

OLENTANGY LOCAL SCHOOLS

MIDDLE SCHOOL STUDENT HANDBOOK

2011-12

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<p style="text-align: center;">Olentangy Shanahan Middle School</p> <p style="text-align: center;">Josh McDaniels, Principal TBD, Assistant Principal</p> <p>814 Shanahan Road ~ Lewis Center, Ohio 43035 Phone: 740-657-4300 Fax: 740-657-4398 School Hours – 7:40 a.m.-2:45 p.m.</p>	<p style="text-align: center;">Olentangy Berkshire Middle School</p> <p style="text-align: center;">Carla Baker, Principal Cathy Beck, Assistant Principal</p> <p>2869 S. Three B's & K Road ~ Galena, Ohio 43021 Phone: 740-657-5200 Fax: 740-657-5299 School Hours – 8:05 a.m.-3:10 p.m.</p>	

www.olentangy.k12.oh.us

This agenda belongs to:

Name

Address

City/Town

State

Zip Code

Phone

Student Number

Advisory Number

ADOPTION DATE: JUNE 22, 2011

A MESSAGE FROM THE PRINCIPALS

On behalf of the Olentangy staff, we welcome you to middle school. This handbook is published so that all students in Olentangy middle schools have easy access to information that will allow for a successful school year. It is essential that parents and students read the Student Handbook. We are more than happy to answer any questions or concerns that you may have.

We strive to foster a partnership between home and school; we look forward to working with you throughout the school year.

Sincerely,

Carla Baker
Brian Lidle
Josh McDaniels
Kathy McFarland
Gena Williams

DISTRICT MISSION STATEMENT

Our mission is to facilitate maximum learning for every student

VISION STATEMENT

Our students will perform at a level that surpasses or is equal to their ability in all areas of achievement. We will promote high expectations for students in all areas: academic, artistic, physical, health, citizenship and service. In a fiscally responsible manner, we will commit the resources necessary to establish and maintain:

- A respectful, caring, and safe environment
- Research-based, student focused instruction
- Information-driven decision making
- A focused and challenging curriculum
- Collaboration focused on improving student learning
- An active partnership with parents and community

Speak UP! Student HELP! Line

An anonymous system for reporting bullying and other safety concerns. To report a concern, simply visit our school's Web site and look for one of the two "Stay Safe" or "Bullied?" Speak UP! Icons. Click on the icon that applies, select your area of concern and provide a short explanation of the incident. The system will send your anonymous report to the appropriate people to address your concern. You can also call (toll free) 1-866-listen2me.

DISTRICT INFORMATION SOURCES

Olentangy offers a variety of ways to keep up with important news and information on our school district:

Web Site: The district's Web site offers a wealth of information about Olentangy, including school closings and delays, kindergarten registration, Board of Education meeting minutes, Top News, the district Continuous Improvement Plan and curriculum maps. Make sure you regularly visit www.olentangy.k12.oh.us.

Listserve: Receive news, announcements and updates from Olentangy straight to your e-mail inbox. To subscribe or to manage your account, visit www.olentangy.k12.oh.us/olists.html.

RSS Feed for Blogs: Olentangy's Web site offers Really Simple Syndication (RSS) feeds for each of the district's two blogs – "Top News" and "What's New on the Web Site." Subscribing to Olentangy's RSS feed will allow you to have the district's latest headlines delivered directly to your RSS newsreader. For more information on RSS, instructions for subscribing to Olentangy's RSS feed and for links to newsreader download sites go to: www.olentangy.k12.oh.us/RSSinfo.html.

ON-LINE ACCESS TO STUDENT INFORMATION

Middle school students and parents are able to access information via two web-based systems:

"PowerSchool" gives access to real-time, relevant classroom information including: grades, assignments, attendance and teacher notes.

Your "myOlentangy" account gives students and parents access to report cards, lunch account balance, transportation information, standardized test results and additional individual student information, i.e. an Individualized Education Plan.

You can access both PowerSchool to set up your student account and myOlentangy at www.olentangy.k12.oh.us

SCHOOL CLOSINGS

In the event of inclement weather, school delays and closings will be posted online at www.olentangy.k12.oh.us. Delay and closing information will also be reported to all listserve subscribers, local television stations (Channels 4, 6, 10, and 28) and radio stations (FM channels 92.3, 94.3, 94.7, 95.5, 96.3, 97.9, 99.7, 103.9, 103.5/104.3, 105.7 and 107.9, and AM channels 610, 920, 1490 and 1550). There may be times when it is necessary to dismiss school during the day because of an emergency. In such instances, parents will be contacted using the district's automated phone system. Parents are urged to make arrangements with a neighbor or friend so that their child will have a place to go in case of an emergency if a parent/adult is not home.

HANDBOOK AWARENESS STATEMENT

My signature below indicates that I have received and read the Student Handbook and have read the School's Right to Search, the Code of Conduct and the Attendance Policy.

Parents should inform the school of changes in residence, custody and home, work and emergency telephone numbers.

Student's Name (Print) _____

Student's Signature _____

Date _____ Grade _____

Advisory Teacher _____

Parent's Signature _____

Date _____

**PLEASE RETURN THIS SIGNED FORM TO YOUR ADVISORY
TEACHER THE FIRST WEEK OF SCHOOL**

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ATTENDANCE

GENERAL ATTENDANCE INFORMATION

- **Hyatts Middle School and Shanahan Middle School** are in session from **7:40 a.m. - 2:45 p.m.**
- **Berkshire Middle School, Liberty Middle School, and Orange Middle School** are in session from **8:05 a.m. - 3:10 p.m.**

When parents find it necessary to bring their children to school early, students are to wait in the lobby area until the bell rings. No student should be in any other area of the building.

ATTENDANCE GUIDELINES

If a student is absent from school, the parents must notify the School Office to advise of their child's absence. Without this notification, Ohio law requires that the school contact parents by phone or letter to inform them of the student's absence.

The following conditions may excuse a student from school attendance:

- 1) Personal illness or injury - a doctor's medical verification note may be required by the principal
- 2) Family illness - an emergency situation requiring the student to be absent from school
- 3) Quarantine of the home by local health officials
- 4) Death of a relative, limited to three days unless reasonable cause can be shown for a longer absence
- 5) Observance of a religious holiday consistent with student's established creed or belief

Students returning to school after an absence may bring a written note from their parents or guardian stating:

- 1) The dates of absences;
- 2) The reason for the absences;
- 3) The parent or guardian signature; and,
- 4) The parent or guardian phone number.

The parent or medical verification note should be taken to the Attendance Office the day the student returns to school. Absences documented with medical verification notes for each date absent will be excused and will not count toward the Five-Day Rule. **All students must obtain an *Admit Slip* the day of return.**

UNEXCUSED ABSENCES

Any student absences that cannot be confirmed with a medical note or parent contact upon or prior to the student's return to school may be subject to the following consequences:

- 1) On the first offense a student may be issued a detention.
- 2) On the second offense a student maybe issued a Wednesday or Saturday School.
- 3) On the third offense a student may be issued In-School Detention.
- 4) On the fourth or subsequent offenses a student may be issued Out of School Suspension.

Additionally, the Five Class Period Rule may be enforced: At the middle school level, this policy designates five class periods as the maximum number of absences to be permitted in any one course during a nine-week grading period. If this number is exceeded, the student may receive a grade of "F" in that class for the nine-week grading period, or be subject to other consequences as outlined in the code of conduct.

Any of the above consequences may be waived upon the submission of a written excuse for the absence(s) in question.

Students may be permitted to complete/submit work missed due to an unexcused absence for full credit.

Students leaving school because of illness or other excused reason still require parent confirmation. After repeated absences, a doctor's note may be required to excuse future absences. Parent and/or doctor absence notes will not be accepted by e-mail however, they may be faxed to the attendance office. Admit slips for absences should be obtained before the start of the school day. Failure to follow Attendance Guidelines may result in school discipline.

It is the responsibility of the school to report all attendance concerns to the Juvenile Court. A court officer will follow procedures to ensure the regular attendance of all students.

- Absences, even with a phone call from a parent, are unexcused until the note from a parent is received by the school.
- Students are required by Ohio Law to have a **medical excuse** for any school absence over 5 consecutive school days, 7 days in a month, or 12 days in a calendar year. Student absences without medical excuses that exceed the Ohio Law requirements may be marked as unexcused.
- Habitual tardiness to school may be considered and accumulated as unexcused absences. Please refer to Senate Bill 181 in the Attendance Guidelines section.

ABSENCE GUIDELINES

- Tardy – Up to twenty minutes late to school
- Half-Day Absence – Attendance for more than 3.5 hours but less than 6.75 hours will be considered a half-day absence. If this takes place at the beginning of the day, this will also count as a tardy to school. Half-Day absences are cumulative each quarter.
- Full-Day Absence – Attendance for less than 3-1/2 hours of school.
- Extra-Curricular Participation – In order for a student to participate in any extra-curricular activity, the student must be in school at least 3-1/2 hours.
- Doctor Appointments/Court Appearances – Under normal circumstances, no more than one-half day will be excused for medical appointments or court appearances. Medical appointments should be scheduled outside the school day when possible.
- Students should never leave the building without permission or without signing out in the Attendance Office.

Students have the same number of days to make up work as they have been absent from school (i.e., if a student is absent three school days, he has three school days after his return to make up work).

TARDIES

- After school begins, students are required to report to the Attendance Office immediately upon arrival to obtain an *Admit Slip*.
- Each student will be permitted one tardy per quarter.
- On the second, third and fourth unexcused tardies in a quarter, a detention may be issued.
- On the fifth, sixth and seventh unexcused tardies in a quarter, a Wednesday or Saturday School may be issued and a parent conference may be requested.
- On the eighth and subsequent unexcused tardies in a quarter, In-School Detention may be assigned, and a parent conference may be requested.

ILLNESS WHILE AT SCHOOL

If the student should become ill or is injured during school, s/he should ask his/her teacher for a pass to the Clinic. The school must obtain parental permission in order for a student to be released from school due to illness. Students are not permitted to use their cell phones to call home when sick. Only a school employee should call home if a student is ill. Prior to leaving the Clinic for home, students and parents must sign out in the Attendance Office. If, at the building clinic staff's request, the student is sent home from school for medical reasons, the absence for that school day will be counted as excused and will not count against the Five Class Period Rule.

Being ill in the restroom for any extended period of time will not be accepted as an excuse to miss classes. Should a student be too ill to report to the Clinic, send word to that effect to the School Office. Parents are requested to report all communicable diseases to the Clinic.

FIVE CLASS PERIOD RULE

At the middle school level, this policy designates five class periods as the maximum number of absences to be permitted in any one course during a nine-week grading period. If this number is exceeded, the student may receive a grade of "F" in that class for the nine-week grading period, or be subject to other consequences as outlined in the code of conduct.

Exceptions to the Five Class Period Rule (these absences do not count against the total):

- Absence verified by medical documentation for each date absent
- Observance of a religious holiday consistent with student's established creed or belief
- Death in the immediate family, limited to three days unless extenuating circumstances exist and absence is approved by the principal
- School-related absence – participation in a school-related activity (such as a field trip)
- Court appearance, with documentation
- Emergency circumstances, with principal's approval
- In-School Detention (ISD)
- Suspension Alternative Program (SAP)

ATTENDANCE CONSEQUENCES

The teacher should notify the main office in writing after the student has been absent from class three times in a nine-week grading period, but it is the student's responsibility to be aware of the number of days s/he has missed in each class. Upon the sixth absence, the teacher will notify the main office that a student has missed six class periods and may fail for the nine-week grading period, or be subject to other consequences as outlined in the code of conduct.

Grades earned in a course where a student has failed because of attendance may be replaced with a grade of "F" (59%). Students earning a grade lower than 59% will retain that lower grade upon becoming an attendance failure.

A student who has failed due to absences may serve one Saturday School to reduce one absence. Only one absence day per school year can be eliminated in this manner. The student must contact the principal or principal's designee within five school days after the end of the grading period to schedule a Saturday School. All other situations may be taken before the review panel.

REVIEW PANEL

Parents or students may request that a review panel examine their case if, in their opinion, there were extenuating circumstances that caused the student to exceed five absences in a class. A review panel will consist of a building administrator and four teachers chosen by the building administrator. The review will not take place until a Saturday School make-up has been arranged. The request for review must be received within five days after the end of the grading period.

EARLY DISMISSAL

Students must never leave the school building without permission and/or without their parent signing them out in the Attendance Office. Failure to follow this procedure may result in school discipline.

Legitimate reasons for early dismissal from school will be accepted provided a parent note is presented. A student must also submit a parent note to the Attendance Office upon returning to school the next day. Students are to report to the Attendance Office before first period with a parental note stating the reason and time to be excused. The student must complete the Sign-Out Log. The student will receive a pass that will serve as the student's release from class and should be presented to the teacher before leaving. The student must report to the Attendance Office and sign out leaving the building. Failure to sign out may result in school discipline. The reason for early dismissal must be explicit in order to be considered excused.

ALTERNATE LEARNING EXPERIENCE (ALE)

The Olentangy Local Board of Education recognizes that educational experiences are not limited to those taking place within the building. It is desirable to afford students the opportunity to take advantage of an unusual opportunity to learn provided those experiences have obvious educational benefits. Students may be required to submit a report or journal of their experience. Alternate Learning Experience days count toward the Five (5) Class Period Rule.

If approved, school absence due to an Alternate Learning Experience will be considered excused and schoolwork missed during the experience may be made up. Teachers will not be required to give homework assignments prior to the experience.

Upon receiving an ALE request, the building administrator will do one of the following:

- 1) Approve the ALE
- 2) Give conditional approval to ALE (Requests that cause a student to exceed the Five Class Period Rule may be conditionally approved by the building administrator pending the student satisfactorily completing all academic course work. It should be noted that additional days absent, counting toward the Five Class Period Rule within the grading period of the ALE, could cause the student to fail the nine-week grading period.)
- 3) Deny the ALE

To be granted an ALE, the student will meet all criteria listed below:

- 1) Submit a request on the appropriate form one week prior to the beginning date of the Alternate Learning Experience. This form is available on the district Web site as well as in the School Office.
- 2) Not have a cumulative "D" or "F" average in any course.
- 3) Document a valid learning content to the alternate experience.

Alternate Learning Experience may not be approved for:

- 1) Application submitted after the absence
- 2) Semester exam week
- 3) District testing dates

CODE OF CONDUCT/DISCIPLINE

CODE OF CONDUCT

The image a school portrays is often determined by the behavior of its students and the physical appearance of the building. We must all - students, teachers, administrators, staff and community members - show pride by doing our share to make middle school a better place in which to learn and work.

The ultimate goal of the middle school staff is to develop self-discipline in all students and maintain an appropriate educational atmosphere.

The following rules apply while on school premises, school buses or any other school property during school activities at or away from school, or off the school grounds if the situation is initiated at school. Students shall be given due process before a disciplinary action is taken.

Any student conduct that would constitute criminal conduct under the Ohio Revised Code is also a violation of the Code of Conduct. The rules also apply to any form of student misconduct directed at a district official or employee or the property of a district official or employee, at any place, at any time.

A violation of any rule may result in disciplinary action including, but not limited to:

- Morning, Lunch, or After-School Detention
- In-School detention (ISD)
- Suspension Alternative Program (SAP)
- Saturday or Wednesday School
- Out-of-School Suspension (OSS)
- Court referral
- Expulsion
- Compensatory payment of damages
- Loss of bus privileges
- Loss of credit for assigned work or tests
- Assigned work related to the offense
- Loss of other privileges
- Referral to a school counselor

Notice: The use of video surveillance equipment may be used in the investigation of violations of the Code of Conduct and may be used by school officials for educational purposes and safety therefore these records will remain in possession of the school/district. Students may receive discipline as a result of what is recorded.

- 1) **Disruption of School** Students shall not cause disruption or obstruction to the normal operation of this school or any other school or school district.
- 2) **Harassment/Bullying** Students shall not harass other students, school employees, persons that are guests of the school or persons conducting business for the school. This category also applies to remarks or actions of a sexual, racial, ethnic or religious nature that are deemed offensive.
- 3) **Intimidation/Threats** Students shall not, through verbal, written, technological or any other means, make statements that state that physical or emotional harm may come to another person or to an institution. Bomb threats will result in a recommendation of expulsion from school.
- 4) **Use of Obscene Language/Materials/Actions/Gestures** Students shall not use obscene, vulgar or profane language, make inappropriate gestures/actions or possess vulgar materials.
- 5) **Attendance** No student shall fail to comply with state attendance laws including, but not limited to, truancy or tardiness from a specific class or school. No student shall leave school property or an assigned educational location once he or she has come under the supervision of a school employee, prior to specified dismissal times, without official permission.
- 6) **Forgery** Students shall not misrepresent a signature on any document.
- 7) **Damage of Property** Students shall not cause or attempt to cause damage of school property, including buses and bus seats, or personal property. Students shall not touch or handle another person's property without their authorization. Students must pay for any damages they cause to school equipment, materials or facilities and may be subject to additional disciplinary action.
- 8) **Assault** Students shall not act or threaten to act in such a way as to cause physical injury to other students, any school employee or other persons. Specific violations include but are not limited to:
 - a) Fighting/Violence
 - b) Serious Bodily Injury
 - c) Threats of fighting, violence, or serious bodily injury (see#3 – Threats)
 - d) Unauthorized touching, pushing, shoving, hands on, or threats to put hands on.

- 9) **Failure to Obey Instructions/Insubordination/Disrespect** No student shall fail to comply with any lawful instructions or requests of teachers, student-teachers, principals or other authorized personnel during any period of time when he or she is properly under the authority of such school personnel. No student shall fail to provide information, or supply false information, when it is requested.
- 10) **Dangerous Weapons and Instruments** Students shall not possess, handle, transmit or conceal any dangerous weapon or instrument on school property, in a school vehicle or at any school-sponsored activity. Board policy requires that building administrators recommend the expulsion of students in violation of said policy. Firearms (including starter pistols), objects that are indistinguishable from and/or represented as firearms, explosives, incendiary devices and knives (any object with a blade and a handle) are considered dangerous weapons. Other instruments/devices may also be defined as dangerous weapons depending on their use or intended use. Should a student have knowledge of a weapon or dangerous instrument on school property, in a school vehicle or at a school-sponsored activity and not report it to a school employee, the student may be held to the same disciplinary measures as that of the perpetrator. (Refer to Board Policy 4028 and O.R.C. 2923.122.) Specific violations include but are not limited to:
- a) Use, possession, sale or distribution of a firearm
 - b) Use, possession, sale or distribution of any explosive, incendiary or poison gas
 - c) Use, possession, sale or distribution of a dangerous weapon other than a firearm or explosive, incendiary or poison gas (including knives and any other object with a blade and a handle)
 - d) Use, possession, sale or distribution of objects that are indistinguishable from and/or represented as firearms, explosives, incendiary devices and knives
- 11) **Narcotics, Alcoholic Beverages and Drugs** Students shall not possess, use, transmit, conceal, make arrangements to sell or purchase, or use the aforementioned items immediately prior to or during school or a school function. Look-alike drugs and drug paraphernalia are included and will be dealt with accordingly. (See Code of Conduct/Discipline – Alcohol, Tobacco, Drug and Other Use/Abuse Policy.) Specific violations include but are not limited to:
- a) Use, possession, sale or distribution of intoxicating alcoholic beverages
 - b) Use, possession, sale or distribution of drugs other than tobacco or alcohol
- 12) **Tobacco** - Tobacco, in any form, shall not be carried or used by any student on school property or at school events, home or away. Paraphernalia used for the consumption of tobacco products is prohibited. Per Senate Bill 218, administrators may refer violators of the tobacco policy to the Delaware Juvenile Court.
- 13) **Theft** Students shall respect the personal ownership rights of others. Students shall not take ownership of items of others. The principal may exercise the prerogative of reporting thefts to local authorities.
- 14) **Academic Dishonesty** Students shall not give or receive unauthorized information regarding class work or class activities, misrepresent the results of researched or laboratory assignments, or give or receive unauthorized assistance on assignments. Use of electronic translators without permission is a violation of this rule. Repeated violations may result in failure of academic subjects.
- 15) **Driving** (High school students only)
- 16) **Dress Code** (See Code of Conduct/Discipline - Dress Code)
- 17) **Inappropriate Display of Affection** Students shall refrain from displays of affection. Students are not to hold hands, hug, kiss or demonstrate other similar acts of affection. In unusual circumstances involving sorrow or extreme joy, hugging is natural and acceptable.
- 18) **Unauthorized or Unsupervised Areas** Students may not be in areas for which they have not been authorized or areas that are unsupervised.
- 19) **Hazing (Initiations)** Initiations and/or hazing are those activities into which students are coerced in order to become part of a group or activity or to avoid harm.
- 20) **Technology Misuse/Abuse** Computers/technology is provided for student use for teacher-assigned work in courses or programs at the middle school. (See Code of Conduct/Discipline – Technology Usage Policy)
- 21) **Violation of Bus Rules** Students must follow all Bus Rules as outlined in Code of Conduct/Discipline – Bus Rules.
- 22) **General Misconduct** Students shall refrain from throwing objects, or being abusive or excessively disruptive in their behavior. Respect the rights, feelings and safety of others.
- 23) **Gross Misconduct** Repeated violations of the Code of Conduct
- 24) **Other violations** Other conduct violations not covered in the above rules

DUE PROCESS RIGHTS

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

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be afforded an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions.
3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.

Students may be permitted to make up class work, tests, papers, and/or major projects missed while serving Out-of-School Suspension for full credit.

If the assigned school discipline is served entirely in the school setting, it will not require any notice or meeting or be subject to appeal.

HAZING, HARRASMENT, INTIMIDATION, AND BULLYING

Hazing, harassment, intimidation or bullying toward a student, whether by other students, staff or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse. Hazing means doing any act or coercing another, including the victim, to do any act of intimidation or harassment to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Harassment, intimidation or bullying is any intentional written, verbal, graphic or physical act that a student has exhibited toward another particular student or students more than once and the behavior causes mental or physical harm to the other student(s) and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student(s). It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, hazing, and dating violence.

Permission, consent or assumption of risk by an individual subjected to hazing and/or bullying does not lessen the prohibition contained in this policy. Prohibited activities of any type including those activities engaged in via computer and/or electronic communications devices are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No student, including leaders of student organizations, may plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing and/or bullying.

If hazing and/or bullying or planned hazing and/or bullying is discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all hazing and/or bully activities immediately. All hazing and/or bullying incidents are reported immediately to the building administrator or appropriate administrator. An investigation will result and shall include documentation of the event, response and strategy for protecting the victim. The Superintendent/designee must provide the Board President with a semiannual written report of all reported incidents of bullying and post the report on the District's Website.

SCHOOL'S RIGHT TO SEARCH

Lockers, desks or storage places provided for student use are, and remain at all times, property of the Olentangy Local School District Board of Education. These areas and the contents, therefore, are subject to a random search at any time, pursuant to board policy. Random searches of lockers may include the assistance of dogs trained to detect the presence of drugs. Administrators are authorized to conduct reasonable inspection of school property or of students and items brought upon school grounds, including vehicles, when there is reasonable cause to believe that a student may be in possession of evidence that a law or a school rule has been violated. In addition, the contents of a cell phone or other electronic devices may be searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the code of conduct.

SECURITY RECORDINGS

The Olentangy Local School District may record security footage on District property. This footage, which is recorded for the protection and welfare of the school community, typically contain images of many students, as well as District employees and other persons.

Security footage contains personal, identifiable information about students. State and federal laws generally prohibit the release of this information, and the District has *not* designated the footage as “directory information” that may be disclosed without the prior written consent of the students’ parents or guardians.

Security footage, and the personally identifiable information contained on the footage, will be disclosed only when authorized by law or when the disclosure is made to school officials with legitimate educational interests. The footage otherwise will not be disclosed to any person.

LUNCHTIME ASSIST/DETENTION

Occasionally it becomes necessary to discipline a student for violating the established school rules or Code of Conduct. In an effort to deter such actions and hold students accountable for their behavior, detention during lunchtime may be assigned. Students are to report to the assigned room for the entire lunch period with the detention slip signed by the parent or guardian. Cafeteria privileges for that day are lost. Lunch must be brought from home. Failure to return the signed detention slip or failure to serve the detention will result in the assignment of an After-School Detention.

MORNING/AFTER-SCHOOL DETENTION

Less serious student offenses will result in detention. Detention is served outside the school day. Students are notified of the infraction and are to serve the detention on the "Date(s) for Detention" date listed on the detention slip. The parents will be informed by receipt of the pink copy, which will be sent home with the student. Parents must sign the pink copy. Students are to give the signed pink copy to the detention hall teacher upon arriving at the detention. Failure to return the signed detention slip, or failure to serve the first detention, will result in the assignment of a second detention. Failure to serve the two detentions at the arranged times may result in a Saturday School assignment by the principal or principal’s designee. Other detentions may be assigned and served with individual teachers. Transportation home after detention is the responsibility of the student/parent. No bus passes to ride the elementary routes will be given.

The following rules must be followed in detention:

- 1) No talking or moving from assigned seat
- 2) No headphones or radios
- 3) Students need to bring schoolwork or reading material
- 4) No sleeping

SATURDAY OR WEDNESDAY SCHOOL

Students assigned to a Saturday or Wednesday School will serve from 8:00 a.m. to noon on Saturday morning or 3:00 p.m. to 6:00 p.m. on Wednesday evening. Saturday School students will meet in the commons prior to 8:00 a.m. Wednesday School students will report to the assigned room by 3:00 p.m.

Saturday and Wednesday School guidelines follow:

- 1) Absence from an assigned Saturday or Wednesday School, without prior approval of an administrator, may result in a suspension.
- 2) Students are to sign in upon arrival.
- 3) Students are to bring schoolwork. No other kinds of activity will be permitted.
- 4) Talking is not permitted.
- 5) Appropriate breaks will be determined by the monitor.
- 6) Parents will be notified of assigned Saturday or Wednesday School by mail. Students are also to inform parents.
- 7) No sleeping will be permitted.

IN-SCHOOL DETENTION (ISD)

- 1) Students serving In-School Detention shall be permitted to make up and receive credit for assignments during the period of In-School Detention.
- 2) Students are to bring schoolwork.
- 3) Parents will be notified of In-School Detention and of the student's rights to appeal.
- 4) ISD days will not apply toward the Five Class Period Rule.
- 5) Guidelines for ISD will be issued and discussed upon assignment of student to this suspension.

OUT-OF-SCHOOL SUSPENSION (OSS)

The principal or the principal's designee may suspend a student from school for a period of up to ten (10) days for violation(s) of the Code of Conduct.

- 1) Parents will be notified of the suspension and may be asked to take the student home. The student may not attend school through the length of the suspension.
- 2) Students will be permitted to make up quizzes, tests, papers, and/or major projects missed while serving Out-of-School Suspension for full credit.
- 3) Parents will be notified of the student's rights to appeal.
- 4) Suspensions may cross semester lines and may be carried from one school year to the next.
- 5) All Out-of-School Suspensions may apply to Five Class Period Rule.
- 6) Students may not attend any school functions, home or away.
- 7) Students are not permitted on school grounds while serving an OSS.

SUSPENSION ALTERNATIVE PROGRAM (SAP)

Suspension Alternative Programs may be assigned in order to allow students to make up work missed during a suspension.

- 1) Students must successfully complete each full day, including community service work in area parks or other designated areas and any other program components.
- 2) Besides work (e.g., picking up litter in the parks, etc.), students will have a short lunch break and a study session.
- 3) Upon completing the program, students have earned the right to make up work missed while on suspension.
- 4) The Delaware Area Career Center (DACC) bus will take students from OHS at about 7:10 a.m. and drop students off at the designated spot at the DACC for pick up by Juvenile Court personnel. At the completion of the day, students will be dropped off at the DACC and take the Olentangy bus back to the middle school. The bus will arrive at the middle school prior to dismissal time.
- 5) The program supervisor will transport students to the work area.
- 6) Students will receive credit for participation based on work performance and overall behavior.
- 7) Students may be required to repeat any segment of the program if only partial credit is earned.
- 8) The supervisor will report the student's behavior to the school and to the student's probation counselor, if applicable.
- 9) Students must dress appropriately for the weather and wear hard shoes. Students are to bring their own lunch, including a drink.
- 10) Students must follow all school and Juvenile Court policies.
- 11) SAP days will not apply toward the Five Class Period Rule as long as the evaluation from the SAP supervisor is satisfactory.

COURT REFERRAL

Referral to the Delaware County Juvenile Court may be used when other disciplinary actions have not been effective. The two most common reasons for referral are truancy and unruliness. The parents will receive a warning notice that students will be referred and another notice when they are referred.

EXPULSION

If all other attempts to modify student behavior are unsuccessful, or a serious violation of the Code of Conduct is committed, the student may be recommended for expulsion from school. If a student is expelled, the length of the expulsion may be up to one hundred and eighty (180) school days and may extend into the following semester or school year. Schoolwork missed as a result of expulsion may not be made up.

O.R.C. 3313.662 permits the state superintendent of public instruction, upon the request of a local board of education, to permanently exclude certain pupils from attending any public school in the state under certain conditions. To permanently exclude would mean to forever prohibit an individual from attending any public school in this state that is opened by a city, local, exempted village or joint vocational school district. The superintendent may permanently exclude a pupil if the pupil is convicted of or adjudicated a delinquent child for committing, when he was age 16 or older, any of the following offenses or acts (hereinafter, "predicate offenses") that would be offenses if committed by an adult on property owned or controlled by a school board or at an activity held under the auspices of a school board:

- 1) Illegal conveyance or possession of a deadly weapon or dangerous ordnance on school premises
- 2) Carrying a concealed weapon, a municipal ordinance substantially similar to that offense, or aggravated trafficking, trafficking in drugs, or trafficking in marijuana involving the possession of a bulk amount or more of a controlled substance or the sale of a controlled substance
- 3) Aggravated murder, murder, voluntary manslaughter, involuntary manslaughter, felonious assault, aggravated assault, rape, gross sexual imposition or felonious sexual penetration, if the victim is an employee of the school board
- 4) Complicity in any violation described in paragraph 1, 2 or 3 above that was alleged to have been committed in the manner described in paragraph 1, 2 or 3 above, regardless of whether the act of complicity was committed on property owned or controlled by, or at any activity held under the auspices of a school board, including extracurricular activities, the Delaware Area Career Center and post-secondary options locations.

APPEAL

The pupil, parent, guardian, or legal custodian may file an appeal of the administrative decision to suspend or expel a pupil to the Board of Education or designee by filing a notice of appeal in writing with the Treasurer with fourteen (14) calendar days of the formal written notice of suspension or expulsion to the parent, guardian, or custodian of the pupil. Failure to timely file an appeal in this manner waives any right to appeal the suspension or expulsion.

ALCOHOL, TOBACCO AND OTHER DRUG USE/ABUSE POLICY (ATOD)

A copy of the Student Handbook containing the Alcohol, Tobacco and Other Drug Use/Abuse Policy (ATOD) will be given to each student. Compliance with the ATOD policy is mandatory.

It is the primary objective of the Olenangy Local School District to assure that the education of all students proceeds in an efficient, orderly and non-disruptive manner. Possessing, using, actual or attempted transmitting, buying, selling or supplying of mood-altering chemicals or look-alike substances or paraphernalia on school premises is an obstacle to that objective and an interference with the rights of other students to receive quality academic instruction. While student drug education and referral to counseling resources will continue to be made available, such measures should be viewed as instructional or rehabilitative and will not ordinarily be considered as an alternative to the disciplinary measures specified in Section 9 of the ATOD, Offenses and Disciplinary Action.

1) STATEMENT OF POLICY REGARDING STUDENTS

Students of the Olenangy Local School District, while on school property or at a school-sponsored activity, shall not possess, use, transmit, buy, sell, supply or attempt to do so with a mood-altering chemical of any kind prior to or during the school day, at any school-sponsored activity or event, or at any time while on school premises.

a) Definitions

- i. "Possession" includes, without limitation: Holding in the student's hand, retention on the student's person or in purses, wallets, lockers, desks or any other personal possessions or vehicles parked on school property or at school functions.
- ii. "Use of mood-altering chemical": Is defined as manifesting signs of chemical misuse such as staggering, reddened eyes, odor of chemicals, nervousness, restlessness, memory loss, abusive language, falling asleep in class or any other behavior not normal for that particular student, or a preponderance of evidence that a student has used a mood-altering chemical.
- iii. "Tobacco": Includes any product containing tobacco that is smoked, chewed, inhaled or placed against the gums.
- iv. "Mood-altering chemical": Includes, without limitation, alcohol, marijuana, inhalants, ecstasy or other club drugs, depressants, stimulants, hallucinogens, narcotics, over-the-counter medications (including any over-the-counter pain medications containing aspirin, acetaminophen, ibuprofen, or any other pain relievers, any cough or cold medications, etc), substances such as *Wite Out*, glue, toxic markers and caffeine pills. Prescription drugs are included in this, unless authorized by a medical prescription from a licensed physician and kept in the original container that states the student's name and directions for proper use according to school policy. See Medication section of this policy. This list is intended for example only and not as an exclusive list.

- b) "Counterfeit" or look-alike drug is (O.R.C., Section 2925.01(P)) any drug that bears, or whose container or label bears, a trademark, trade name or other identifying mark used without authorization of the owner of rights to such trademark, trade name or identifying mark.
 - i. Any unmarked or unlabeled substance that is represented to be a controlled substance/mood-altering chemical, manufactured, processed, packed or distributed by a person other than the person that manufactured, processed, packed or distributed it.
 - ii. Any substance that is represented to be a controlled substance/mood-altering chemical but is not a controlled substance/mood-altering chemical or is a different controlled substance/mood-altering chemical.
 - iii. Any substance other than a controlled substance/mood-altering chemical that a reasonable person would believe to be a controlled substance/mood-altering chemical 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.
- c) Jurisdiction

This policy extends to use of the above:

 - i. On or in close proximity to any property owned, leased by or under the control of the Olentangy Board of Education, including vehicles used for the transportation of students.
 - ii. During normal school hours, including recess, lunch and class changes, and summer school.
 - iii. At any school-sponsored or sanctioned activity or event away from or within the school district.

2) **STUDENT RESPONSIBILITY**

All students are responsible for understanding the ATOD policy and the counseling services available to them.

3) **PARENT RESPONSIBILITIES**

The Olentangy Board of Education recognizes that parents are primarily responsible for their children. The link between school and parents is the child. The effectiveness of this ATOD policy will be assisted by the cooperative effort of the family, the school officials and the board.

4) **STAFF RESPONSIBILITIES**

All Olentangy staff has the responsibility to report all suspected cases of drug and/or alcohol use, misuse or abuse by students to the appropriate school officials. Staff members will report to the building official alleged possession, use, actual or attempted transmitting, buying, selling or supplying of mood-altering chemicals, counterfeit or look-alike substances or paraphernalia. Staff will immediately notify the principal or principal's designee and may be required to submit a written report at a later time.

5) **SCHOOL OFFICIALS RESPONSIBILITIES**

It is the responsibility of the school officials to inform students, staff and parents about the drug and alcohol abuse policy of this school district and to share with these audiences any available pertinent information regarding the extent of the drug and alcohol problem in the school.

Except for the persons directly involved in the students' education and except as otherwise provided herein, all matters concerning reports of drug or alcohol abuse shall be and remain confidential.

When a school official has reason to believe that a student is in violation of the drug/alcohol policy, the following action will be taken:

- a) The student will be informed of the alleged offense, the evidence to support the allegations and the disciplinary action that may apply.
- b) If the student is in need of medical attention, the school nurse and/or the local emergency squad will be notified to give medical attention.
- c) The parent or guardian of the student will be notified and asked to meet with the school officials. Only in the case of medical emergency or if the parent(s) cannot be reached will the person on the student's emergency call list be notified.
- d) School officials will cooperate fully with law enforcement agencies and report to them any information that would be considered beneficial in their efforts to stem the use of drugs and alcohol.
- e) Notification to the local law enforcement agency shall be in accordance with the provisions under each offense. When reported, a written record shall be made of the incident to the law enforcement official who, at their discretion, may conduct an investigation.

6) MEDICATION

The board wishes to cooperate fully with students, parents and the medical profession to assure that any student receives required medication during the normal school day at the time the student needs it. It is preferred that medications be taken by students at home. However, it is recognized that certain circumstances may necessitate taking medications during school hours. Guidelines have been established to maintain control of authorized drugs within the schools and to ensure the health and welfare of the students.

In accordance with O.R.C. 3313.713, prescription medications must be kept locked in the School Office and administered by school personnel. Effective July 1, 2011, only employees of the Board who are licensed health care professionals or who have completed a drug administration training program conducted by a licensed health care professional and considered appropriate by the Board may administer to a student a drug prescribed for the student. A *Physician's Medication Procedure Request Form* and *Parent's Medication Procedure Request Form* must be completed, including the parent signature on the reverse side, signed and on file in the Clinic before any prescription medication will be given by Clinic staff.

In rare instances, a student may be allowed to carry certain prescription medications (e.g. asthma inhalers). If the physician deems it medically necessary for the student to carry a medication with him or her, the physician will note this on the required form.

Students are permitted to carry a one-day's supply of non-prescription medication to self-administer if a *Parent's Non-Prescription Medication Request* form is signed by the parent and on file in the School Office. Medication forms are available in the School Office, nurse's office and on the district Web site.

7) DRUG PARAPHERNALIA

Drug paraphernalia or instruments such as pipes, roach clips, syringes, pacifiers, hypodermic needles, cocaine spoons or kits, nitrous oxide paraphernalia, rolling papers, water pipes and any other items normally or actually used for the packaging, conveyance, dispensation or use of mood-altering substances will not be permitted on any school property or vehicle and will be subject to confiscation. Possession of drug paraphernalia will be treated the same as possession of a mood-altering substance. Addiction to an illegal substance may not be used as an excuse for a violation.

8) SEARCHES

Random searches may include the assistance of dogs trained to detect the presence of drugs. If the school official has reason to believe that mood-altering or controlled substances, drug paraphernalia, or instruments are concealed in a school locker, on a student, in a purse, wallet, book bag or in a student's vehicle, the following applies:

- a) Locker Search: Lockers supplied by the school and used by the students are the property of the board of education. Therefore, student lockers and the contents of the lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a school rule or criminal status.
- b) Personal Searches: The school official may ask a student to reveal any illegal or dangerous item(s) suspected of being on his person, in a purse, wallet or book bag. If the student refuses, the school official may ask student or the student's parent for permission to conduct a search. The school official, at their discretion, may call the local law enforcement agency to investigate.
- c) Student Vehicle: When the possession of illegal or dangerous items is suspected to be in a student's vehicle on school property, permission of the driver or owner will be secured to search the vehicle. If permission to search the vehicle is denied, the local law enforcement agency may be called to search the vehicle.

9) OFFENSES AND DISCIPLINARY ACTION

The actions set forth below will be considered routine disciplinary measures for each category and occurrence of offense. It is intended that the penalties delineated below shall be considered the standard penalty to be imposed for the offenses described. In incidents where extreme violations occur, the specified actions may be waived by the school official in favor of stronger measures such as longer suspensions (not to exceed ten days), expulsion or other appropriate action. Similarly, the school official may, at the hearing, consider matters in mitigation of the routine disciplinary measures.

Following are the offenses that are prohibited and the consequences that will result from the student's decision not to abide by the school policy. Violations are cumulative within grades 7-12.

10) CONSEQUENCES

- a) Possession, purchase, use OR application of any mood-altering chemical, as defined above:
 - i. First Offense:
 - (a) The rapid eye movement test may be administered for screening purposes. If the screening is positive, the parents will be recommended to seek professional guidance with a certified chemical dependency counselor. Also, an investigation will be conducted by the legal authorities as to the source of the drug.
 - (b) Parent/guardian (hereafter referred to as parent) may be notified immediately and the student will be removed from classes or school events for the remainder of the day.
 - (c) Law enforcement officials may be notified and, at their discretion, conduct an investigation. In any instance in which it is illegal for a school official to possess or dispose of a mood-altering drug, law enforcement will be notified. School officials will notify law enforcement in the jurisdiction in which the offense occurs.
 - (d) Parents will meet with the principal or the principal's designee that day, if possible.
 - (e) The student shall be assigned ten days Out-of-School Suspension. The principal may waive five of the ten days Out-Of-School Suspension provided that the student has an appointment for an assessment with a certified chemical dependency counselor within five days and notifies the principal or principal's designee of the appointment. The student must participate in the assessment process (the cost of any and all assessments will be the responsibility of the student and/or parents) and follow the counselor's recommendations to completion. If treatment or counseling is recommended, it must be with an Ohio-certified chemical dependency counselor. The student must waive his or her rights of confidentiality so that verification of this assessment and a written report can be given to the principal or principal's designee. It is the responsibility of the student and parents to keep the principal or the principal's designee apprised of the student's progress throughout this entire process.
 - ii. Second and Subsequent Offenses:
 - (a) The rapid eye movement test may be administered for screening purposes. If the screening is positive, it will be recommended that the parents to seek professional guidance with a chemical dependency counselor. Also, an investigation will be conducted by the legal authorities as to the source of the drug.
 - (b) Parents will be notified immediately and the student may be removed from classes or the school event.
 - (c) Law enforcement officials may be notified and, at their discretion, conduct an investigation. School officials may file charges in the appropriate court.
 - (d) Parents will consult with the principal or the principal's designee.
 - (e) The principal will recommend expulsion.
 - (f) The principal will suspend the student (for not more than ten days) pending the results of the expulsion hearing.
 - (g) Following suspension and/or expulsion, the parent, student, school principal or his designee will have a readmission conference prior to the student returning to the student returning to class.
- b) Actual or attempted transmitting, selling, supplying or purchasing of mood-altering chemicals, counterfeit or look-alike substance or paraphernalia is a serious offense.
 - i. First Offense and Subsequent Offenses:
 - (a) Will follow the same process and receive a ten-day suspension with a recommendation for expulsion

11) SELF-REFERRAL

Students have the opportunity for a voluntary referral procedure to seek information, guidance, counseling and/or assessment in regard to the use or possession of tobacco, alcohol and other controlled or non-controlled substances. The student or his/her immediate family may make voluntary referrals.

For an alcohol and/or controlled substances/mood-altering chemicals referral, the student must have, within five days, an appointment for an assessment with a certified chemical dependency counselor and notify the principal or principal's designee of the appointment. The student must participate in the assessment process (the cost of any and all assessment will be the responsibility of the student and/or parents) and follow the counselor's recommendations to completion. If treatment or counseling is recommended it must be with an Ohio-certified chemical dependency counselor. The student must waive his/her rights of confidentiality so that verification of this assessment and a written report can be given to the principal or principal's designee.

For a tobacco referral, the student must within five days provide verification of enrollment in an out-of-school tobacco education/cessation program approved by the principal or principal's designee. Parents must sign a release of information to the principal/principal's designee so that the student's progress in the program can be followed and written verification of completion given to the principal or principal's designee. The student must complete the program or receive the original discipline.

Voluntary referrals will not carry violation consequences on the first offense only. Voluntary referral must occur prior to any report of violations. Involvement by law enforcement officials negates the option of voluntary referral. The student may use the option of voluntary referral once in his/her career at Olentangy Local Schools.

Any subsequent violations will be enforced as a second or subsequent violation. If the student requesting the voluntary referral opportunity does not complete the assessment recommendations by the established time schedule, the violation consequence will be put into effect immediately.

12) TOBACCO

- a) Use or possession of tobacco, nicotine or paraphernalia used to consume tobacco products:
 - i. First Offense:
 - (a) The student shall be assigned two Wednesday/Saturday Schools.
 - ii. Second Offense:
 - (a) The student shall be assigned three days of In-School Detention.
 - iii. Third and Subsequent Offenses:
 - (a) The student shall be assigned five days Out-of- School Suspension.
- b) Provided that the student, within five days, provides verification of enrollment in an out-of-school tobacco education/cessation program approved by the principal or principal's designee, the principal or principal's designee may reduce the above-mentioned discipline as follows:
 - i. Two Wednesday/Saturday Schools may be reduced to one;
 - ii. Three days of In-School Detention may be reduced to two; or
 - iii. Five days of Out-of-School Suspension may be reduced to three days In-School Detention

In all cases, parents must sign a release of information to the principal or principal's designee so that the student's progress in the program can be monitored and written verification of completion must be given to the principal or principal's designee. The student must complete the education/cessation program or receive the original disciplinary consequence.

BUS RULES

Notice to students: The use of video surveillance equipment may be used in the investigation of violations of the Code of Conduct, please refer to the Security Recording section of this handbook for additional details. . Students may receive discipline as a result of what is recorded.

The following bus regulations are considered recommended guidelines to correct behaviors that could create an unsafe environment.

Administrative responsibility prior to the first written conduct report:

- Building administrators will assure that each student receives a copy of the Student Handbook (with Bus Rules included) at the beginning of each school year or upon enrollment of a new student.

It is our privilege and pleasure to furnish students with the safest transportation possible as they travel between home and school and on school-related trips. In order to protect all students riding Olentangy school buses, safety precautions are a must! Your help is needed because safety is everyone's responsibility!

All students are to understand that the bus driver is in charge of the bus at all times. Any student who repeatedly violates the safety precautions and/or bus rules may be denied the privilege of riding the bus and is subject to other disciplinary action to be determined by the principal. To that end, the following conduct rules are called to your attention:

- 1) Students must arrive at the bus stop five minutes before the bus is scheduled to arrive. The bus will not wait. (Ohio Law 3301.83.08)
- 2) Students must wait quietly in a location clear of traffic and away from the bus stop. (Ohio Law 3301.83.08)

- 3) Student behavior at bus stops must not threaten life, limb or property of any individual. (Ohio Law 3301.83.08)
- 4) Students must go directly to an available or assigned seat. (Ohio Law 3301.83.08)
- 5) Students must remain seated, keeping aisles and exits clear. (Ohio Law 3301.83.08)
- 6) Students must observe classroom conduct. All school rules apply on the bus. Obey the driver promptly and respectfully. (Ohio Law 3301.83.08)
- 7) Students must be courteous and respectful to fellow students and to the bus driver. (District policy)
- 8) Students must not engage in loud talking or laughing, excessive horseplay, or fighting. (District policy)
- 9) Unnecessary confusion diverts the driver's attention and might result in a serious accident. (District policy)
- 10) Students must not use profane or abusive language. (Ohio Law 3301.83.08)
- 11) Students must refrain from chewing gum, eating and drinking on the bus except as required for medical reasons. (Ohio Law 3301.83.08)
- 12) Students must not use tobacco, or related products, on the bus. (Ohio Law 3301.83.08)
- 13) Students must not have alcohol or drugs in their possession on the bus except for prescription medication required for student. (Ohio Law 3301.83.08)
- 14) Students must not throw or pass objects on, from or into the bus. (Ohio Law 3301.83.08)
- 15) Students may carry on the bus only objects that can be held in their laps. No living creatures are permitted. (Ohio Law 3301.83.08)
- 16) Students must treat bus equipment as one would treat valuable furniture in his or her home. Vandalism will not be tolerated. Keep the bus clean and sanitary. (District policy)
- 17) Students must not extend any part of their bodies out of the bus windows. (Ohio Law 3301.83.08)
- 18) Students are to remain absolutely quiet at railroad crossings until the bus has completely crossed and the driver says it is okay to talk. (Ohio Law 3301.83.08)
- 19) Students must leave or board the bus at locations to which they have been assigned unless they have written parental and administrative authorization to do otherwise. (Ohio Law 3301.83.08)

Driver's responsibility prior to the first written conduct report:

- Drivers will confer with the student and/or change the student's seating assignment.
- Drivers are strongly urged to call parents. (Doing so is a proven, effective way of managing student behavior.)

Level I (Minor) Infractions: Level I behaviors are those that disrupt the driver's concentration or behavior that may cause harm to the student or others. Some other Level I infractions include:

- Loud talking (at any time) or talking at railroad crossings
- Moving around the bus or out of the seat
- Pushing/touching/disrupting others
- Repeated tardiness to the bus
- Disrespect to other students or the driver
- Harassment of other students
- Not following the reasonable request of the driver
- Use of profanity
- Possession of a match or lighter
- Eating or drinking (food or gum) on the bus
- Tampering with emergency equipment or doors
- Littering or throwing objects from the bus
- Any other infraction of the building's student behavior code

Level II (Major) Infractions: Level II behaviors are those that are severe in nature or that directly or indirectly endanger the student or other students, the driver, or the public.

- Minimum of five repeated Level I offenses (Minor Infractions)
- The threat of violence to the driver or other school employees
- The use of profanity directed to the bus driver
- Igniting a match or lighter
- Possession of an incendiary device (smoke bomb, fire cracker, cherry bomb, sparkler, etc.)
- Fighting/assault
- Possession of a weapon
- Vandalism or arson
- Theft

Recommended Consequences for Level I and II Bus Rules Infractions:

	Level I	Level II
First Written Report	Principal Action	3 days off bus
Second Written Report	3 days off bus	5 days off bus
Third Written Report	5 days off bus	10 days off bus
Fourth Written Report	10 days off bus	Expelled

Follow-up Communication – Following the disciplinary action taken with a student, it is the administrator’s responsibility to inform the parent and the director of transportation of the disciplinary action taken. It is then the director of transportation’s responsibility to inform the driver of that action.

CAFETERIA RULES

Students are expected to:

- 1) Treat everyone with respect.
- 2) Pay for all food and eat it in the cafeteria.
- 3) Speak quietly at all times.
- 4) Pick up all trash and put it in the proper container.
- 5) Ask permission to leave your seat or to leave the cafeteria.
- 6) Refrain from throwing anything.
- 7) Keep all food and drink in the cafeteria only. No food or drink is to be taken outside of the cafeteria for any reason, except with staff permission.

TECHNOLOGY USAGE POLICY

Students are encouraged to use the school’s computers/network and the Internet connection for teacher-assigned, educational work. All references to schools in this policy will mean any school in the Olentangy Local School District. The term computer or computer equipment includes but is not limited to: any electronic device, personal or owned, that is used on school property.

Technology Usage Agreement: If you do NOT desire for your child to use district-provided technology while at school, please submit a letter as indicated below. In the event that we do not receive this information, ALL students will be permitted to use district-provided technology according to the provisions listed in the Technology Usage Policy section of this handbook.

Parents have the right to submit a written request to the building administration directing them to not allow their child the use of district-provided technology while at school. The written request or any questions should be directed to the principal of your child’s school during the first two weeks of school.

Students using computers are expected to abide by the following rules:

- 1) Students may only access the district network and/or Internet by using their assigned network account. Use of another person’s account/password is prohibited. Students may not allow other users to utilize their passwords. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network.
- 2) Students are permitted to use networked software and school-supplied software. Programs written by the student which are part of an assignment in a school’s course of study may be run, as required, for that course of study’s requirements, with teacher supervision.
- 3) Students may not download programs from the Internet nor may they copy programs from any removable device. Students may not install or delete programs on the school’s computers.
- 4) Students may not use the Internet to engage in "hacking" or other unlawful activities.
- 5) Students may not create keyboard macros in Microsoft Word or any other program. Macros written by the student that are part of an assignment in a school’s course of study may be run, as required, for that course of study’s requirements, with teacher supervision.
- 6) Students should only use computer programs approved by the classroom teacher.
- 7) The school staff may review computer files or messages that are created by the student. Material may be reviewed for grading and appropriate content. It may be reviewed for any harassing or threatening material (i.e., cyberbullying), trade secret protection and/or any vulgar or obscene content.

- 8) Only one student may work at a single computer. Only a teacher may assign more than one student to work at a single computer.
- 9) Students are not to send messages over the network using outside email accounts or systems nor participate in online “chat rooms.” All electronic communication between students and teachers should happen through their district assigned myED (FirstClass) accounts.
- 10) Students are not to enter the network's operating system.
- 11) A teacher may authorize the copying of student-created work to a removable device or other outside media. The use of a removable device or other outside media is not permitted without permission from a teacher. The preferred method of file transport is through myED (FirstClass).
- 12) Students may not have food or drink when working on school computers..
- 13) All copyright laws are to be enforced.
- 14) Students are not to unplug or change any computer device or network connections.
- 15) Students are not to change any display screen settings.
- 16) Students are not to change any program’s toolbars or settings.
- 17) Students are not to add or delete any program icons on the desktop or Start Menu.
- 18) Malicious use of computers or the school’s network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use computers or the school’s network in such a way that would disrupt their use by others.
- 19) Students are not to remove, modify, damage or destroy any computer or networking equipment.
- 20) Students are not to modify or remove any identifying labels on computer equipment.
- 21) Students are not to modify or remove any printer settings.
- 22) Students are to advise school staff when they observe any violation of the school’s policy for the use of the school’s computers.
- 23) Students are to advise their teacher when a school’s computer malfunctions in any way (example: a program not opening or closing properly). The teacher will notify the technical support staff so that the PC can be repaired.
- 24) The possession of; or the taking, disseminating, transferring or sharing of by way of example: nude, obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfers or other means (commonly called texting, emailing, sexting, etc) may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating, or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and may be reported to the appropriate law enforcement agencies.
- 25) Cyberbullying is the act of harassment that takes place via some method of technological media. If a student is being harassed and the effect is on the school it does not matter where the offense originates, even if off grounds, if the effect of such acts makes a transition to school grounds it is under our best judgment to take appropriate action.
- 26) The use of electronic devices for recording purposes must have prior approval.

Telephone/Cellular Phone Use:

Students are permitted to use their cellular phones or other electronic devices in designated areas during designated times only. Designated times and areas will be determined at the discretion of building administration. Students using their cellular phones or other electronic devices at times or in locations other than designated may be subject to school discipline. Contents of cell phones or other electronic devices may be searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct. At the building leadership’s discretion, students’ confiscated cellular phones or other electronic devices may only be returned to their parent or guardian.

Exceptions to the above rules are permitted only under direct teacher supervision. Violations of these rules may result in disciplinary action, including but not limited to detention, Wednesday School, Saturday School, Suspension Alternative Program and/or suspension. Violations also may be referred to the appropriate legal authorities and/or other legal action may be pursued.

DRESS CODE

The Olentangy Local School District is committed to providing a safe, friendly learning environment for its students. Attire is not only a reflection of the individual student but also of the general learning environment. Therefore, students have the responsibility to wear clothing that projects a positive attitude of pride in self, school and the community. Students are required to wear appropriate, comfortable and safe clothing that is neat, clean and in good taste. No article of clothing shall be worn that distracts from the educational process. Olentangy Local

Schools views the Dress Code as a serious issue and expects parents to promote the observance of this policy. Building administrators have the final decision as to the appropriateness of all clothing and attire. Following are the guidelines for the students:

- 1) Vulgar, illegal, (including alcohol, drugs, tobacco) and/or sexually oriented statements or suggestions on clothing are not permitted. Any dress or statement that may cause a hostile, intimidating, degrading, offensive, harassing or discriminatory environment is prohibited.
- 2) Hats (or other head coverings) and sunglasses will not be permitted to be worn inside the school building unless approved by a principal, a physician and/or school nurse.
- 3) Chains and/or studded accessories are prohibited and will be confiscated until the end of the school year. Accessories that increase a student's risk for accidents, including key chains on book bags, are not permitted.
- 4) Shorts and skirts will be no shorter than middle of the thigh. Shirts and tops will be no lower than one inch below the collarbone, must have sleeves and must be long enough to be tucked in. Low cut tops, see-through clothing, tank tops, spaghetti straps and shorts or skirts shorter than the middle of the thigh are examples of styles that are considered unacceptable for students.
- 5) See-through clothing and clothing that has excessive rips, tears or holes are not permitted. All undergarments are to be covered.
- 6) Oversized clothing, which compromises the safety of students, is not permitted. Clothing that touches the floor is not permitted.
- 7) Appropriate and safe shoes or sandals will be worn at all times.
- 8) Coats are to be worn to and from school only and must be placed in student lockers. Students should be prepared for variations in temperature by having a sweatshirt and/or sweater.
- 9) Some school programs, such as industrial arts, laboratory activities, physical education and interscholastic athletics may require special hair care, clothing, footwear or restrictions on jewelry to ensure the health and safety of all students.
- 10) Students will not be permitted to carry book bags, backpacks and other large bags that are used to carry books and supplies during the school day. These bags are to be stored in the student lockers during the school day.

Failure to comply with Dress Code guidelines is considered to be an insubordinate act and will be treated as such. Building administrators have the final decision as to the appropriateness of all clothing and related issues. Following are the procedures for violations of the Dress Code:

- 1) First Offense: Student will be sent to the School Office. Student will change clothes or will be sent home to change his or her clothes. Inappropriate accessories will be confiscated. If the student is sent home, this absence will be treated as an unexcused absence. Any class work missed during an unexcused absence may be made up for full credit.
- 2) Second Offense: Same as first offense. In addition, the student will be assigned to detention. Parents will be contacted.
- 3) Third Offense: Same as first and second offense. In addition, the student will be assigned to Saturday School.
- 4) Further Offenses: The student may be suspended from school.

HALL PASSES

No student may be out of his assigned classroom without an agenda pass. Teachers will issue hall passes sparingly.

SIXTH GRADE INCENTIVE PROGRAM

Each middle school has an incentive program designed for sixth grade students. Teachers and students are working together to have a positive affect on student behavior. Parents are informed periodically if problems exist. Incentive programs are provided at the end of each nine weeks.

ACADEMICS/STUDENT SERVICES

ACADEMIC ROLLS

Academic rolls will be calculated after each quarter. Students receiving all "A's" (pluses and minuses) will be on the "Straight A" Roll. Students earning a grade point average of at least 3.5, but less than straight A's, without any D's, F's or I's, will achieve the Honor Roll. Students with a grade point average of 3.0-3.49 without any D's or F's will achieve the Merit Roll.

Students raising one letter grade in two subjects or two letter grades in one subject without dropping any letter grades will make the Achievement Roll (quarter classes are not included, and pluses and minuses are not figured). It is possible for a student to be on the Achievement Roll and one of the other academic rolls at the same time.

ACCELERATED CLASSES

Students successfully completing Algebra, Geometry, Spanish I, French I or German I in middle school will receive high school credit for these courses but the credit will not count toward graduation requirements.

ADVISORY

Advisory is a time set aside at each grade level that combines the concepts of advisory and an advisor/advisee program. Channel One may be viewed. Advisory activities may be embedded into the regular school day.

ALTERNATIVE EDUCATIONAL OPTIONS

The Olentangy Local Schools is proud to offer OASIS, a unique, student-centric educational program for families who are looking for an option to the traditional school setting. OASIS provides students with customized online learning experiences; academic support in a setting with a low student to teacher ratio; intensified career and college preparation; readily available adult mentoring; and individualized service learning opportunities. OASIS uses best practices, including research based methods of connecting with, and supporting students, in their academic and developmental growth.

CREDIT FLEXIBILITY

Olentangy recognizes that an effective educational program is one that provides opportunities for all students to customize aspects of their learning around needs and interests. The District Credit Flexibility Plan offers options to middle school students to earn high school credit by:

- testing out or showing mastery of course content;
- pursuing an educational option and/or an individually approved option and/or
- any combination of the above.

Credit Flexibility applies to any alternative coursework, assessment and or performance. If a student is using Credit Flexibility to receive equivalent graduation credit, they must apply for and receive approval from the school district in advance. Approved credit awarded through this policy will be posted on the student's transcript and count towards a student's grade point average (GPA), class rank and as graduation credit in the related subject areas or as an elective. The school district will include details of the Credit Flexibility policy and program on the district website.

EIGHTH GRADE TRIP

Each year, the eighth grade class goes to Washington, D.C. to tour our nation's capitol. Fundraising events give each student the opportunity to earn funds for the trip. Since this trip is educational in nature and similar to a school learning experience, all school rules and policies are in effect during the trip.

Additionally, each school may develop specific policies and practices for the trip based on the preferences of the administration and trip coordinators. Each school will notify parents of all the trip guidelines prior to the trip.

NOTE: Any student receiving an expulsion during the school year will be excluded from participation.

FEES

A list of course and workbook fees will be distributed to the students at the beginning of the school year. A fee statement, listing all course and workbook fees for the year, will be sent to the parents in early fall. Payments should be made in full by credit card online (www.olentangy.k12.oh.us, then SPSEZpay) or by check/money order to the school office. Make checks payable to “Olentangy Local Schools”.

FEE COLLECTIONS AND FEE WAIVERS

If you are financially unable to pay your fees, you may obtain a fee waiver application in the School Office. Eligibility for the fee waiver is determined by the number of adult wage earners in the family and their combined income. This information, along with adult family members' social security numbers, must be given in writing to the School Office in order to be considered for fee waiver.

The Olentangy Local School District outsources the collection of Non-Sufficient Fund (NSF) checks to the ChecXchange service. The district is happy to accept checks as payment but every check must include your name, address and phone number. Please keep in mind that when a check is provided as payment, it is an authorization by the check writer to either make a one-time electronic transfer from the account or to process the payment as a check transaction. In doing so, the check writer also authorizes ChecXchange to collect a \$34.00 fee through an electronic fund transfer from the check writer's account if the payment is returned unpaid.

If you receive a notice from your bank about a non-sufficient funds check, try to notify the Office of the Treasurer at (740) 657-4035 within 24 hours about your account with the school district. If it is after 24 hours, contact ChecXchange at (877) 343-1823.

FIELD TRIPS

Field trips are an important extension of our school curriculum. In order for your child to benefit from these activities, appropriate behavior from all students is necessary. Olentangy Local Schools reserves the right to prohibit students from attending field trips because of disruptive behavior. Parent permission slips will be signed in advance. Students will travel by school vehicles. Students will be released during the course of the trip to parents or guardians only. These releases should be arranged in advance by submitting a written request to the teacher or advisor in charge of the trip.

GIFTED EDUCATION

Policy on Academic Acceleration, Early Entrance to Kindergarten, and Early High School Graduation

In accordance with the belief that all children are entitled to an education commensurate with their particular needs, students who can exceed the grade-level indicators and benchmarks set forth in the standards must be afforded the opportunity and be encouraged to do so.

The Olentangy Board of Education believes that such students often require access to advanced curriculum in order to realize their potential contribution to themselves and society.

All children learn and experience success given time and opportunity, but the degree to which academic content standards are met and the time it takes to reach the standards will vary from student to student. The Olentangy Board of Education believes that all students, including advanced learners, should be challenged and supported to reach their full potential. For many advanced learners, this can best be achieved by affording them access to curriculum, learning environments, and instructional interventions more commonly provided to older peers.

The Olentangy Acceleration Policy provides students with opportunities for possible accelerated placement through early admission to kindergarten, individual subject acceleration, whole-grade acceleration, and early graduation from high school. A teacher, administrator, gifted education specialist, guidance counselor, school psychologist, or a parent or legal guardian of the student may submit referrals for possible accelerated placement to the school principal. A student may refer himself, herself, or a peer through a district staff member who has knowledge of the abilities of the student.

Copies of referral forms for evaluation for possible early entrance, whole-grade acceleration and individual subject acceleration are available to district staff and parents at each school building.

Appeal Notification

A parent or legal guardian of the referred student may appeal in writing the decision of the evaluation committee to the local Superintendent within thirty days of being notified of the committee's decision. The Superintendent shall review the appeal and notify the parent or legal guardian who filed the appeal of his or her final decision within thirty days of receiving the appeal. The Superintendent's decision shall be final. However, the student may be referred and evaluated again at the next available opportunity if he or she is again referred for evaluation by an individual eligible to make referrals as described in this policy.

GRADING SCALE (GPA) POLICIES

The student average is computed by using the point value for each letter grade earned as a quarter grade. Only the current quarter grades are used.

Letter Grade	Point Value
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00

Grading Scale						
A	93-100%	4.00		C	73-76%	2.00
A-	90-92%	3.67		C-	70-72%	1.67
B+	87-89%	3.33		D+	67-69%	1.33
B	83-86%	3.00		D	63-66%	1.00
B-	80-82%	2.67		D-	60-62%	0.67
C+	77-79%	2.33		F	0-59%	0.00

An "incomplete" is sometimes necessary in order to give students a chance to make up work missed due to illness. Work missed during absences may be made up (see attendance policy for details). Students must take the responsibility for contacting teachers for make-up work.

GUIDANCE

Guidance services may include:

- Assistance in planning future education
- Interpretation of test scores
- Occupational information
- Career information
- Help in improving study skills
- Scheduling assistance
- Help with home, school or social concerns

A student desiring to speak with a guidance counselor should leave a note in the School Office requesting that the counselor contact him or her as soon as possible.

HEALTH SCREENINGS

From time to time, students will be screened for serious health concerns, such as vision, scoliosis, etc. A permission slip will not be sent home for parent permission in advance of the screening.

HIGH SCHOOL CREDIT BELOW THE NINTH GRADE

Olentangy Local Schools will award credit for all high school courses taken prior to the ninth grade. In most instances, a grade of "P" (passing) benefits a student's cumulative grade point average. Therefore, students will receive a grade of "P" on their high school transcript for each high school course taken. If, prior to the end of the first semester of the student's senior year, the student and parent wish to change the "P" grade into an academic letter grade, the student and parent must request this change in writing. Upon written request, the "P" grade will be replaced with the final grade issued on the student's 8th grade report card.

Per Ohio law, students new to the district desiring such credit must provide their respective counselor the following documentation on their previous school's letterhead: 1) that the course which credit is being pursued was a high school course; and 2) that the course was taught by a teacher who held the appropriate secondary teaching license/certificate for the course. No courses, other than those listed above, will be accepted for credit.

Students electing to re-take any course will not receive high school credit or a grade for the course below the ninth grade.

HOMEWORK INFORMATION RESOURCES

Homework Hotline and various web links are established each school year for students and parents to check assignments. Please consult your teacher for details.

HOMEWORK REQUESTS

For a one-day absence, assignments may be accessed through the school Web site and teacher voicemail system. Assignments will be collected from teachers when the absence is for two or more days. A parent or guardian can direct the request to the School Office personnel by telephone or in person. The parent or guardian must designate the individual who will be responsible for picking up the homework assignments and for collecting books from the student's locker, if needed. School Office personnel will only give locker combinations to parents or guardians. Homework requests must be received by 10:00 a.m. in order to be fulfilled by 2:00 p.m. of the same day.

INTERVENTION ASSISTANCE TEAM (IAT)

Concerns about academic performance or emotional, social or behavior problems will be discussed by the Intervention Assistance Team (IAT), a group of teachers, counselors, administrators and other appropriate school personnel, in an attempt to resolve the problem. Parents or school personnel may make referrals to the IAT. All referrals for special education must be made through IAT.

INTRADISTRICT TRANSFERS

The Olentangy Board of Education, in conformity with ORC 3313.97, believes that, whenever possible, students should be allowed to attend a school of their choice within the school district. In doing so, students are permitted to apply for attendance outside their own attendance area based upon the criteria established by the Olentangy School Administration and Board of Education. Complete information about intradistrict transfers is available by contacting the District Offices at 740/657-4050 or by visiting the Olentangy Local Schools Web site: www.olentangy.k12.oh.us.

LIBRARY/MEDIA CENTER

- 1) All students are encouraged and entitled to use the Media Center and to borrow books.
- 2) Reference books with yellow "LIBRARY USE ONLY" tags are not to be removed from the Media Center.
- 3) Books may be borrowed for a period of three weeks.
- 4) A fine of \$.05 per school day is charged for each book returned late.
- 5) Damage to books beyond reasonable wear and all lost books shall be paid for by the student.
- 6) No materials may be taken from the Media Center unless they have been checked out.
- 7) Food and drink are not permitted in the Media Center.
- 8) No more than two books may be checked out at a time without permission of the librarian.
- 9) Students on a library pass from a teacher must first show their pass to the librarian, then work on their assigned task.
- 10) The Media Center is open for student use only on school days.
- 11) A student who has been asked to leave the Media Center more than two times for disruptive activity may not return without a parent/librarian conference.
- 12) Media Center computers are logged in every morning by the librarian and information software is provided throughout the school day.
- 13) Students using Media Center computers are to abide by the Technology Usage Policy in the Code of Conduct/Discipline section.
- 14) Students should limit printing to only that which is necessary to support their assignment.
- 15) Any computer/printing problem should be reported immediately to the librarian.
- 16) A coin-operated copier is available for student use in the Media Center. The cost is ten cents per page. It is the student's responsibility to have the correct change, as change is not available in the Media Center.
- 17) Respect and consideration for others using the library are necessary at all times.

PUBLIC RIGHTS REGARDING SURVEYS

Under the Protection of Pupil Rights Amendment (PPRA), as further amended by the No Child Left Behind Act (NCLB), parents have the right to prohibit their child from participating in surveys.

Rights afforded parents include:

- to inspect for a time period of two weeks, upon request, a survey created by a third party before the survey is administered or distributed by a school to students;
- to know of arrangements to protect student privacy in a survey, including the right to opt out, if it includes questions regarding political affiliations, religious practices or other questions as outlined in PPRA and NCLB; and,
- to receive reasonable notice at the beginning of each school year that their child may be involved in Board-approved third party surveys.

Pursuant to this policy, parents/Guardians will be contacted by the school district in advance of any survey being distributed to their student.

RECOGNITION

Citizen of the Month

An outstanding citizen demonstrates academic effort, helps others, projects a positive attitude and shows respect and concern for others. Citizen of the Month is an honor bestowed upon one male and one female student from each team. Citizens of the Month are selected by each team of teachers for the qualities they possess that help to make Olentangy Middle Schools a good place to learn and work.

8th Grade Recognition Program

At the end of the school year, eighth grade students will be recognized during an assembly. Parents, guardians and family members are invited to attend. Only awards for eighth grade students will be presented. (See Eighth Grade Trip – Trip Behavior Policy.)

Perfect Attendance

At the end of each grading period, an award will be given to each student who attends school every day. If a student arrives late, leaves early or misses any part of the school day for any reason, the student cannot qualify for this award.

Scholastic Recognition Program

Each year, students who have achieved scholastic recognition for the first three nine weeks as determined by building administration will be invited to a recognition program to be held in the spring. Parents or guardians will be invited to attend.

Student Recognition Breakfast

Invitations to the monthly Recognition Breakfast are given to students who have received Citizen of the Month, Super Student or other special recognition (i.e. Geography Bee, Spelling Bee, etc.). Parents or guardians and other family members are also invited to attend.

Super Student

Super Students are selected by adult staff members who work in our school. Super Students may be selected because they are helpful to other students or faculty members, noticeably upgrade their behavior or academic performance or who voluntarily improve the school in some way.

Student of the Year

At the end of the school year, one male and one female will be chosen from each team as "Student of the Year." These students are chosen by their teachers based on citizenship, academics and responsibility. Students may be chosen more than once throughout their middle school career.

Additional Recognitions

Students are often recognized by teams and individual staff members throughout the year. Other recognitions may be initiated by external groups or organizations (i.e. Optimist, Archie Griffin, and Presidential Academic).

RELEASE OF STUDENT PHOTOS AND WORK ONLINE

The Olentangy Local School District believes it is important to share accurate and timely information about the district with stakeholders. In addition, many online tools provide educational opportunities for student learning. As such, from time to time the district may share student information with the public in a Web-based environment such as, but not limited to, the district's Web site, YouTube or Facebook. The district's Web Guidelines allow for the following student information to be used online at the middle and high school levels:

- Student's first name and last initial only;
- Student photographs; and,
- Student work (such as, but not limited to, artwork, podcasts, blogs, writing samples, videos, etc.).

If you do not want your student's information used in Web-based environment, simply submit a written request to the Communications Department. Requests should be directed to Olentangy Local School District, Attn: Communications Department, 814 Shanahan Road, Suite 100, Lewis Center, Ohio 43035, (740) 657-4050.

RELEASE OF STUDENT PHOTOS/MEDIA INTERVIEWS

During the year, the Olentangy Local Schools often have the opportunity to photograph students in a variety of school-related activities. Student recognition programs, academic and fine arts programs are a few examples of these activities.

As such, these photographs may be used in communication tools such as the district newsletter and calendar and in communications with the media such as allowing interviews or photographs with students. The district reserves the right to deny media requests for student interviews at any time.

Highlighting achievements in our schools is an integral part of reporting responsibly to our community and is a way of sharing in the success of our schools and students. For this reason, the district has designated student photographs as "directory information." However, it is our primary goal to respect your privacy.

Parents have the right to submit a written request to the Communications Department directing the district not to release directory information, including the information as listed above. The written request or any questions should be directed to the Communications Department, Olentangy Local School District, 814 Shanahan Road, Suite 100, Lewis Center, Ohio 43035, (740) 657-4050.

RELEASE OF STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students 18 years or older certain rights with respect to the student's education records. These rights, which are fully explained in Olentangy Board of Education Policy and Regulations include:

- The right to inspect and review the student's education records.
- The right to request the amendment of the student's education records that are believed to be inaccurate and the right to a hearing if the request is not honored.
- The right to file a complaint with the U.S. Department of Education regarding an alleged violation of FERPA.
- The right to consent to the disclosure of personally identifiable information within the student's records, unless disclosure is otherwise authorized by law or unless disclosure is made to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- The following is designated as "**directory information**," which may be disclosed without prior written consent: a student's name, address, telephone number, grade, date of graduation, extracurricular participation, achievement awards or honors earned, weight and height if a member of an athletic team, photograph and parents names.
- **Parents have the right to submit a written request to the Communications Department, preferably within two weeks after the first day the student is enrolled in a school year, directing the district not to release directory information concerning their child to third parties. Examples of third parties include PTOs,**

Booster organizations and the media. According to Ohio Revised Code, public schools are prohibited from releasing directory information to third parties who intend to use the information for profit making ventures. The written request or any questions should be directed to the Communications Department, Olentangy Local School District, 814 Shanahan Road, Suite 100, Lewis Center, Ohio 43035, (740) 657-4050.

RETENTION

Students who fail two or more year long academic subjects will be retained unless, in the judgment of the teachers, counselors and the principal, circumstances would warrant assigning them to the next grade. Any student planning to attend summer school for credit to make up failed courses must obtain prior approval of their program from the principal. Only programs held at a school and taught by a certified teacher will be approved.

A student who fails the first semester and passes the second semester of a year long course shall receive the full credit of the course if recommended by the teacher and approved by the principal. A student who passes the first semester and fails the second semester shall fail that course and receive no credit if lack of effort is determined to be the cause of the failure.

SCHEDULE CHANGES

Students or parents may request schedule changes through the guidance counselor. Written permission from the parent is required for the change. Administration reserves the right to make the final decision.

Band, choir and other electives may only be added or dropped at the beginning of the nine-week grading period, with the written permission of a parent/guardian and teacher. Ultimately, it is the administration's responsibility to create student schedules and to make decisions about the assignment of students to classes.

SIXTH GRADE OUTDOOR EDUCATION

An outdoor education experience, designed to orient students to the concept of middle school teaming, is scheduled for all sixth grade students early in the school year. There will be no refunds of the required fee except due to illness of the student or a death in the immediate family.

STUDY HALL

Students are limited to one study hall per quarter.

- 1) Students are not permitted to talk unless granted permission by the teacher.
- 2) Students will not be permitted to study together unless permitted by the teacher.
- 3) Students are to report to guided study with something to do. Any student not bringing something to do will be given an assignment by the teacher.
- 4) Students are not to go to their lockers during the period.
- 5) Students must obtain the teacher's permission to go to the restroom.
- 6) Students are to sign the Sign-In/Sign-Out sheet when leaving or returning to the room.

TEST SECURITY/STANDARDIZED TESTS

Each year, Olentangy students are required to take a number of "standardized" tests. These include state achievement assessments, Ohio Graduation Tests, and "norm-referenced" tests such as the TerraNova and PSAT. All of these tests are considered "secure." The tests must be kept locked up when not in use and students should refrain from discussing test items or otherwise divulging information regarding the content of these tests – even after the test is given. Any student sharing information with others regarding secure tests or cheating in any other way will be referred to the building administrator for disciplinary action.

TEXTBOOKS

The Board of Education furnishes all necessary textbooks. For identification, each book is numbered. Each student is responsible for all textbooks loaned to him or her, and is expected to return each book at the end of participation in the course. Students will be responsible to pay for any book that is lost, destroyed, stolen or mutilated. Report card, records, transcripts or diplomas may be held until all books are turned in and/or fees paid.

Students should immediately write their name and homeroom number in all textbooks issued to them in the space provided inside the front cover. Lost textbooks will be returned to the appropriate teacher.

WITHDRAWAL FROM SCHOOL

Upon withdrawing from Olentangy Local Schools, a student must report to the Guidance Office to receive a *Withdrawal Sheet*. A parent or guardian must be present upon withdrawal and sign the *Withdrawal Sheet*.

The *Withdrawal Sheet* is presented to each teacher, who assigns a final grade and initials the form confirming that all fees, work and text books have been accounted for. Under no circumstances will a teacher assign a grade or sign the form if any of the following are not complete:

- 1) All fees are paid, including library fines, etc.;
- 2) Books are returned in satisfactory condition; and,
- 3) Assigned work is completed.

Upon completion, a copy of the *Withdrawal Sheet* is given to the student to take to his or her new school.

GENERAL EXPECTATIONS

AFTER-SCHOOL TRANSPORTATION

It is the district's responsibility to transport students to after-school activities that are school related, such as athletic events, speech and debate contests, etc. This does not include club sports. However, it is the responsibility of parents to transport their children to after-school activities that are not school related (i.e., dance lessons, horseback riding lessons, CCD, etc.) Please note that bus drivers will not drop students off at stops other than their regular stops without signed authorization to do so. (See Bus Passes)

AGENDA BOOKS

Agenda books will be issued to all students. Students are expected to keep a written record of all class assignments. Other important information is contained in this book.

BUS PASSES

In order for a student to ride a different bus or get off at a different stop, a written request from a parent or guardian is required. This request must be submitted to the School Office in the morning. A pass will be prepared that the student can return to pick up during their lunch time. If a student does not have a bus pass, he or she cannot ride home on a different bus or get off at a different stop. Students must ride their assigned bus and get off at their assigned stop. Students will not be dropped off at other than board-approved bus stops.

CONCEAL CARRY

UNLESS OTHERWISE AUTHORIZED BY LAW, PURSUANT TO OHIO REVISED CODE SECTION 2923.122, NO PERSON SHALL KNOWINGLY POSSESS, HAVE UNDER THE PERSON'S CONTROL, CONVEY, OR ATTEMPT TO CONVEY A DEADLY WEAPON OR DANGEROUS ORDNANCE INTO A SCHOOL SAFETY ZONE.

DANCES

- 1) The school Dress Code (unless exceptions are granted) and Code of Conduct will be in effect.
- 2) Teachers and parents must be present as chaperones.
- 3) Students will not be permitted to return once they have left the dance.
- 4) Only students from the sponsoring middle school will be admitted. No guests will be allowed.
- 5) The sponsoring organization is expected to assist with cleanup after the dance.
- 6) While dancing, students must keep their hands at or above their partner's waist.
- 7) Beverages and food are not permitted in the gym.
- 8) Student ID will be required for admittance.

DISMISSAL

Students are not to remain at school after dismissal unless they are part of a school activity supervised by a teacher, advisor or coach. Pupils staying at school after dismissal for a school activity are to be out of hallways and with their adult supervisor. Students waiting for rides after tutoring, practices, games, detentions or meetings are to remain in a lobby near an outside doorway. If weather permits, students are to wait outside the building for their ride home. They may not be anywhere else in the building unless they are with a teacher, coach or advisor.

Students will not be able to go to their locker after athletic practices or club meetings because hallway gates will be closed and locked. Students are to make arrangements with their coach or advisor to put their books, coat, etc. in a classroom or locker room.

Students who remain after dismissal to use outdoor recreational facilities do so at their own risk. The school district assumes no responsibility for them. These students are not permitted to re-enter the building.

DISTRICT SAFETY PLAN

In case of an emergency, district personnel will follow the District Safety Plan. This plan specifies steps to be followed should an emergency arise that threatens the well being of students, staff and the public while utilizing school property. In addition to the steps outlined in the District Safety Plan our staff routinely trains on many of these procedures. The drills include fire, tornado and lockdown drills.

FEDERAL/STATE/LOCAL COMPLIANCE

The Olentangy Local School District complies with federal laws that prohibit discrimination in programs and activities receiving federal assistance.

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or national origin. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex. The Age Discrimination Act of 1975 prohibits discrimination on the basis of age. Olentangy Local Schools also complies with the Family Education Rights and Privacy Act of 1994 and grants parents/guardians the right to examine children's official school records. Inquiries regarding unlawful discrimination may be directed to the building principal.

FUNDRAISING ACTIVITIES

The only items that can be sold at school are those that are part of a school-sponsored fundraising activity and these items may only be sold before school starts in the morning, during lunch periods and after the school day is over. Students may not bring candy or anything else to school to sell that is not part of a school-sponsored fundraising activity.

HAND WASHING PROTOCOL

Hand washing with soap and warm water for at least 20 seconds is very important to prevent illness and communicable diseases. It is Olentangy district policy that students and staff will wash their hands at various times throughout the day including but not limited to after using the restroom, before and after eating, or after sneezing or coughing. When soap and water are not available, disposable hand wipes or gel sanitizers may be used in place of hand washing on most occasions.

LOCKERS

Subject to availability, the advisory teacher may assign a locker to each student at the beginning of the school year. Each student is responsible for cleaning and maintaining his or her locker. All lockers remain the property of the school and are subject to search at any time. Students must pay for lost or damaged locks. The only locks that may be used are school locks, except in a short-term, emergency situation approved by the homeroom teacher or principal. In order to protect personal belongings, each locker must be kept locked and the combination numbers used only by the assigned student. *Do not share lockers or combination numbers!* Students must provide their own combination lock for gym lockers that are not equipped with built-in locks and this combination should be given to the School Office. Students violating the locker policy should expect disciplinary measures.

LOST AND FOUND

Clothes, books, jewelry and other items turned in to the School Office will be kept in a Lost and Found location. Students who have lost something should check with at the School Office. Items not claimed are donated to a charitable organization.

MULTI-CULTURAL AWARENESS

The Olentangy Local School District is committed to an increasing awareness of and sensitivity to cultural diversity in our school community.

PARENTAL CONTACT WITH STUDENTS (NON-EMERGENCY)

In an effort to minimize disruption of class time, all parent messages and/or drop offs for students will be left in the School Office. A table for materials that are dropped off will be available in the School Office for student pick-up.

PARTIES

No parties are to be held during the school day unless permission is granted by the principal.

PROCEDURE TO RESOLVE PARENT/TEACHER DISAGREEMENTS

Complaints about school personnel will be investigated fully and fairly. Anonymous complaints will be disregarded.

Whenever a complaint is made directly to the Olentangy Local Schools Board of Education as a whole, or to an individual board member, it will be referred to the superintendent for study and possible solution. An employee who is the object of a complaint will be informed promptly and afforded the opportunity to present the facts as he or she sees them.

The goal of this section is:

- To establish a simple framework for addressing concerns
- To provide for prompt resolution of concerns
- To ensure that all parties will participate in a cooperative manner to resolve concerns
- To ensure that most concerns will be handled without resorting to this procedure beyond Step 1
- To assure that the system has a procedure to receive citizens' concerns in an orderly fashion to achieve the best possible educational program for students.

A. Step No. 1 - Direct Conversation

If a parent or community member (complainant) has a disagreement or misunderstanding with a teacher, the complainant should address the concern to the specific teacher directly involved with the circumstances surrounding the concern. The staff member will meet with the parent as soon as possible, but in no case longer than five calendar days after the teacher has been notified of the concern (subject to change by mutual agreement).

B. Step No. 2 - Fact and Possible Resolution

If the complainant or the teacher is not satisfied with the outcome of Step No. 1, or the complainant or teacher is unwilling to meet independent of an administrator, a meeting with the teacher, appropriate administrator and complainant will be arranged at a mutually convenient time, but in no case more than five calendar days after the meeting in Step No. 1. This step is to be informal and verbal. No further action will be taken beyond Step No. 2, unless the complainant submits a written, signed and dated statement of facts giving rise to this concern, the name of the teacher involved and the remedy sought.

C. Step No. 3 - Formal Process

If a complainant's concern is not satisfactorily resolved at either the first or second level, the complainant should then refer this concern to the Superintendent in writing. At that time another meeting will be arranged at the convenience of the complainant and staff member directly concerned, but in no case more than ten (10) calendar days (subject to change by mutual agreement). The staff member has the right to be at all meetings with or without a representative as he/she so determines. Copies of the disposition will be sent to the Board.

D. Dispositions

Dispositions at Step 3 will be sent in writing to all parties within ten (10) calendar days of the meeting with reasons stated.

E. Repeat Concerns

If a complainant believes there has been a repeat of the previous concern, they may go directly to Step No. 3, "Formal Process."

PTO

The Parent-Teacher Organization (PTO) meets monthly. All parents are invited to attend. Meeting dates and times will be announced. Check the Web site for meeting information.

SCHOOL SUPPLIES

School supplies may be purchased at the school store when it is open for business, during lunchtime.

STUDENT COUNCIL

The Student Council plans school activities, conducts community service projects, discusses recommendations from students, teachers and administrators and seeks to improve the image of the school. Elections will take place during the fall within each home base. Students must declare their candidacy through nominations in home base and then return the signed parent permission form in order to be considered a candidate. Candidates must also submit two teacher recommendation forms and complete a candidate questionnaire. Members are selected based on a combined score from their home base voting, teacher recommendation and a candidate questionnaire. An individual who finishes a grading period with an "F" is removed from Student Council for the remainder of the year. Grades 7 and 8 students cannot run for Student Council if he or she had an "F" in a subject the previous quarter.

STUDENT IDENTIFICATION CARD (ID)

A student picture identification card (ID) will be issued at the start of the school year. The ID is used to access the cafeteria debit system and may be required for admission to school events.

UNAUTHORIZED USE OF THE BUILDING

Students are not permitted to use the school building when school is not in session unless they have obtained prior authorization and are supervised. Any student using the building without authorization and supervision will be referred to local police authorities and will be subject to school disciplinary action. The school is equipped with a security system. Unauthorized use of the building will result in an audible alarm and electronic notification of the local law enforcement agency.

VALUABLE PERSONAL PROPERTY

The school will NOT accept responsibility for the loss of personal property. Personal property items are to be turned off, kept out of sight, and not used during the school day unless authorized by building policy. The use of any personal property that is contrary to building policy may result in disciplinary action and confiscation of the item(s). At the building leadership's discretion, confiscated items may only be returned to a student's parent or guardian.

VENDING MACHINES

The vending machines are for use only after school hours on school days, and on days that school is not in session.

VISITORS

By state law, all persons who are not regular members of the school personnel must report to the principal's office and state their reason for being on school grounds or in the building. The principal will decide if the person can remain in the building. This law is for the protection of students and staff and will be enforced.

Bringing visitors to school is discouraged. However, if there is a valid reason that a visitor must come to school with one of our students, this will be considered by the principal or assistant principal. The student must submit a *Request for Student Visit* form three school days prior to the visit and must be responsible for the behavior of the visitor while at school. The visitor is to have a pass from the School Office.

CO/EXTRA CURRICULAR

CO/EXTRA-CURRICULAR ACTIVITIES

Co-curricular and extra-curricular activities are available to middle school students who meet eligibility requirements. You should be alert for announcements of meetings for these activities.

Extra-Curricular Participation - In order to be eligible for participation in any extra-curricular activity, the student must be in school for at least 3 ½ hours that day. Students may be removed from these extra-curricular activities for violations of the Code of Conduct. The student and the parent must sign an *Extra-Curricular Behavior Conduct Code* form before the student may participate in any extra-curricular activities.

PARTICIPATION IN INTERSCHOLASTIC EXTRA-CURRICULAR ACTIVITIES

The Olentangy Local Schools Board of Education strives to provide opportunities for students to achieve a well-balanced and rewarding education while enrolled in Olentangy Local Schools. The board recognizes the values that can be gained by participation in interscholastic extra-curricular activities and the incentives these activities provide to students to achieve success in the classroom.

The Olentangy Local Schools Board of Education, under the direction of Ohio Revised Code 3313.535 shall adopt the following requirements for students enrolled in the Olentangy Local Schools to be eligible to participate in interscholastic extra-curricular activities.

“Interscholastic extra-curricular activities” are defined as student activity programs that a school or school district sponsors or which involves participants from more than one school or school district. Interscholastic extra-curricular activities do not include any activity that is part of the school district’s graded course of study.

Eligibility

In order to participate in an interscholastic sport or to cheer, a student must be passing all but one course and/or have a minimum 1.5 grade point average (GPA). Eligibility audits will be conducted in conjunction with the progress mid-way through the quarter, after the 7th week, and, at the end of each grading period. Individuals with more than one failing grade or a combined GPA of less than 1.5 at the mid-quarter check will be ineligible for one week. At the end of that one-week period, grades will be reevaluated. If the grades have improved and the student is no longer failing more than one class and has at least a 1.5 GPA, he or she will be declared eligible again. If the grades are still below minimum standards (failing more than one class or GPA below 1.5), he or she will remain ineligible for the next week.

Students who do not meet the minimum eligibility standards at the end of the quarter will be ineligible to participate for the entire following quarter.

A grade of “incomplete” will be considered as a failing grade until work is completed.

Individuals declared academically ineligible MAY NOT attend practices, games or travel with the team during the period of ineligibility.

An athlete will be eligible or ineligible for the next grading period beginning with the fifth school day after the end of each grading period. Eligibility or ineligibility would remain until the fifth school day after the end of the next grading period.

Seventh grade students will be eligible for the first quarter regardless of their previous academic performance.

Summer school grades earned may not be used to substitute for failing grades from the immediately preceding grading period of the regular school year, therefore these grades may not be used to regain eligibility until the end of the first quarter of the autumn semester when the appropriate weight will be given to the work completed.

Student Participation Fees

If a student loses eligibility after he or she has paid special activity fees or dues, there will be no refund from the Board of Education or from the activity fund treasury.

Other Eligibility Requirements

All other eligibility requirements as deemed by Ohio High School Athletic Association (OHSAA), the Ohio Capital Conference (OCC) and the Olentangy Local Schools Board of Education must be met in addition to those stated above.

PAY TO PARTICIPATE

Olentangy Local Schools has adopted a policy that requires a \$75 fee for participation in interscholastic athletics. There is a \$25 fee for participation in co-curricular or extra-curricular activities. There is a maximum fee of \$100 per family per building and \$200 per family per year for participation in interscholastic athletics. Please refer to Athletic Handbook for fee structure.

The student fees defray only a part of the expenses of our activity programs. Fees for activity participation are to be assessed for one full year.

Athletic activity fees are to be paid by check to Olentangy Local Schools. Payments may be made in full by credit card online (go to www.olentangy.k12.oh.us, then SPSEZpay) where available or by check/money order to the school office. Make checks payable to Olentangy Local Schools.

For athletics, all fees are non-refundable after the first game. Paying the fee does not guarantee the athlete's playing time. Fees are due before the first scrimmage or game. The athlete may not be allowed to participate until the fee is paid.

SPORTS EQUIPMENT

Athletic and sports equipment is to be stored during school hours (including lunch) in a designated area determined by the athletic director and coach. Such equipment is not permitted in the hallways or classrooms during the school day.

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