence.

4. The record in regards to past absence will be considered when application for future absence is made. Students with excessive past absences may be denied excused future absences.
5. **ABSENCES DURING SEMESTER EXAMS:** All absences that occur during semester examinations must have a doctor's note to be excused. Obvious emergency situations that arise may be exempt. Excused "Future Absences" will not be granted during this time.
6. Students enrolled in work-study programs are not permitted to work on days they are absent from school. The student or parent should notify their employer.
7. Students with excessive absences, excused or unexcused, may be denied field trip privileges. Frequent absences disrupt the educational process and are a burden for the teachers. We will not add to this burden by sending students with excessive absences on field trips. As a general rule, three or more absences per grading period will be considered excessive.
8. **REGULATIONS IN REGARD TO ATTENDANCE AT OR PARTICIPATION IN EXTRA-CURRICULAR SCHOOL ACTIVITIES:** If a student is absent for any reason for any part of the day, s/he may not attend nor participate in any activity that day unless an unusual circumstance has occurred, which may include doctors' appointments or family circumstances. A student who misses **any** portion of the school day must have permission from the office to participate in any school activity for that day. If it occurs on Friday, the student must have the principal's permission to participate in Saturday's activities. Students whose absence is excused must be present at least one half day in order to participate. Students with unexcused absences as determined by the administration shall be declared ineligible.
9. Daily time limits
 - a. A student must be in attendance a minimum of 3 hours to be counted as present for 1/2 day.
 - b. A student who misses a portion of a school day that does not fall within the guidelines of tardy to school, will be counted as 1/2 day absent.

O.R.C. 3313.664, 3321.01 et seq., 3321.13(B)(2), 3321.19, 3321.191, 3321.22, O.R.C. 3321.38, 3331.05 A.C. 3301-35-03(G), 3301-47-01, 3301-51-13

Late Arrival and Early Dismissal

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the District. The Board of Education recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day. As agent responsible for the education of the children of this District, the Board shall require that the school be notified in advance of such absences by written or personal request of the student's parent, which shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the principal.

Perfect attendance is defined as being present at school every day, all day, between the hours of 8:25 and 2:45 (no more than 5 tardies or early releases per year).

If one (1) parent has been awarded custody of the student by the courts, the parent of custody shall provide the school with a copy of the custody order and inform the school in writing of any limitations in the rights of the non-custodial parent. Absent such notice, the school will presume that the student may be released into the care of either parent. No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her. No student shall be released to anyone who is not authorized such custody by the parents.

Tardiness to School (Late Arrival)

- A. Students who enter their first period class after the last chime of the tardy bell will be counted as tardy to both school and to class.
- B. Students who enter the building after the tardy bell has chimed must report to the Principal's office before reporting to class. There s/he will sign in and be issued an admit pass.
- C. Students who report to school after 8:40 a.m. will be counted as 1/2 day absent.
- D. On the fifth (per semester) and subsequent tardies, one (1) day of Saturday Detention will be issued. After ten (10) tardies the student will be reported to the Clark County Truant Officer.

- E. Tardies are not excused or unexcused. Students will occasionally be late for legitimate reasons; however, five tardies per semester is considered excessive. If a student reaches that level, s/he will be assigned to Saturday Detention.

Release from School (Early Dismissal)

- A. Dismissal during school hours for any reason upsets the student's normal schedule and it is not encouraged. Students and parents should arrange for appointments on weekends or after school whenever possible. Whenever a student has missed school and has been under the care of a doctor or dentist, the student should bring a note from the doctor or dentist.
- B. Illness at School
1. Students who become ill at school may rest in the Clinic if they first secure permission from the office.
 2. Students too ill to remain in school may obtain permission to return home after the parents have been contacted from the office. If transportation is necessary, it shall be provided by the parent.
- C. Release Procedures
1. When a student needs to be released from school early, s/he must bring a note to school and present this to the office before the tardy bell rings. The student's name and time of dismissal will be placed on the attendance sheet.
 2. The person to whom the student is to be released must report to the Principal's Office, be identified, and sign the student out of the building.

Withdrawing from School

A student under the age of 18 shall not be permitted to withdraw from school unless one of the following applies: S/he is

1. moving out of state
2. transfers to another approved school
3. has been granted an Age and Schooling Certificate
4. has properly enrolled in and is attending an approved program

If a student withdraws for any other reason, the superintendent may notify the Ohio Department of Motor Vehicles and the Judge of the Juvenile Court. Necessary forms must be completed by the parent or guardian for students under 18 years old.

If a student must withdraw, s/he shall notify the Guidance Office. Necessary forms must be completed by the parent or guardian for students under 18 years old. When withdrawing from school, a student must turn in all books and materials furnished by the school and pay all fees due.

EXTRACURRICULAR ELIGIBILITY

Eligibility Standards

The following are eligibility standards for participation in all extra-curricular activities for Southeastern High School:

A student must be passing a minimum of five (5) credits (2½ per semester). A student must also have a 1.3 grade point average and no more than one F to participate. There is a weekly eligibility check of grades during each grading period.

If the weekly check determines that a student has more than one F, the student will be placed on a probationary period for the following week during which time s/he may participate in extra-curricular activities. The eligibility week will run from Monday to Sunday.

If the eligibility check for the following week shows that the student still has more than one F, the student will be ineligible to participate in any extra-curricular activity and may be ineligible to participate in field trips until such time that s/he is meeting the minimum requirement.

A student who fails to meet the eligibility requirements at the end of the grading period will be ineligible to participate in any extra-curricular activity the following grading period in keeping with the eligibility requirements of the Ohio High School Athletic Association. If a student is ineligible for the quarter but raises his/her grades by the end of the quarter, s/he may be reinstated on the fifth day of the next quarter or grading period.

Extra-curricular is any activity, event, or organization that does not grant the student graduation credit. Currently, the following would be considered extra-curricular when applying the above definition:

Football, Volleyball, Cross Country, Golf, Basketball, Baseball, Softball, Track, Tennis, Soccer, Cheerleading, Plays (musicals or dramas), Dances, Quick Recall, National Honor Society, Student Council, Student Aides, S.A.D.D., F.E.A., Class Officers, Prom Committees.

GENERAL INFORMATION

After-School Hours

Southeastern High School encourages students to become involved in extra-curricular activities. However, appropriate supervision can be provided only for students who are involved in a school-sanctioned activity or attending a public function. Otherwise, students are not to be in the building or on school property after school hours.

Announcements

Announcements will be listed in the daily bulletin and read over the intercom once per day. Announcements should be written neatly on the forms available in the office, signed by a teacher, and turned in before the morning tardy bell.

Assemblies

Assemblies offer unique educational, cultural and entertaining experiences and are considered a vital part of each student's education. Students who disrupt this opportunity for others through misconduct will be disciplined. Students should always be courteous and attentive to the participants. Students are to sit in the area assigned to their class and are not to leave the program until formally dismissed by the person in charge. Attendance is mandatory unless otherwise designated.

Cafeteria Expectations

Students should walk to the cafeteria, wait their turn in the line, be polite and mannerly, and use a normal tone and level of voice. Books and/or bookbags should be placed neatly on the bookshelves. Students buying only a la carte items are asked to always use a paper plate so as to help control the crumbs at the tables. All waste materials and trays should be deposited in the designated areas. There will be NO LUNCH ROOM CHARGES!

Closed Noon Hour

All students will have lunch in the cafeteria. There will be a split lunch period. The gym will be open for recreation. Students will remain in the building or in the courtyard. Students are not to be in the halls of the second or third floors during the lunch period. Students are not to congregate in the hall at the stairs near the Family and Consumer Sciences rooms, Central Office, or in the hallway outside study hall. It is the responsibility of all students to report to class on time.

Dances

Attendance at dances is limited to Southeastern High School students and one guest each. A guest must be a high school student or older. A guest is to be registered in the office the week before the dance. Students must remain in the dance area. Once students leave the dance, they will not be readmitted and must leave the school grounds. Students must be academically eligible to attend and participate in the drug-testing program.

Driving to School

Students driving to school must park in the student parking lot behind the football bleachers (sophomores and freshmen) or along the chain link fence in the main parking lot (seniors and juniors). Students may not park in the faculty parking area. Once students have entered school grounds, they may not stay in their cars nor leave until school is dismissed. When entering or leaving school, keep your speed down to 5 miles per hour.

If you must go to your car during the school day, secure permission from the principal's office. Students who do not abide by these rules will have their driving privileges suspended and/or face other consequences. The school is not responsible for

damage to any automobiles. Students must register their automobiles to receive a parking permit in the office and make notification if a different vehicle is driven. Students must participate in the drug-testing program in order to park their cars on District property.

Drop-off and Pick-up Procedures

In order to make traffic flow more smoothly and to make the parking lot as safe as possible for all students, the parking lot shall be reserved during the peak times of 7:45 – 8:10 a.m. and 2:45 – 3:15 p.m. for students/employees who park their cars.

Parents/guardians dropping off students in the morning or picking them up in the afternoon should not enter the parking lot during these times. **Students can be dropped off or picked up at the street entrances on Church Street or Jamestown Street.** The loading zone directly in front of the high school is reserved for school buses only during these times.

Drug Testing (Random)

1. A Statement of Need and Purpose

The Southeastern Local School Board recognizes that observed and suspected use of alcohol and illicit drugs by Southeastern students is a serious concern. Likewise, students using illegal drugs pose a threat to their own safety, as well as to that of other students. As a result, a program of deterrence (BOE Policy 5530.01) has been instituted as a proactive approach to a truly drug-free school. The purpose of this program is fourfold:

1. To provide for the safety of all students;
2. To undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs;
3. To encourage students who use drugs to participate in drug treatment programs; and
4. To prevent the impact drug and alcohol use has on the learning centers of the brain allowing students to achieve their full academic potential while a student within Southeastern Local Schools.

The program is non-punitive. It is designed to create a safe, drug-free environment for students and assist them in getting help when needed. No student will be penalized academically for testing positive.

2. Procedure

Informed Consent for Testing – At the beginning of each year or season, students and parents/guardians will complete and sign the Consent Agreement. No student may participate and/or receive a parking permit until this form is properly executed and on file with the Athletic Director or the Principal.

Urine Drug Testing – At the beginning of each year/season or when a student moves into the District, all students wishing to participate in athletics, extra-curricular activities, or park on District property may be subject to urine testing at parent/guardian/student expense for illicit or banned substances. Following initial testing, up to 20% of eligible students will be randomly tested per testing session throughout the school year. Any student who refuses to submit to urine drug testing will not be allowed to participate in extra-curricular activities, athletics, or park on District property.

Any student selected randomly for urine drug testing who is not in school on the day of testing will be tested at the next available testing time. Students not able to provide an adequate urine specimen at the testing time will be unable to participate or park on District property until the proper specimen is provided.

Confidentiality – All drug test results are considered confidential information.

First Positive Result – A positive result or an altered sample will constitute a first positive. Violations will result in the completion of a drug/alcohol program as recommended by the school administration and submission to a minimum of two follow-up drug tests, all expenses paid by the parent/guardian/student. Parking privileges on District property and participation in non-athletic extra-curricular activities will be denied for thirty school days. Athletic consequences are addressed in the Athletic Handbook.

Second Positive Result – A second positive result will result in the participant being barred from participation in any athletic activity, extra-curricular activity, and/or parking on District property for one calendar year. The student will continue or repeat the two necessary follow-up drug screens at parent/guardian/student expense.

Third Positive Result – A third positive result will result in the student being barred from participation in any athletic or non-athletic extra-curricular activity and/or parking on District property for two calendar years.

Reinstatement - The student may apply for reinstatement of athletic eligibility after two calendar years. The reinstatement process will include

- a. The student's notification to the athletic director of her/his desire to apply for reinstatement.
- b. A faculty council, consisting of five teachers previously appointed to select and hear appeals to the National Honor Society, will make a decision for or against reinstatement based upon the following criteria:
 - Behavior (discipline records, citizenship)
 - Academics (grades, eligibility)
 - Attendance
 - Attitude

- c. The student must submit to and pay for a total of four (4) drug tests (two each semester) during the school year in which permission to participate is granted.

3. Testing Year – The testing year begins the date the first activity for the upcoming school year commences and continues for 365 days thereafter.

Emergency Medical Authorization

In the event emergency medical treatment for a student is necessary, the school will adhere to the instructions on the emergency medical authorization form completed annually by parents/guardians.

Any time a student or a group of students is taken out of the District to participate in a school event, the staff in charge of the event must take the Emergency Medical Forms for those students. This includes, and is not limited to, students involved in music trips, athletic trips, field trips, and academic contests. This does not include student spectators at events.

Whenever it is necessary for staff members to use emergency procedures in order to care properly for a student, they are to follow the procedures described in the administrative guidelines and are not to abide by any "Do Not Resuscitate" (DNR) agreement that may exist for a student, unless ordered to do so by a court of law. O.R.C. 3313.712

Errands

No student should be sent from school grounds to perform an errand or act as a messenger except with the approval of the principal, and then for only urgent and necessary school business. No student should be sent on errands within the school grounds unless the errand meets the educational objectives of the District.

Family Educational Rights and Privacy Act—Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Southeastern Local School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, Southeastern Local School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Southeastern Local School District to include this type of information from your child's educational records in certain school publications. Examples include: A playbill, showing your student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets, such as for basketball, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require educational agencies receiving assistance under the *Elementary and Secondary Education Act of 1965* to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.¹

If you do not want Southeastern Local School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 1. Southeastern Local School District has designated the following information as directory information: Student's name, address, telephone listing, email address, photograph, date and place of birth, major field of study dates of attendance, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, the most recent educational agency or institution attended. (20 U.S.C. 7908 and 10 U.S.C. 503)

Fees

The Board of Education shall annually adopt a student fee schedule. Students will receive an itemized statement of the fees they owe early in the school year. Fees are to be paid in the office before school or during lunch period. School fees include, but are not limited to charges for the following: required workbooks and instructional materials, deposits collected for the use of school property, field trips, participation in extra-curricular activities, class supplies, graduation fees, school record fees, school health service fees

Guidance Services

The guidance office is available to give students whatever assistance possible in matters of personal adjustment to school and community living as well as to provide information and assistance in forming college and vocation plans. The guidance department also maintains a varied testing program as a method of helping student decision making. Students are encouraged to visit the guidance office during study hall time. In matters of personal emergency, students can report to the guidance office at any time during the school day.

Gymnasium Usage

Students shall not walk on the gym floor with their street shoes at anytime, including after school activities. Only clean gym shoes should be worn when playing on the gym floor. Students will enter the gym only with proper supervision during approved times and shall abide by posted rules.

Immunization

Each student should have the immunizations that are consistent with Board Policy 5320 or have an authorized waiver. If a student does not have the necessary shots or waivers, the superintendent may remove the student or require compliance with a set deadline. This is for the safety of all students.

Intervention Period

Intervention Period is a short period during the lunch hour. Special help will be provided during this period in the areas of math, reading, writing, citizenship, and science competency. Various other club meetings and activities will occur at this time as well. If a student is not involved in any of these activities, he/she will report to an assigned study area. Students may be dismissed from attending Intervention if s/he earns all A's or High Honors on the previous grading period.

Library

The library is to be used for reference work, and leisure reading. The library is an extension of the study hall; therefore, everyone must recognize the need for a quiet atmosphere and observe the standard library rule of silence. The library will not be a place to discuss personal matters and visit with friends. Some general rules to remember include:

- No one will leave to go to lockers, use the phone, etc. If there is a need to visit the Guidance Office, do so before coming to the library.
- Students with more than one study hall may enter the library from study hall only one period per day unless reference work is assigned.
- Textbooks and homework are to be left in the study hall.
- Whenever a student leaves the library, he/she must be checked out by the librarian or a library aide to be sure that any library material he/she is taking out of the library has been properly signed out.
- A student must have a note from a teacher indicating reference work is to be completed in order to receive priority use.
- Library use by students who are failing in one or more subjects may be limited. The librarian and/or principal will use their discretion in determining what is appropriate in each individual case.

Locating Information and School District Policies

In an effort to keep both parents and community informed of the current Board of Education Policies governing our school district, the following website is provided: www.neola.com/southeasternlocal-oh/.

Sharing our school district policies with you helps to keep our community informed while saving taxpayer dollars in duplication costs. Please see the secretary for a copy of a particular Board Policy, in the event you do not have access to a computer. While there is no charge for the first 10 pages, a charge will be imposed for all pages after ten.

Lockers

All lockers and other storage areas provided for student use remain the property of the district. These lockers and storage areas are subject to inspection, access for maintenance, and search. A student using the locker or storage area has no expectation of privacy in that locker or storage area or the contents contained therein. No student shall lock or impede access to any locker or storage area except with a lock provided by or approved by the principal. Unapproved locks will be removed

and destroyed. The principal may search student lockers and storage areas and the contents at any time for any justifiable reason. Guidelines for the use and care of lockers:

- Students may only use their lockers before school, during lunch, and after school.
- Students are not to mark on their lockers. Any pictures or posters hung in the locker should be appropriate for the school environment.
- Nothing may be exhibited on the outside of the locker except school spirit-related items.
- Students are expected to clean all tape and tape marks from their lockers at the end of the year.

Medication

The Southeastern Local Board of Education recognizes that many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that will not hinder the health or welfare of others.

1. The school nurse, administrator, teacher, counselor, or secretary appointed by the building principal will supervise the security and proper storage and dispensation of medication. The drug must be received in the container in which it was dispensed by the prescribing physician or licensed pharmacist.
2. Written permission must be received from the parent or guardian of the student requesting that the school district comply with the physician's order.
3. The school principal or other designated individual must receive and retain a statement which complies with O.R.C. 3313.713 and is signed by the physician who prescribes the drug. This statement is to include the medication to be administered (by name, dosage, time (s) of day, special instructions, dates to begin and cease medication, reasons for its use, where adverse reactions are to be reported, physicians name and phone number, and student's address).
4. The parent, guardian or other person having care or charge of the student must agree to submit a revised statement signed by the physician who prescribed the drug to the principal or other designated individual if any of the information originally provided by the physician changes. A new statement must be submitted at the beginning of each school year.
5. No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will be considered a "Major Discipline" issue (see Conduct Code—Major Infraction).
6. Students are permitted to carry and use, as necessary, an asthma inhaler or epi-pen, provided the student has prior written permission from his/her parent and physician.

Passes

Teachers will use discretion when issuing passes. Students shall not be in the hall without a pass unless the office or counselor requests students from class.

Personal Appearance

Education implies a process of growth involving the whole student. While the most important emphasis is given to intellectual growth, opportunities are available for social, cultural and recreational activities. We believe that it is important for students to develop good dress and grooming habits that will be of value to them after graduation. The following is an emphasis upon moderation so that extreme dress and grooming does not hinder the educational process.

- A. General Policy: Dress or appearance that constitutes a threat to student health or safety, disrupts the educational process, damages school property, or is blatant exhibitionism shall be prohibited.
- B. General Code:
 1. Clothing that is dirty, ragged or questionably pictured and/or worded is not permitted. Ragged clothing includes jeans with holes or worn very thin. Questionable clothing includes but is not necessarily limited to: advertisements or mention of alcoholic beverages, drugs or smoking; profanity; sexual connotations; violence; gang affiliation or activity; controversial slogans such as swastikas or confederate flags; slogans that suggest any of the above including concert T-shirts.
 2. Pants shall be worn at the natural waistline. Pants that leave undergarments, including boxer and athletic shorts, exposed are in violation of this rule.
 3. Pajamas or other sleepwear are not permitted. Undergarments of any type may not be worn in place of an outer-garment. For example, boxer shorts as shorts or a sports bra as a shirt.
 4. Extremely short skirts, dresses and shorts are not permitted. A length no shorter than one's extended fingertips is offered as a general guideline. However, no garment shall be more than 4 inches above the knee. Shorts are to be loose fitting and have a tailored bottom. Cut-off shorts are not acceptable. Long shorts underneath a short that by itself is too short, are not acceptable.

5. Students may have the top two (2) buttons (collar button and the next one) of their shirt unbuttoned, or the equivalent thereof open. Shirts with extremely low necklines or that expose bare midriff or back are not allowed.
6. Sleeveless shirts must be tight fitting around the arm. Tank tops, muscle shirts, sundresses, and similar clothing cannot be worn.
7. Any type of see through clothing, including mesh, is not permitted.
8. Hats and sunglasses are not to be worn inside the building during the school day.
9. Extreme hair ornaments, colors, or lengths that are a hazard or a distraction from the educational process are not permitted.
10. Facial hair must be neatly trimmed, not to exceed ½" in length.
11. Jewelry that pierces the body other than acceptable earrings is not permitted. Earrings that hang down more than two inches from the earlobe are considered distracting and a potential safety hazard; therefore, they are not permitted.
12. Shoes must be worn at all times.

Consequences

Students who fail to follow any of the above guidelines and rules, may be subject to any of the following punishments, depending on the seriousness: reprimand, detention, demerits, Saturday Detention, suspension and/or other punishment deemed appropriate by the teacher and/or principal. See the "Student Conduct Code" for greater detail in regards to consequences for inappropriate behavior.

Study Hall

With very few exceptions every student will have one study hall each day. Effectively used, the study hall becomes one of the most important periods in the students' school day. The study hall is a place of individual work and therefore students may not study together unless special permission is granted by the study hall monitor.

The study hall monitor is there to help all students and cannot devote large portions of time to one or two individuals. The following common sense rules should be followed:

1. Students with notes from teachers to excuse them from study hall must give their note to the monitor before the bell rings. If the bell has rung, students must wait until attendance is taken and then present the note to the monitor.
2. Anyone wishing to sign out must wait quietly in their seats until after attendance is taken. This includes students going to the library.
3. Students will not leave the study hall during lunch period.

Rules:

1. Only one person at a time may go to the restroom. (Signing out is not permission to leave, a student must ask the study hall monitor for permission.)
2. No talking without permission from the monitor. Conversation must be school related.

Students who fail to follow these study hall guidelines or misbehave may be issued demerits. Demerits will be removed at the end of a grading period. A severe clause is always in effect. If the monitor feels the behavior warrants it, the student may be sent immediately to the office.

Technology Acceptable Use and Internet Safety

Students and their parents/guardians must agree to the terms and conditions of the Southeastern Local Schools Technology Acceptable Use and Internet Safety Policy before the students are given computer access and a user account.

The Southeastern Local School District reserves all rights to any material stored in or transmitted through the District network and will remove any material which the District, at its sole discretion, believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable, without prior notice. No user shall have any expectation of privacy regarding such materials.

The use of the computer network and Internet is a privilege, not a right, and as such, may be restricted or revoked by the District at any time for any reason. A user who violates this Policy, may at a minimum, have his or her access to the computer network and Internet terminated. A user violates this Policy by his or her own action or by failing to report any violations by other users that come to the attention of the users. Southeastern Local Schools may also take other disciplinary actions in such circumstances as determined by the administration.

The District and/or Network does not warrant that the functions of the system will meet any specific requirements the user may have, or that it will be error free or uninterrupted; not shall it be liable for any direct or indirect, incidental, or

consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the network.

The Southeastern Local School District reserves the right to include in this policy additional undesirable and/or prohibitive activities without notice.

Personal Responsibility

The student accepts personal responsibility for appropriate use of all resources, and will assist in keeping software and equipment working. The student will report any misuse of technology hardware, network, software, and Internet resources to a school administrator.

Computer/Network

The student understands that:

- a. s/he is responsible for his/her account and is responsible for its proper use at all times. The student will keep his/her personal account passwords private. The student shall use this system only under his/her own account. The student will not misrepresent other users or post information anonymously. The network should not be used in such a way that it disrupts the use of the network by others, including the disruption of class.
- b. the use of the computer and/or network is not for financial gain or for any commercial or illegal activity.
- c. use of these resources must be in support of the educational goals and objectives of the school district. As such, this access will: (1) assist in the collaboration and exchange of information, (2) facilitate personal growth in the use of technology, and (3) enhance information gathering and communication skills.
- d. copyrighted material may not be placed on the system without the administrator's permission. Copyright law and license agreements will be followed. Absolutely no installation of any programs or plug-ins may be performed without specific permission from the district technology personnel.
- e. vandalism results in the cancellation of the his/her privileges and may result in possible legal action. Vandalism includes, but is not limited to, uploading/downloading any inappropriate material, creating or transmitting computer viruses, "worms," and/or any malicious attempt to harm or destroy equipment, materials or the data of any other users.
- f. s/he will report any security problem or misuse of the network to the teacher, media specialist, principal or technology personnel.

Internet Guidelines/Communications

The Southeastern Local School District in combination with Miami Valley Educational Computer Association will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors

- a. Do not reveal your personal home address, phone number, social security number, credit card numbers or those of other persons. Do not arrange a face-to-face meeting with someone you "meet" on the computer network.
- b. Note that electronic mail (e-mail) is not guaranteed to be private.
- c. Users are expected to keep messages brief and use appropriate language. Do not use profanity, obscenity or other language, which may be offensive to other users.
- d. Use online etiquette. Do not type messages in all capital letters. This is considered "shouting" in telecommunications. Use your best grammar and spelling in messages. *Avoid language that may be offensive to other users.*
- e. Users shall not transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment or disparagement of others based on their race, national origin, citizenship status, sex, sexual orientation, age disability, religion or political beliefs.
- f. Users shall not read or attempt to access other users' mail or data files: they shall not attempt to interfere with others users' ability to send or receive electronic mail, nor shall attempt to read, delete, copy, modify or forge other users' mail or data files.
- g. Users shall not download, install, or play games on the computers.
- h. Users must follow sign-in procedures to use any lab computers.
- i. Users shall not "chat" online with others.
- j. Users will report any questionable site to a teacher or administrator.
- k. Users will not sell or buy anything over the Internet.
- l. The student understands that there is the potential to access materials inappropriate for school-aged pupils. If the student finds such a site s/he will stay away from this site and report it to a teacher or administrator.
- m. The student will not gain unauthorized access to other computers or computer systems, or attempt to gain such unauthorized access.

Use of Student Names, Pictures, and Original Work

The Southeastern Local School District will allow the use of photographs of students, names of students, and displaying original work of students on web sites in accordance with the following guidelines (See Board Policy 7540):

- Identifiable photographs of students and/or student's first names may be placed on the Internet only after the appropriate release form has been signed by the parent or guardian, or permission is indicated on the Acceptable Use and Internet Safety Agreement Form.
- Last names of students and students' e-mail addresses should never be used.
- Original work by students such as art work, poetry, essays, performances, etc. may be placed on the web site only after the appropriate release form has been signed by the parent or guardian, or permission is indicated on the Acceptable Use and Internet Safety Agreement Form.

The approved website by the Southeastern Board of Education is not for profit and is used solely for the promotion of school activities.

Telephones and Other Electronic Communication Devices

There is a public pay telephone in the lobby. It is for general use by students. It may be used before school, during lunch and after school. Approval may only be granted from the office for use at other times. The office phone is for emergency use only.

Cellular phone use is permitted in the lobby or courtyard before school, during the student's lunch period, and after school. The cell phone is to be turned OFF (not just placed on vibrate or silent mode) and out of sight at all other times during the school day and on regular school bus routes. The use of cellular telephones and other PEDs in locker rooms, classrooms, and/or bathrooms is prohibited. Improper use of cell phones may result in confiscation and/or other disciplinary action.

We understand that the promotion of academic excellence and the preservation of academic integrity may be compromised by the unregulated use of Personal Electronic Devices (PEDs) during the instructional day, at assessment and evaluation times.

A PED is defined as a portable electronic handheld equipment that can be used for the purpose of communication, entertainment, data management, word processing, wireless Internet access, image capture/recording, sound recording and information transmitting and/or receiving. PEDs include any current or emerging handheld technologies or portable IT systems (including laptops). Students may not use a PED on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

The requirement that cellular telephones and PEDs must be turned off will not apply in the following circumstances when the student obtains prior approval from the building principal:

- The student is using the cellular telephone or PED for an educational or instructional purpose with the teacher's permission and supervision.
- Other reasons or circumstances as approved by the building principal.

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

Violations of this policy may result in disciplinary action (see Demerit System) and/or confiscation of the device and returned only after the student complies with any other disciplinary consequence that is imposed. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity.

The School District is not responsible for preventing theft, loss, damage, or vandalism to cellular telephones or PEDs. Parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use school phones to contact parents/guardians during the school day.

Textbooks

Textbooks are a big investment on the part of the Board of Education and the taxpayers of our community. Textbooks are loaned to students for their use during the school year. Proper care of the books is the students' responsibility. Free book covers are provided through the courtesy of several local businesses. Students are expected to use book covers on all texts.

Students who lose, deface, or damage books so as to render the book useless will be charged a sum of money equivalent to the replacement value of the book as defined in Board of Education policy. Fines for textbooks that have been damaged but are repairable shall be levied according to the following scale:

| | |
|---------------------------|----------------------------|
| Writing in book | \$5.00 |
| Malicious writing in book | 10.00 to replacement value |
| Torn pages | 10.00 to replacement value |
| Broken binding | 10.00 to replacement value |

Student grades and/or diplomas will be held until any applicable fines are paid. There will be no charge for normal wear.

Vending Machines

Vending machines are located on the first floor near the locker room area. THE MACHINES ARE PLACED THERE AS A PRIVILEGE FOR ALL STUDENTS TO ENJOY. IF THE FOLLOWING RULES ARE NOT FOLLOWED, THE MACHINES MAY BE REMOVED.

- These machines are placed here for student use after school only. Purchased goods will be confiscated from any student violating this rule.
- Keep soda and snacks on the first floor only.
- Do not take soda into carpeted areas.
- Dispose of waste materials properly.
- If a spill does happen, seek out a custodian to find you the tools to clean up the mess.
- Soda and/or snacks are not to be taken on the school bus!

Visitors

All visitors are required to report to the office upon entering the building. Parents and guardians are always welcome at school. At the same time, in order to protect the educational programs of the schools from undue disturbance:

- A visitor must have approval from the principal to see a student in school. If an emergency situation requires that a student be called to the office to meet with a visitor, a school administrator will be present during the conference.
- Students are not permitted to leave the school with anyone who is not clearly identified as his/her parent or an appropriately authorized person.
- Students may not bring guests to school.

GRADING GUIDELINES

Southeastern students are expected to make their best effort to achieve academic success. Students are encouraged to take pride in their work and to strive for excellence. One important way of measuring the degree of success is through grading.

Grading Scale

All subjects will be graded with letter grades A, B, C, D, or F. Plus and minus values will be added to the letter grade as outlined below. The following will be considered in grading: ability, daily work, class participation, homework, special projects and test scores. The testing program for a term, nine (9) weeks grading period, must include one (1) major comprehensive evaluation with the results being averaged as a proportionate part of the grade for the grading period.

In order to gain as much uniformity and consistency between the grade levels and among teachers, the following grading scale and point values for determining grade point averages has been adopted. The following courses at Southeastern High School have been designated as "Honors Classes:" AP English, AP History, Pre-Calculus, AP Calculus, Advanced Biology, Physics, Anatomy and Physiology, Spanish III/IV. These courses are given a weighted point value when determining grade point averages.

| <u>PERCENT</u> | <u>LETTER GRADE</u> | <u>POINTS PER CREDIT</u> | <u>HONORS POINTS PER CREDIT</u> |
|----------------|---------------------|--------------------------|---------------------------------|
| 99 - 100 | A+ | 4.33 | 5.33 |
| 96 - 98 | A | 4.00 | 5.00 |
| 93 - 95 | A- | 3.67 | 4.67 |
| 91 - 92 | B+ | 3.33 | 4.33 |
| 88 - 90 | B | 3.00 | 4.00 |
| 85 - 87 | B- | 2.67 | 3.67 |
| 83 - 84 | C+ | 2.33 | 3.33 |
| 80 - 82 | C | 2.00 | 3.00 |
| 77 - 79 | C- | 1.67 | 2.67 |
| 75 - 76 | D+ | 1.33 | 2.33 |
| 72 - 74 | D | 1.00 | 2.00 |
| 69 - 71 | D- | 0.67 | 1.67 |
| 68.99 & Below | F | 0.00 | 0.00 |

The formula for determining the grade point average (GPA) will be total points earned divided by the total credits attempted. These totals will be based upon the sum of the values from the semester grade in each subject.

Grade Determination Policies

- A. Semester grade:
 1. Each grading period will count 2/5 of the semester average
 2. A semester exam will count 1/5 of the semester average
- B. Final grade:
 1. Each semester average will count 1/2 of the final grade for a year course.
 2. A semester average will be the final grade for a semester course.
- C. Failure Rules:
 1. A student who fails both grading periods of a semester will receive an "F" for the semester regardless of the semester exam grade.
 2. A student who fails the last semester of a year course or the last grading period of a semester course will automatically fail the course, regardless of first semester average or second semester exam grade.
 3. If a student earns an F in 3 out of the 4 nine-weeks' grades, the student fails for the year.

Semester Exams

- A. Semester exams will be given during extended class periods.
- B. Scheduling of exams:
 1. Exams shall be given on 2 days.
 2. Students who are not scheduled for an exam shall report to study hall for study. Absolutely no one is allowed in the halls except at the end of the exam period.
- C. Exclusion from semester exams:
 1. Courses such as band, choir, physical education, keyboarding, and art may be excluded from exams.
 2. Only under extreme extenuating circumstances, as approved by the principal, will a student be excluded from an exam.
 3. Students may be excused from one exam of his/her choice for each quarter of perfect attendance during the current school year. Students may also be excused from one exam for each semester of perfect behavior (no discipline/demerits, etc.). Because we know that good attendance is necessary to be successful in all walks of life, we take it as our responsibility to set high standards. Perfect attendance is defined as being present at school every day, all day, between the hours of 8:25 and 2:45 (no more than 5 tardies or early releases per year). Perfect attendance is rewarded intrinsically with higher grades, personal satisfaction, and better classroom participation; and extrinsically, by being excused from final exams and recognition at an awards assembly. This reward recognizes the achievement of perfect attendance, it is not an entitlement.
 4. Students may not be excused from an exam which will determine passing or failing a class.

D. Make-up exams:

1. Students have one week to make up semester exams provided they had an excused absence on the day of the exam.
2. At the end of one week if the exam is not made up the student will receive an "F" for an exam grade and the final grade will be determined as stated above.

Exam Schedule

| Day 1 Exams | Day 2 Exams | Time |
|---------------|----------------|------------|
| First Period | Third Period | 8:00-9:29 |
| Second Period | Fourth Period | 9:32-11:01 |
| Lunch | | |
| Fifth Period | Seventh Period | 11:59-1:28 |
| Sixth Period | Eighth Period | 1:31-3:00 |

Incompletes

A. Definition

If an assignment is not completed at the end of the grading period the assignment shall remain due, the grade issued shall be "I" indicating "Incomplete," and the student shall be so informed. Semester exams are required assignments. Failing to take a semester exam will thus make the student incomplete for the course. Parents will also be advised of the "I" grade. The final determinant for meeting course requirements shall be the teacher. An "I" grade carries no credit. If the "I" grade remains, no semester or yearly credit will be received for the course.

B. Eligibility Status

1. Students who have missed several days for a medically excused illness or injury will have one day per day absent plus 5 school days to resolve their incompletes. For these students, "I" will be treated as "passing" when determining eligibility for extracurricular activities until their 9 weeks grades are determined. If they fail to complete the work in the prescribed time period, "I" becomes "F" and the eligibility for the next 9 weeks is determined accordingly. Incompletes not following an extended illness:
2. Students who are issued an "I" for a reason other than a medically excused extended illness, must resolve that "I" within 5 school days from the end of the grading period. For these students, an "I" will be counted as an "F" in the weekly eligibility check for participation in extracurricular activities. If the student fails to complete the work at the end of 5 days, the "I" becomes an "F." At the end of the 5-day period, their eligibility for the nine-weeks will be determined based on their revised grade.
3. Exceptions. It should be noted that extenuating circumstances will be considered for both groups of students; however, any request from a student, parent or teacher to vary from these guidelines must be approved in advance by the principal.

Cheating

In the pursuit of academic excellence, each student is expected to be properly motivated by the desire to learn. Each student is to rely not only on intelligence and industry, but also on a sense of honesty and character. The student who puts forth his/her best effort, on a consistent basis, will learn subject matter and will learn to take pride in the work accomplished.

Each student must do, and take credit for, his/her own work. Whether homework, test, quizzes, or other academic assignment, Southeastern High School will tolerate only honesty in the student's academic pursuits. Cheating is defined as any act by which a student improperly uses the work of another for his/her own gains, provides one's own work to another, uses any form of plagiarism, or uses unauthorized notes or questions during a test. Initial cases of cheating will be handled by the individual classroom teacher although the incident will be reported to the principal and recorded in the student's discipline record. Any additional incidents of cheating will then be addressed under the provisions of the "Student Code of Conduct."

Homework

Southeastern High School recognizes that most student failures are directly related to incomplete homework assignments. Homework is a valuable, integral part of the learning process; part of the implicit contract of learning is that a student must do homework. Toward this end, a Homework Intervention policy has been implemented in the district, along with the use of student assignment/organizer books.

Homework Intervention will be held after school, Monday through Friday, 3:15 p.m. until 4:00 p.m. Students are to be present the entire time of the detention, and are responsible for bringing additional work as needed. The demeanor of the study hall will be one of silent, individual work.

Students will not be excused from Homework Intervention. A student who fails to do homework is failing in his or her basic contract with the school to learn and grow. Tardiness or failure to attend Homework Intervention will be considered a truancy and may result in a Saturday Detention. Chronic failure to complete homework or attend Homework Intervention will be considered insubordination.

Teachers will determine acceptable completion of homework. Students will receive 24-hour notice of intervention. Assignment to Homework Intervention will not be changed. Students who are absent from school on a day that they have Homework Intervention will serve the day they return. Students may also attend voluntarily for a quiet workspace. Homework may constitute, but is not limited to, reading and/or study assignments, practice problems, lab reports, projects, essays, and/or worksheets. The teacher will determine acceptable completion of homework. Students are to complete homework during Homework Intervention and turn it in to the monitor, who will place it in the teacher's mailbox. Teachers will deal with made-up homework according to their individual policies.

Each student at Southeastern High School will receive a Student Assignment/Organizer Book containing the student handbook and a calendar for organizational purposes. Students are encouraged to write down daily assignments in each class.

Students who accumulate unexcused absences from Homework Intervention are subject to the following progressive consequences:

- First unexcused absence = 1 Saturday Detention
- Second unexcused absence = 2 Saturday Detentions
- Third unexcused absence = 1-day suspension (may be in- or out-)
- Fourth unexcused absence = 3-day out-of-school suspension
- Fifth unexcused absence = 5-day out-of-school suspension
- Sixth unexcused absence = 10-day out-of-school suspension

Interim Reports

Interim Reports will be sent home approximately at the midpoint of the grading period. These reports are to help the parent or guardian stay informed about his/her student's progress. The report will indicate if the student is in danger of failing the course for that nine-week period. It is at this time that contact with school officials should be made. Parents who have questions about the reports should contact the school immediately. Parents or guardians are to sign and return all interim reports.

Report Cards

Report cards are distributed on Friday following the close of the nine-week period. It is the student's responsibility to take them to his/her parents or guardian. The cards need not be returned to the school. The final report card will be mailed. Students with unpaid fees, library books overdue, and other obligations will not receive their grade card until such obligations are cleared. The cards can also be picked up in the office beginning on the Friday one full week after the final day of school.

Awards and Recognition

A. Honor Roll

There are three levels to the quarterly Honor Roll. To earn "Honors" a student must have a grade average for the term equal or greater than 3.00 and no grade lower than C-. To earn "High Honors" a student must have a grade average for the term equal or greater than 3.50 and no grade lower than C-. Students with all grades equal or better than A- will earn the "All A" level. Honor roll students will be recognized at the end of each of the first three grading periods

B. National Honor Society

The National Honor Society is a national organization which recognizes outstanding high school students. Our Southeastern chapter taps new members the second semester of each year.

Purpose

The purpose of the organization is to create enthusiasm for scholarship, stimulate a desire to render service, promote leadership, and development character in the students of Southeastern High School.

Membership

Membership in the organization is based on selection by the faculty council and acceptance by the student. Membership is an honor, not a right, and not subject to due process.

Selection Procedures

To be eligible for selection a student must be a junior or a senior with a 3.33 or higher cumulative grade point average, must have been a student at Southeastern High School for at least one semester, and must be enrolled in at least four academic classes per year. Students attending joint vocational school must have received four academic credits each year they attended the high school. (Academic classes include language arts [including foreign language, mathematics, science, social studies, and computer science.]

After the fifth semester for juniors or the seventh semester for seniors, eligible students will complete and return information sheets provided by the adviser. All faculty members will be given the opportunity to evaluate all candidates in the areas of leadership and character.

The five-member faculty council shall select members based on the effective demonstration of scholarship, service, leadership, and character by a majority of votes cast. The final decision rests with the faculty committee for screening candidates.

C. Academic Letter

Students who achieve the honor roll each of the four grading periods will receive an academic letter.

D. OHC All-Academic Team

The Ohio Heritage Conference recognizes outstanding student athletes through membership on the Ohio Heritage All-Academic Team. To be selected a student must be on the honor roll the two of the first three grading periods of the school year and earn a varsity letter during the school year.

E. *Strive For Excellence!* Awards

Faculty members select students who have displayed such qualities as attentiveness, preparedness, enthusiasm, continual improvement, good citizenship, leadership and character. A student must have earned a C or better grade average in the class to be considered for the award. Winners receive school crest medals at the end of the year awards assembly.

SCHEDULING & GRADUATION REQUIREMENTS

Graduation Requirements

A. To be eligible for graduation, a student must have completed the subject requirements as established by the State Department of Education and a minimum of twenty-two (22) units of credit. Normally, both four years and the completion of the required number of minimum units of credit (22) are required for graduation from the Southeastern High School. The minimum requirements for graduation are:

- 4 units of English (required: English 9, 10, and 11)
- 3 units of Science
- 3 units of Math
- 3 units of Social Studies (1 unit must be American History and 1 unit must be American Government)
- ½ unit of Quest
- ½ unit of Consumer Economics (may also be counted as an elective in Social Studies)
- 1 unit of Fine Arts
- 1 unit of Health and Physical Education
- Pass all 5 parts of the Ohio Graduation Test (OGT)

B. Each student should register for at least six (6) credits per year.

C. The high school principal shall certify to the Board of Education the eligibility of each graduate prior to the awarding of a diploma.

D. Diploma with Honors

The student who completes the **high school academic** curriculum shall meet at least seven of the following eight criteria:

1. Earn four units of English;
2. Earn at least four units of mathematics which shall include algebra I, algebra II, geometry and another higher level course or a four-year sequence of courses which contains equivalent content;
3. Earn at least four units of science including one unit of physics and one unit of chemistry;
4. Earn four units of social studies;
5. Earn either three units of one foreign language or two units each of two foreign languages;
6. Earn one unit of fine arts;
7. Maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year; or
8. Obtain a composite score of 27 on the American college test's ACT assessment (excluding the optional writing test) or a combined score of 1210 on the College Board's SAT verbal and mathematics sections (excluding the required writing section).

E. Special Conditions:

1. Military personnel seeking a high school diploma shall meet the unit and subject requirements of Section A above.
2. Correspondence course credits will be accepted toward graduation in accordance with minimum standards, EDb 403-01 (I), as established by the State of Ohio, Department of Education.
3. Special Education Programs—students who have successfully completed the Special Education program and completed the basic minimum units and subject requirements shall be granted a diploma. The transcript of credits shall note that graduation was based on completion of the Special Education curriculum.
4. Alternative for earning a diploma when a student does not pass all 5 parts of the OGT: The student must have
 - Met all other graduation requirements
 - Passed 4 out of 5 tests
 - Missed “proficient” score by 10 points or less on the test not passed
 - Maintained an attendance rate of 97% each year; no expulsions
 - A 2.5 G.P.A. in courses of the test not passed
 - Completed the high school curriculum requirements in the subject area
 - Participated in at least 97% of the school’s available intervention programs
 - Letters recommending graduation from the principal and each teacher in the subject area

Promotion

Classification at the high school level shall be based on the Carnegie Units or academic credits earned by each student.

- Freshman - promotion from the eighth grade.
- Sophomore - a minimum of five and one half (5½) units earned.
- Junior - a minimum of eleven (11) units earned.
- Senior - a minimum of sixteen and one half (16½) units earned.

A high school student shall not be considered to be a sophomore, junior or senior unless he/she has met the minimum state requirements and earned the minimum credits stated above. In order to run for class office or to participate in class activities such as the prom, an individual must have earned enough credits to be placed at that grade level and have spent at least the minimum corresponding number of years enrolled in the high school to have earned the grade level. (i.e. a third-year student with 16½ credits is considered a junior, not a senior)

Early Graduation

The Board of Education acknowledges that some students seek to pursue educational goals that include graduation from high school at an earlier date than their designated class. Application for early high school graduation must be submitted to the high school principal in a timely fashion. The principal may honor this request if all conditions for high school graduation are met and the student fulfills the high school graduation requirements. Students should see the guidance counselor for further application information.

Auditing Courses

Generally speaking, students will be permitted to audit a course only if the student has previously taken the course for credit and current course enrollment is below capacity. Other audit requests will be considered on individual merit and a decision made by the principal whether to allow or deny the request. Final grades in an audited course are determined by averaging the grades earned the second time the course was taken with those earned the first time. Application forms are available in the guidance office.

Course Change/Drop Policy

Careful planning must be given when registering for courses. Hours of time go into the preparation of the school schedule; therefore, once registration has occurred, changes will not be permitted unless one of the following criteria are met:

1. The student's original course requests cannot be granted
2. Master schedule conflicts prohibit scheduling the request
3. Teacher recommendations
4. Academic reasons (insufficient skills to complete the work, etc.)
5. Students may add a course from study hall in the first week of the class providing room is available in the desired class.

A student must obtain a course add/drop permission form from the guidance office and have the form signed by his/her parents before a schedule change will be considered. Final approval or denial of changes rests with the principal. All schedule changes will be considered within the first two weeks of the semester. Any change granted after the second week will require a parental conference with the counselor and/or principal and will probably result in a withdrawal failure.

STUDENT CONDUCT CODE

Philosophy

Education cannot proceed without an atmosphere of good order and discipline necessary for effective learning. Good education is largely dependent upon the maintenance of effective learning conditions within the classroom. Successful and continued maintenance of these classroom conditions is dependent upon good judgment and compassion by the teacher, understanding and leadership by the administrators, and support of the Board of Education, the parents and the students.

As a working definition, good order and discipline may be described as the absence of distractions, frictions, and disturbances which interfere with the optimum functioning of the student, the class, and the school. It is also the presence of a friendly yet businesslike rapport in which students and school personnel work cooperatively toward mutually recognized and mutually accepted goals.

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words "safe" and "orderly." Discipline is within the sound discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation. This section provides a list of major areas that could result in disciplinary action. An explanation of each behavior and possible consequences is also listed. The absence of a behavior or any specific action from the list does not mean that such conduct does not violate the discipline code or cannot be punished. No form of violence, disruptive or inappropriate behavior, or truancy will be tolerated.

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

The Superintendent shall hold all school personnel, students, and parents responsible for the conduct of students in schools, on school vehicles, and at school-related events. Student conduct shall be governed by the rules and provisions of the Student Code of Conduct/Student Discipline Code. R.C. 3313.20, 3313.534, 3313.66, 3313.661

General Behavior

Public education is both a privilege and a right of young adults; however, it is not an absolute right. The school must be concerned with the individual and his/her welfare, but in working with the individual, must at all times be concerned with the welfare of the group.

The faculty and administration desires to always work with the student body in an adult manner. Successful adults respect and obey the laws of the society in which they live. It is expected that Southeastern High School's young adults will respect and obey the following guidelines:

- Be courteous & respectful to classmates and school employees
- Report to class on time
- Be prepared for classroom instruction
- Have permission before using school materials & equipment
- Respect the authority of school employees & follow directions
- Be honest with yourself & others

Each student is required to maintain a high standard of self-discipline outside as well as within the classroom. The following rules are not intended to be all-inclusive but are intended to give the student knowledge of some specific expectations:

- Speak in a conversational voice.
- Avoid unusual or excessive noise.
- Place trash in the wastebaskets provided throughout the building.
- During the school day, food and candy is restricted to the cafeteria. After school food and drinks are restricted to the first floor halls, the lobby and the locker rooms.
- Use of the vending machines is restricted to after school.
- Public displays of affection including holding hands, hugging, etc. are not permitted.

Responsibilities and Rights

A. Board Policy Statement

Students attend Southeastern Schools under the direction of state law and with the full benefits of constitutional protection for their rights as citizens. They therefore can act, speak, or behave as young citizens within a large scope of options. This code, published in conformity with O.R.C. 3313.661, specifies the school's expectations. Pupils have a right to reasonable treatment from the school and its employees. The school, in turn, has a right to expect reasonable behavior from students. Freedom carries with it responsibilities for all.

The Principal is charged with the proper enforcement of discipline in the total school setting. S/he has the discretionary authority to use disciplinary measures to correct student behavior.

The rules and standards set forth apply to conduct on school premises or on school buses or involving school property, to conduct off school premises, which directly affects other students or the school, and to conduct at school functions of any kind. Any conduct which causes or which creates a likelihood that it will cause disruption or interference with any school function, activity or purpose, or creates a likelihood that it will interfere with the health, safety or well-being, or the rights of other students is prohibited.

B. Title IX Student Grievance Procedure

All students shall be allowed to participate in all curricular and extra-curricular programs under the direct or indirect sponsorship of the Board of Education. No student shall be excluded from, denied the benefits of or subjected to discrimination on the basis of sex. Exceptions shall be allowed by administrators only on the basis of physical, safety, and moral limitations or legal prohibitions. Any student who feels that he/she has been discriminated against may appeal for relief through the procedure outlined in Board Policy 2260. The student should consult the guidance counselor or principal for an explanation and assistance with the procedure.

C. Searches of Students

Searches of a student's person, his/her personal possessions, vehicle, or his/her locker shall be permitted when the principal has documentable information and a reasonable suspicion exists that the student is concealing materials, the possession of which is prohibited by federal, state or local law or school rules. Board Policy 5771.

D. Anti-Hazing Policy

It is the policy of the Southeastern Local Board of Education, and the School District, that hazing activities of any type that are inconsistent with the educational process shall be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Administrators, faculty members, and all other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing or planned hazing. If hazing is discovered, involved students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing activities immediately. All incidents shall be reported to the Superintendent. Administrators, faculty members, students, and all other employees who fail to abide by this policy shall be subject to disciplinary action, and may be liable for civil and criminal penalties in accordance with Ohio law.

E. Sexual and Other Forms of Harassment Policy

The Board of Education recognizes that a student has the right to learn in an environment untainted by sexual or other forms of harassment or discrimination. Offensive conduct which has the purpose or effect of unreasonably interfering with learning performance or creating an intimidating, hostile, discriminatory, or offensive learning environment disrupts the educational process and impedes the legitimate pedagogical concerns of the District. Sexual and other forms of harassment will not be tolerated.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature. Other prohibited harassment includes conduct which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive learning environment on the basis of gender, religion, race, color, national origin or ancestry, age, disability, marital status, and/or any other legally protected characteristic.

Dating violence is a form of harassment and is defined as a pattern of behavior where a person uses or threatens physical, sexual, verbal, or emotional abuse to control the person's dating partner (any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long-term). (Substitute House Bill 19)

"Bullying" is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent and can be physical, verbal, electronically transmitted, psychological, attacks on property or a combination.

Cyber-bullying is electronically transmitted bullying and includes, but is not limited to, the use of e-mail, cell phone and pager text messages, instant messaging, defamatory personal web sites, and defamatory online personal polling web sites. Examples of cyber-bullying include, but are not limited to,

- posting slurs or rumors or other disparaging remarks about or misleading or fake photographs of a student or staff member on a web site or weblog
- sending e-mail or instant messages that are mean or threatening or harassing
- Using a camera phone to take and/or send embarrassing photographs

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

The harassment or bullying by a student of a staff member, fellow student of this District, or third party (e.g. visiting speaker, athletic team member, volunteer, parent, etc.) is strictly forbidden. Anyone who is found to have harassed a staff member, student, or third party, will be subject to discipline in accordance with law and the Code of Conduct. See Board Policy 5517.01 for more information.

F. Suspension and Expulsion Procedures

The principal or superintendent may suspend a student. A suspension may last for from one to ten school days. Suspensions may be assigned either as in school (ISS) or out of school (OSS) or as a combination of the two. The student must be given a written notice of the intent to suspend out of school and an indication of the reasons why. The student must be given the opportunity for a hearing to challenge the reasons for the suspension or otherwise explain his/her actions. The student has the right to appeal a suspension issued by the principal to the superintendent. This must

be done within five days. Only the superintendent can expel a student. Expulsions may be imposed for up to 80 school days and may extend beyond the current school year. The student and the parent/guardian must be given a written notice of the intent to expel and an indication of the reasons why. The student and the parent/guardian must be given the opportunity for a hearing to challenge the reasons for the expulsion or otherwise explain the student's actions. Expulsions can be appealed to the board of education. This must be done within five days.

G. Emergency Removal

A student may be removed from class or school activities as a normal disciplinary action for a period of less than 24 hours and no notice or hearing procedures are required. However, if either suspension or expulsion is contemplated as a result of this behavior, a student must be afforded a hearing within 72 hours after the removal.

H. Permanent Exclusion

In accordance with O.R.C. Sec. 2923.122, 3313.66, .661, and .662, the Superintendent may issue an adjudication order that permanently excludes a student from attending any of the public schools of this state if the pupil is convicted of, or adjudicated a delinquent child for committing, when he was 16 years of age or older, an act that would be a criminal offense if committed by an adult, and if the act is any of the following:

1. Knowingly conveying or attempting to convey or possessing any deadly weapon or dangerous ordnance onto any property owned or controlled by, or to any activity held under the auspices of a board of education of a city, local, exempted village, or joint vocational school district.
2. carrying concealed weapons
3. selling or offer to sell a controlled substance
4. possession of a controlled substance
5. aggravated murder; murder; voluntary manslaughter, involuntary manslaughter
6. felonious assault; aggravated assault
7. rape; gross sexual imposition; felonious sexual penetration

See Board Policy 5610 for more information.

Code of Conduct—Minor Infractions

Minor infractions of rules and guidelines outlined in the "Behavior Expectations" section of this handbook will be disciplined less severely unless repeated violations for the same offense occur. Reprimands, parent conferences, contracts, detentions and demerits are some of the common methods that will be used by the teachers and the principal when addressing these problems. Details in regards to detention and demerits are listed below.

A. Detention

1. Teachers will assign and supervise detentions as needed. Detentions may be assigned for before or after school.
2. The student will be given one day to tell his/her parents and arrange for any needed transportation.
3. Teachers will assign detention according to the seriousness of the offense.
4. Students must study in detention.
5. There will be no talking in detention. An infraction of this kind or any other rule may result in more detention.
6. Failure to serve detention will result in double detentions.
 - a. failure to serve a second time will result in a Saturday Detention.
 - b. repeated failures may result in suspension.

Detention may be delayed if extenuating circumstances are presented in advance. Extra-curricular practices and events are not acceptable extenuating circumstances.

B. Demerits

Students may be issued demerits for infractions of rules that are considered minor in nature. Demerits may be assigned by monitors, teachers, and administrators.

It is hoped that the issuing of demerits will make clear to the student what has been inappropriate about the behavior(s) and allow him/her to take corrective action. However, demerits do accumulate throughout each grading period and if the student continues to violate rules, he/she will ultimately be assigned to Saturday Detention.

The following list gives the student an idea of some common problems for which demerits may be issued to students by faculty members. In addition, the principal or administrative assistant may issue demerits for any behavior problem referred to the office. Repeated violations of the same offense will be treated under the "Major Infractions" section of the conduct code.

DEMERIT SYSTEM

| <u>VIOLATION</u> | <u>PROBABLE DEMERITS</u> |
|--|--------------------------|
| Tardy to class | 1 |
| Failure to follow directions | 1 - 2 |
| Minor disruptive conduct in halls or class | 1 - 3 |
| Food/drinks in inappropriate places | 2 |
| Failure to come prepared to class or study hall | 2 |
| Littering | 1 |
| Parking in an unauthorized area | 2 |
| Inappropriate or unsafe driving | 3 |
| Profanity not directed toward individuals | 2 |
| In halls or outside without a pass | 2 |
| Failure to observe cafeteria guidelines | 2 |
| Possession of inappropriate pictures or literature | 3 |
| Public display of affection | 1 - 3 |
| Marking on furniture or lockers | 3 |
| Violation of personal appearance guidelines | 3 |
| Inappropriate cell phone or PED usage | 4 |
| Other minor inappropriate behaviors | 1 - 3 |

ACCUMULATION

| |
|---|
| 8 Demerits |
| 16 Demerits |
| 24 Demerits |
| 30 Demerits |
| 35 or more Demerits Refer to Major Infraction |
| Code, Rule #24 "Repeated Violations" |

PENALTY

| |
|-------------------------|
| One Saturday Detention |
| Two Saturday Detentions |
| Three-Day Suspension |
| Five-Day Suspension |

Conduct Code—Major Infractions

While under the jurisdiction of the schools, which includes a zone of 1000 feet beyond the school boundaries as well as to any school activity and transportation, a violation on the part of a student of any one or more of the following rules of conduct shall result in disciplinary action, including but not limited to: parental conference, detention, Saturday Detention, agency referral and/or treatment, suspension, emergency removal, expulsion, and/or permanent exclusion from a curricular and/or extra-curricular activity.

Rule 1: DISRUPTION OF SCHOOL

A student shall not by use of violence, force, coercion, or threat cause material disruption or obstruction to the educational process including all curricular and extra-curricular activities. Some examples of disruption, not intended to be an exhaustive list, would include: unusual dress and appearance, bomb threats, unauthorized fire, setting off false alarms, strikes or walk outs, the impeding of free traffic to or within the school, etc.

Rule 2: DAMAGE TO SCHOOL PROPERTY

A student shall not cause or attempt to cause damage to school property including building, grounds, equipment, or materials.

Rule 3: DAMAGE TO PRIVATE PROPERTY

A student shall not cause or attempt to cause damage to private property on school premises, or at any school activity on or off school grounds or to employee's property on or off school grounds.

Rule 4: GANGS AND GANG-RELATED ACTIVITY

The Board recognizes that the harm done by the presence and activities of gangs in the public schools exceeds the immediate consequences of such activities as violence and destruction of property. Gang activities also create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects of such are disruptive and obstructive to the process of education and school activities.

In order to insure safe and violence-free schools, the Board of Education establishes the policy that gangs and gang activities are prohibited by the Southeastern Local Schools, according to the following:

- A. Definition. A youth gang is defined as any nonschool-sponsored group of students with secret and/or exclusive membership, whose purposes or practices include unlawful or anti-social behavior as well as actions that threaten the welfare of others.
- B. Prohibitions. No student on or within 1,000 feet (over 3 football field lengths) of school property, to and from school, or at any school activity shall engage in any act that furthers the interests of any gang or gang activity, including, but not limited to
- recruitment and/or initiation rites
 - grooming, hair style and/or wearing of clothing, jewelry, head coverings, or accessories which by virtue of color, arrangement, trademark, or other attribute denotes membership in a group
 - gang tattoos and/or displaying gang markings or slogans, or use of hand signals on school or personal property or clothing
 - possessing literature that indicates gang membership
 - fighting, assault, hazing, extortion, establishing turf, etc.
 - gang vocabulary and nicknames
 - possession of weapons or explosive materials
 - possession of alcohol, drugs, drug paraphernalia
 - attendance at functions sponsored by a gang or known members
 - exhibiting behavior fitting police profiles of gang-related drug dealing
 - being arrested or stopped by police with a known gang member
 - selling or distributing drugs for a known gang member
 - aiding or abetting a known gang member commit a crime, or any other action directly resulting from membership or interest in a gang

Rule 5: FIGHTING AND/OR ASSAULT

A student shall not cause physical injury or behave in such a way which would threaten to cause physical injury to school staff, other students or visitors while under the jurisdiction of the school. Fighting, hitting and unauthorized touching are prohibited.

Physical assault of a staff member, student, or person associated with the District may or may not cause injury. Injury to a staff member may result in charges being filed and subject to expulsion. Any statement or non-contact action that a staff member or other person feels to be a threat will be considered a verbal assault as well as profanity directed toward a staff member in a threatening tone.

Rule 6: THEFT

A student shall not cause or attempt to take into possession the public property or equipment of the school district or the personal property of another student, teacher, employee of the district or visitor to the district.

Rule 7: TRUANCY AND TARDINESS

Truancy is declared when a student is absent from school or any portion thereof without school authorization and parent consent. The only tardiness or absence from required activities that will be excused are those provided for in Ohio Law and confirmed by parents or legal guardians.

In cases of prolonged absence, a doctor's certificate may be required to verify the absence in question. Repeated violations of tardiness shall be considered in violation of Rule 7. (See Attendance Guidelines)

Rule 8: INSUBORDINATION

Student shall not fail to comply with directions of teachers, or other authorized school personnel during any period of time when the student is properly under the authority of school personnel. Any action judged by school officials to involve misconduct and not specifically mentioned in other sections may be considered to be insubordination. Repeated violations of any minor rule, directive, or discipline procedure shall also constitute insubordination.

Rule 9: MARIJUANA, NARCOTICS, ALCOHOLIC BEVERAGES, DRUGS, COUNTERFEIT DRUGS AND PARAPHERNALIA

A student shall not possess, use, transmit, sell, conceal or be under the influence of marijuana, narcotic drugs, hallucinogens, amphetamines, barbiturates, alcoholic beverages, intoxicants, counterfeit drugs* (see definition below), and drug paraphernalia of any kind on the school grounds during and immediately before or immediately after school hours, and at any other time when the school is being used by any school group, or off the school grounds at a school activity, function, or event.

- A. A counterfeit controlled substance is defined as:
 - 1. A drug that bears, or whose container or label bears, a trademark, trade name, or other identifying mark used without authorization of the owner or rights to such a trademark, trade name or identifying mark;
 - 2. Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed or distributed by a person other than the person that manufactured, processed, packed or distributed it;
 - 3. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance;
 - 4. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.
- B. No student shall knowingly possess any counterfeit controlled substance nor shall any student knowingly make, sell, offer to sell, give, package, or deliver a counterfeit controlled substance.
- C. No student shall directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing, either with words or conduct, its effects as being the same or similar to the physical or mental effects associated with use of a controlled substance.
- D. No student shall directly or indirectly falsely represent a counterfeit controlled substance as a controlled substance.

The principal may arrange for a breath test for blood alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage or is under the influence of drugs. The amount of consumption is not relevant, except where the student may need medical attention.

Whenever a student is suspended or expelled from school in accordance with O.R.C. 3313.66 for the possession of alcohol or drugs the Superintendent may notify the registrar of motor vehicles and the juvenile judge of the county of the suspension or expulsion. After receiving such notification the registrar of motor vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the registrar is prohibited from issuing a temporary permit or license. Driving privileges may be restored once the Superintendent notifies the registrar that the student has satisfied any conditions established by the Superintendent. Notification to the registrar of motor vehicles and the county judge must comply with O.R.C. 3319.321 and with the U. S. Family Educational Rights and Privacy Act of 1974 (FERPA) and accompanying regulations. In accordance with Ohio law, a student whose driving privileges have been denied can file a petition with the juvenile court in which he resides.

Rule 10: SMOKING, USE OF, OR POSSESSION OF TOBACCO

Ohio law prohibits a minor to “use, consume, or possess cigarettes, other tobacco products, or papers used to roll cigarettes,” as well to assist, pay for, or share in the costs of such products. Consequences may include mandatory attendance at a smoking education program, \$100 fine, community service, and/or loss of driving privileges. O.R.C. 2151.87.

In addition, the Board of Education recognizes that the use of tobacco presents a health hazard which can have serious consequences both for the user and non-user and is, therefore, of concern to the Board.

For the purpose of this policy, use of tobacco shall mean the use and/or possession of tobacco in any form, including, but not limited to, cigarettes, cigars, clove cigarettes, chewing tobacco, snuff, and any other tobacco.

In order to protect the students and staff who choose not to use tobacco from an environment noxious to them, and because the board cannot, even by indirection, condone the use of tobacco by students, the board prohibits the possession and use of tobacco by students in school buildings, on school grounds, on school buses, and at any school-related event.

Rule 11: DANGEROUS WEAPONS AND INSTRUMENTS

The Board of Education prohibits students from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

Knowledge of Dangerous Weapons or Threats of Violence: Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

Rule 12: PROFANITY AND OBSCENE LANGUAGE

A student shall not use profanity or obscene language, either written or verbal, in communicating with a faculty member, any other authorized school personnel, another student or visitor to the school. Included in this prohibition would be the use of obscene gestures, signs, pictures, and/or publications.

Rule 13: DRIVING

A student shall not operate his/her vehicle in a reckless manner. Some examples of recklessness, not intended to be exhaustive, include: speeding, peeling tires, etc. Students shall not sit in cars, vans, trucks, etc. at any time and shall not operate their vehicles at any time during the school day.

Rule 14: HEALTH, DRESS AND SAFETY STANDARDS

A student shall observe posted standards of each department and/or school.

Rule 15: STUDENT ACTIVITIES

A student shall comply with the rules and regulations of said student activity club, organization, department and/or school.

Rule 16: REMOVING OR ALTERING RECORDS

A student shall not remove any student record from its official place of deposit without permission of the record custodian, or alter or in any way change any such record.

Rule 17: GAMBLING

No student shall gamble or wager for money or other stakes. Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity.

Rule 18: EXTORTION

The act of extortion or borrowing or attempting to borrow any money or thing of value from a person in the school or at a school activity is not permitted, unless both parties enter into the agreement freely, and without the presence of either an implied or expressed threat. Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law.

Rule 19: BUS CONDUCT

A student shall not violate the rules and regulations established for proper conduct of student on buses.

Rule 20: CHEATING

Academic cheating of any kind is contrary to the school district's philosophy of developing citizenship, character, and intellectual self-discipline and will not be tolerated. Cheating is defined as any act by which a student improperly uses the work of another for his/her own gains, provides one's own work to another, uses any form of plagiarism, or uses unauthorized notes or questions during a test.

Rule 21: FORGERY

A student shall not verbally or in writing use the name of another person, or falsify times, dates, grades, addresses, or other data directed either to the school or school personnel.

Rule 22: HARASSMENT

Students who engage in sexual harassment, or harassment of any kind, on school premises or off school premises at a school-sponsored activity will be subject to appropriate discipline, suspension, or expulsion. Controversial

statements or symbols that are offensive or detrimental to ethnic, racial, or gender groups shall be considered harassment. Examples include, but are not limited to, name-calling, swastikas, and confederate flags.

Rule 23: TECHNOLOGY/INTERNET

The use of technology, the computer network, and the Internet is a privilege, not a right, and as such, may be restricted or revoked at any time, for any reason.

Rule 24: REPEATED VIOLATIONS

The above guidelines will serve as a basic guide for administrators and students in dealing with behavior problems. However, the school and administration reserve the right to appropriately deal with students who repeatedly violate sections of this code. Thus, those students previously assigned Saturday Detention or suspended may expect the administration to move to the next level of discipline.

Violation of any of the above rules of conduct may require a parent conference with a school official. In cases of suspension and/or expulsion, students are entitled to a hearing and may appeal through a formal process. School personnel shall keep an anecdotal record of student misconduct. This record shall contain the following information:

1. student's name
2. date of incident
3. nature of problem
4. action taken by school personnel

Consequences to Rule Violations

The principal or administrative assistant will determine the form and degree of discipline after considering the severity of the offense and the student's past discipline record.

Forms of Discipline

The following are definitions of various forms of discipline which may be incurred from violations of school rules.

1. Agency Referral and/or Treatment—Correction of the problem, not punishment for punishment's sake, is the goal of school discipline. If the school administrator feels the student's problem behavior would best be served by treatment through an outside agency (i.e. Mental Health, Juvenile Court, Drug and Alcohol Treatment Programs, etc.) referrals to such agencies may be used as an alternative to reduce Saturday Detentions, days of suspension or expulsion.
2. Behavior Contracts—An agreement between the school administrator that spells out specific criteria and consequences for future student behavior.
3. Demerits—A warning that a behavior is inappropriate and that more severe consequences are likely if improvement is not made. Demerit totals are monitored in the principals office and when students reach prescribed limits, they are assigned to Saturday Detention.
4. Detention—The required attendance before or after school hours as an alternative method of discipline. Transportation is the sole responsibility of the parent or student.
5. Restitution for Theft or Damage—Any theft or damage to school or personal property beyond the ordinary wear and tear shall be paid for by the pupil or pupils causing the damage or by a pupil or pupils contributing to the damage or by their parent(s)/guardian(s).
6. Saturday Detention—An alternative to out-of-school suspension, which may be offered at the discretion of the school administrator. A 3-day suspension is roughly equivalent to one Saturday Detention; a 4-day suspension equivalent to two Saturday Detentions; a 5-day suspension equivalent to three (3) Saturday Detentions; and a 10-day suspension equivalent to four (4) Saturday Detentions. Unexcused or non-attendance at Saturday Detention will result in suspension. 1st offense: 3-day suspension; 2nd offense: 5-day suspension; 3rd offense: 10-day suspension.
7. In-School Suspension—The removal from classes and school related activities for a period of one (1) to ten (10) days. Students report to school at the regular time and go immediately to the in-school suspension area. The in-school suspension resembles Saturday Detention in that students must study and/or read while in attendance. Although In-

School Suspension is often more effective than regular Suspensions, it requires supervision and facilities that are not always available; therefore, although it is the type of suspension favored by the administration and most parents, it is not always possible to use it as a discipline tool.

8. Out-of-School Suspension—The removal from school and school-related activities for a period of one (1) to ten (10) days. Out-of-school suspension will be treated as unexcused absence. The student will be expected to make up work.
9. Expulsion—The removal from school and school related activity for the remainder of a school semester. NO MAKE-UP PRIVILEGES EXIST. Credit is lost for semester and year courses.
10. Permanent Exclusion—The permanent exclusion from attending any public school in the state of Ohio.
11. Community Service—As an alternative to or in conjunction with the above forms of discipline, the principal may assign “community service.”
12. Summer Program—Students who violate school policy that would normally necessitate suspension or Saturday Detention may be required to return to school after its close and spend the equivalent number of days.

Saturday Detention Guidelines

The Saturday Detention is primarily established to furnish a possible alternative to suspension and will be applied in accordance with student guidelines. Saturday sessions will begin at 8:15 a.m. and continue until 12:00 noon.

GENERAL GUIDELINES:

1. Students must report promptly at 8:15 to the assigned area.
2. Students are to sit quietly in their seats and cause no disturbance of any kind. No talking is permitted.
3. No food, chewing gum or drink is permitted in Saturday Detention.
4. No sleeping will be permitted.
5. Students tardy to Saturday Detention will not be granted admission and will be assigned another session.
6. Students must bring assigned work from the classroom to Saturday Detention and/or acceptable reading material. Students arriving without work materials will not be admitted to Saturday Detention and will be re-assigned another day.
7. Students may be given one 3-minute break during Saturday Detention.
8. Students who violate these guidelines will be reassigned to another Saturday Detention and face possible additional consequences.
9. Students will never accumulate more than 4 Saturday Detentions. At that point, suspension or expulsion will be the only discipline alternatives available.

EXCUSES:

1. Students may be excused from a session beforehand for just cause (and be assigned at a later date) as determined by the administration. Such requests to be excused must come from the parents, be submitted in writing prior to the session, and state the reason for the request. Students may reschedule only one Saturday Detention per quarter.
2. Students will only be excused from a session after the fact for personal illness and family emergency. Students who fail to attend or complete an assigned session without prior approval will have the detention doubled the first time, will be suspended for 3 days the second time, 5 days the third time and 10 days the fourth time.
3. In case of illness or emergency on the day of the assigned session, parents should call the school between 8:00 a.m. and 8:15 a.m. on that day. (Phone 462-8308) The principal must be notified no later than Monday or consequences will be assigned.

TRANSPORTATION

General Statement of Purpose

The Southeastern Local School system operates and maintains a fleet of buses for the transportation of the pupils of the system. The transportation program is designed to provide safe, efficient, and economical transportation for students to their assigned school building and for activities or programs related to the education process. The transportation program operates under the laws of the State of Ohio, the regulations of the State Department of Education.

Responsibilities of Parents and Students

Parents are responsible for

- the safety and actions of pupils while going to and from pick-up points and while waiting for buses.
- students meeting their buses on schedule. Bus schedules will not permit waiting on tardy students.
- any damage done to a bus by their children. Assessments will be made to reimburse the school district for damages.

School personnel will not enter disputes involving parents and pupils prior to pick-up or after return to pick-up points.

The Board of Education has adopted bus regulations for pupils. The regulations are posted in each bus and are available to pupils and parents. Students and parents are asked to read these regulations and abide by them. Noise on a bus shall be kept to a minimum at all times to insure the safety of operation.

Absolute quiet must be maintained at railroad crossings and at other points or times of danger. Students are to board and depart from the bus in an orderly manner.

Students must cross the street ten feet in front of the bus, in full view of the driver, and at the driver's signal indicating it is safe to cross.

Pupils and parents must consider the school bus as an extension of the classroom. Therefore, the pupils must conduct themselves in a manner consistent with established standards for classroom teachers.

In conjunction with this, the driver is the authority over the conduct on the bus and deserves the same respect and cooperation as the teacher in the classroom. Requests from the bus driver are to be honored by the student without question.

Students should arrive at designated pick-up points no more than five minutes before the scheduled arrival of the bus. While waiting for the bus, students should respect the rights of property owners in the area.

Students should go directly from home to pick-up points and return directly home from drop-off points.

Bus Regulations for Students

1. No pupil shall get on or off bus while it is in motion.
2. Upon boarding the bus, pupils shall go directly to their seats and be seated.
3. Pupils SHALL NOT SWEAR, be loud, or use improper language at any time.
4. Pupils SHALL NOT SMOKE on or around the buses.
5. Windows and vents shall not be adjusted without the permission of the driver.
6. Pupils should be ready when the school bus approaches.
7. Pupils shall not talk to the driver unnecessarily while on the route.
8. Pupils shall conduct themselves on the bus approximately as they would in a classroom except that reasonable visiting and conversation are permissible.
9. Paper and other litter should never be dropped on the floor of the bus.
10. Pupils should never throw anything on the bus nor shoot or otherwise propel any items or substances on the bus or from the bus.
11. All pupils are to be quiet at railroad crossings while the bus is making the crossing.
12. Animals are not permitted on buses.
13. No pupils shall carry onto a bus, any gun, knife or other weapon or substance of a dangerous or objectionable nature.
14. Do not bring glass containers on the bus.
15. No student shall deliberately disobey, abuse, or otherwise show disrespect for the driver.
16. No student shall fight, push, or engage in other unruly behavior on the bus.
17. Students shall be friendly and courteous to other pupils, adults, and driver on the bus.
18. No student shall deliberately damage, mar, deface, or tamper with any part of the bus or its equipment.

Disciplinary Procedures

In instances of undesirable behavior, violation of bus regulations, and other discipline problems, the following procedure is suggested. This procedure recognizes that the problem should be corrected at the level of the bus driver. If the problem is turned over to the building principal for resolution:

- First offense: The student is reminded by the driver that his/her actions are out of order and unacceptable.
- Second offense: Driver reports the incident on the appropriate form to the building principal. The principal shall hear and counsel the student and take whatever disciplinary action is warranted ranging from demerits for minor offenses to denial of transportation and/or suspension from school for severe misbehaviors. The student's parent should be notified by telephone or letter of the offense and the action taken. The parent should be advised that further offenses could result in denial of transportation.
- Third offense: The driver shall report as above. The principal will hear the student and take whatever disciplinary action is necessary including denial of transportation for a period of time not to exceed ten days. Parents will be informed of the breach of conduct and the action taken.
- Fourth offense: The driver shall report as above. The principal may temporarily suspend the student from all transportation privileges for a period not to exceed ten days and shall initiate an informal hearing procedure.
- Fifth offense: The driver shall report the incident as above. The principal may temporarily suspend the student from all transportation privileges and shall initiate a formal hearing procedure.
- If, at any time, a student's actions endanger the safety of other persons, the driver shall immediately report the incident to the building principal or other administrative staff members for attention.

Time Schedule

7:50 - Warning Bell - Students enter building, Teachers on duty

7:57 - Warning Bell - 3 minutes until 1st period

8:00 - Tardy Bell - Attendance, 1st Period begins

| Period | Regular Schedule 1 | Early Dismissal for Professional Development Schedule 2 | Assembly Schedule 3 | Two-Hour Delay Schedule 4 | Exams Schedule 5 |
|--------------------------|-------------------------------|--|--------------------------------|--|-----------------------------|
| 1 | 8:00 – 8:43 | 8:00 – 8:35 | 8:00 – 8:28 | 10:00 – 10:28 | 8:00 – 9:29 |
| 2 | 8:46 – 9:29 | 8:38 – 9:13 | 8:31 – 8:59 | 10:31 – 10:59 | |
| 3 | 9:32 – 10:15 | 9:16 – 9:51 | 9:02 – 9:30 | 11:02 – 11:30 | 9:32 – 11:01 |
| 4 | 10:18 – 11:01 | 9:54 – 10:29 | 9:33 – 10:01 | 11:33 – 12:01 | |
| 5 HS Lunch | 11:01 – 11:59 | 10:29 – 11:31 | 10:01 – 11:59 | 12:01 – 12:59 | |
| 6 JHS Lunch | 11:59 – 12:42 | 11:31 – 12:06 | 11:59 – 12:42 | 12:59 – 1:27 | 11:59 – 1:28 |
| 7 | 12:45 – 1:28 | 12:09 – 12:44 | 12:45 – 1:28 | 1:30 – 1:58 | |
| 8 | 1:31 – 2:14 | 12:47 – 1:22 | 1:31 – 2:14 | 2:01 – 2:29 | 1:31 – 3:00 |
| 9 | 2:17 – 3:00 | 1:25 – 2:00 | 2:17 – 3:00 | 2:32 – 3:00 | |
| HWI | 3:05 – 4:00 | 2:05 – 3:00 | 3:05 – 4:00 | 3:05 – 4:00 | 3:05 – 4:00 |

Lunch Bell Schedule

SR. HIGH SCHOOL

| <u>Time</u> | <u>Meaning</u> |
|--------------------|--|
| 11:01 | Begin A Lunch (Freshmen) (All other students report to intervention study hall) |
| 11:15 | Begin B Lunch (Seniors/Juniors) |
| 11:29 | C Lunch (Sophomores) (A Lunch Warning Bell) |
| 11:31 | End A Lunch Tardy Bell (Freshmen report to intervention study hall) |
| 11:43 | B Lunch Warning Bell |
| 11:45 | B Lunch Tardy Bell (Seniors/Juniors report to intervention study hall) |
| 11:56 | C Lunch Warning Bell |
| 11:59 | C Lunch Tardy Bell |

JR. HIGH SCHOOL

| <u>Time</u> | <u>Meaning</u> |
|--------------------|---|
| 11:59 | Begin D Lunch (Eighth Graders) (Seventh graders report to intervention study hall) |
| 12:15 | Begin E Lunch (Seventh Graders) |
| 12:26 | D Lunch Warning Bell |
| 12:29 | D Lunch Tardy Bell (Eighth graders report to intervention study hall) |
| 12:42 | E Lunch Warning Bell |
| 12:45 | E Lunch Tardy Bell |

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