

STUDENT/PARENT HANDBOOK

NEW RIEGEL HIGH SCHOOL

www.newriegelschools.org



School Year 2007-2008
Education August 2007

adopted by New Riegel Board of

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FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Please take time to become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal. This handbook replaces all prior handbooks and other written material on the same subjects. This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of July 1, 2007. If any of the policies or administrative guidelines referenced herein are revised after August 1, 2007, the language in the most current policy or administrative guideline prevails. Current copies of Board policies and administrative guidelines are available from the principal.

MISSION OF THE SCHOOL

*The New Riegel School District dedicates itself to providing a
"Quality Education in a Small School Setting,"*

*Which will enable all children to reach their full potential and become informed, responsible
members of society.*

*We believe that the education and evaluation of our children is a shared responsibility between
the home, school and community.*

EQUAL EDUCATION OPPORTUNITY

This District provides an equal educational opportunity for all students.

Any person who believes that that he/she has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer identified below.

Elaine Nye
Superintendent New Riegel Schools
(419)595-2256

SECTION I - GENERAL INFORMATION

DISTRICT INFORMATION

Telephone Number– 419-595-2256

Fax Number– 419-595-2901

CENTRAL OFFICE

Amy Bouillon-EMIS EX: 1136
Elaine Nye-Superintendent EX: 1139
Jane Schalk-Treasurer EX: 1140

ADMINISTRATIVE / FACULTY / STAFF ROSTER

Brian Backur-English EX: 1156
Dan Beisner-Science, Dean of Students EX: 1161
Steve Bouillon-Athletic Director EX: 1198
Steve Bouillon-History EX: 1162
Bonnie Burns-Science EX: 1159
Laurie Burns-Library EX: 1199
Jenny Connor-Math EX: 1154
Jean Cossey-Spanish EX: 1174
Shilo Clouse-Physical Education EX: 1219
Stephanie Depinet-Office Mgr EX: 1150
Cynthia Downey-Instrumental Music EX: 1214
Michael Frankart-Vocal Music EX: 1213
Kelly Hendrix-Guidance Counselor EX: 1141
Adam Horner-Vo. Agriculture EX: 1240
Falyne Hoyda-English EX: 1157
Dennis Kline-Maintenance EX: 1180
Casey Kotch-Social Studies EX: 1163
Julie Ladd-Special Education EX: 1176
Dave Losey-Special Education EX: 1173
Jamie Lininger-Math EX: 1155
Keith Piper-Bus Coordinator EX: 1180
Mike Quinlan-Tech. Coordinator EX: 1178
David Rombach-Principal EX: 1143
Donna Sexton-Art EX: 1117
Judy Smith-Cafeteria EX: 1188
Angie Welly-Family & Con. Sciences EX: 1209
Joyell Zamudio-Business EX: 1207

BOARD OF EDUCATION MEMBERS

Stephen Kimmet Connie Margraf Rod Williams

SCHOOL DAY SCHEDULES

7:40 Students may enter building
7:50 5 minute warning bell
7:55 Classes begin

7:55 – 8:39	Period 1
8:42 – 9:26	Period 2
9:29 – 10:13	Period 3
10:16 – 11:00	Period 4
11:05 – 11:33	Period 5A
11:38 – 12:06	Period 5B
12:11 – 12:39	Period 5C
12:42 – 1:26	Period 6
1:29 – 2:13	Period 7
2:16 – 3:00	Period 8

TWO- HOUR DELAY SCHEDULE (ALTERNATING PERIODS)

9:55 – 10:27	Period 1
10:30 – 11:00	Period 2

Delete Periods 3 & 4 Rest of day normal schedule

NEXT TWO HOUR DELAY

9:55 – 10:27	Period 3
10:30 – 11:00	Period 4

Delete Periods 1 & 2 Rest of day normal schedule

PEP RALLY SCHEDULE

12:42 – 1:18	Period 6
1:21 – 1:57	Period 7
2:00 – 2:35	Period 8
2:35 – 3:00	Pep Rally

ONE HOUR EARLY DISMISSAL

12:42 – 1:06	Period 6
1:09 – 1:33	Period 7

SCHOOL CALENDAR 2007-2008

August 20	Teacher Work Day Open House 6:00-7:30
August 21	First Day of Classes
September 3	Labor Day – No School
October 15	Teacher Professional Development – No School
October 24	End of 1 st Nine Weeks
November 1 & 8	Parent/Teacher 4:00-7:30
November 21-23	Thanksgiving Vacation – No School
December 21, 2007 -January 1, 2008	Holiday Break
January 2	Classes Resume
January 21	MLK Day – No School
January 31	Parent/Teacher Conferences K-6 – 4:00-7:30
February 1	Teacher Professional Development – NO SCHOOL
February 7	Parent- Teacher Conferences K-6 – 4:00-7:30
February 8	Elementary Grade K-6 – NO SCHOOL
February 18	President's Day – No School
March 19	End of 3 rd Nine Weeks
March 20-24	Spring Break—NO SCHOOL
March 25	Classes Resume
May 22	Last Day for Student – End of 4 th Nine Weeks
May 23	Teacher Professional Development
May 25	Graduation

GRADING PERIODS

August 21- October 24 (46)
October 25 – January 11 (46)
January 14 – March 19 (45)
March 25 – May 22 (43)

INCLEMENT WEATHER – MAKE-UP DAYS

May 23, 2008

May 27, 2008

May 28, 2008

May 29, 2008

May 30, 2008

STUDENT RESPONSIBILITIES

The School's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules. Adult students (age eighteen (18) or older) must follow all school rules. If residing at home, adult students are encouraged to include their parents in their educational program.

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The School, however, may use the mail or hand delivery to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

STUDENT WELL BEING

Student safety is the responsibility of both students and staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the School office.

Students with specific health care needs should deliver written notice about such needs along with physician documentation to the School office.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not

the student should remain in school or go home. No student will be released from school without proper parental permission.

FREE AND REDUCED LUNCHES

Free and Reduced lunch forms will be available in the office beginning the first day of classes. At anytime during the year, those who feel they might qualify should contact the office for a form.

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides, unless enrolling under the District's open enrollment policy.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C. proof of residency
- D. proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The Guidance Counselor will assist in obtaining the transcript, if not presented at the time of enrollment.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

A student who has been suspended or expelled by another public school in Ohio may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in

another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the Guidance Office. Students may be denied course enrollment due to lack of available space or the need for the student to pass prerequisite courses. Students are expected to follow their schedules.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without either: (a) a written request signed by the parent or guardian; or (b) the parent or guardian coming to the School office to request the release. No student will be released to a person other than a custodial parent(s) or guardian without written permission signed by the custodial parent(s) or guardian.

WITHDRAWAL / TRANSFER FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents and in compliance with State law. A student who withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver's license, if s/he is under the age of eighteen (18).

Parents must notify the Principal about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within fourteen (14) days of the parents' notice or request.

IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized waiver. Any questions about immunizations or waivers should be directed to School Nurse or Principal.

EMERGENCY MEDICAL AUTHORIZATION

A complete Emergency Medical Authorization Form must be on file with the School in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization form is provided at the time of enrollment or at the beginning of each school year.

USE OF MEDICATIONS

Students who must take prescribed medication during the school day must comply with the following guidelines:

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.
- C. All medications must be registered with the Principal's Office and must be delivered to school in the containers in which they were dispensed by the prescribing physician or licensed pharmacist.
- D. Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the Principal's Office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications, for allergies and/or reactions, or asthma inhalers during school hours. Students are

strictly prohibited from transferring emergency medication or inhalers to any other student for their use or possession.

Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance.

- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- G. The building principal will maintain a log noting the personnel designated to administer medication, as well as the date, and the time of day that administration is required. This log will be maintained along with the physician's written request and the parent's written release.

NON-PRESCRIBED (OVER-THE-COUNTER) MEDICATIONS

No staff member will dispense non-prescribed, over-the-counter (OTC) medication to any student without prior parent authorization. Parents may authorize administration of a non-prescribed medication on forms that are available from the Principal's Office. Physician authorization is not required in such cases.

If a student is found using or possessing a non-prescribed medication without parent authorization, the student will be brought to the School office while the student's parents are contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored

by or in which the student's school is a participant if the appropriate form is complete and on file in the Principal's Office.

A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific communicable diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be only for the contagious period as specified in the School's administrative guidelines.

CONTROL OF NON CASUAL-CONTACT COMMUNICABLE DISEASES

The School District has an obligation to protect staff and students from non casual contact communicable diseases. When a non casual-contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Non casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency), Hepatitis B, and other disease that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child bleeds at school and students or staff members are exposed to the blood. Any testing is subject to laws protecting confidentiality.

INDIVIDUALS WITH DISABILITIES

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the Principal to inquire about evaluation procedures and programs.

STUDENT FEES AND FINES

Students will be provided necessary textbooks for courses of instruction without cost. In accordance with State law, New Riegel Schools may charges specific fees for activities and materials used in the course of instruction. These fees will be sent home in the first semester.

Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. Students, using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

- ✓ *Students can avoid late fines by promptly returning borrowed materials.*
- ✓ ***Failure to pay fines, fees, or charges may result in the withholding of grades and credits.***

STUDENT FUND RAISING

Students participating in school-sponsored groups and activities may solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules apply to all fund-raisers.

- ✓ *Students must receive approval of the Principal to participate in a fund-raising activity.*
- ✓ *Students may not sell any item or service in school without the prior approval of the Principal. Violation of this policy may lead to disciplinary action.*

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School will not be liable for any loss or damage to personal valuables.

FIRE AND TORNADO DRILLS

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

- ✓ *The School conducts tornado drills during the tornado season following procedures prescribed by the State.*

EMERGENCY CLOSING AND DELAYS

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the following radio and television stations:

WFOB 1430 AM	WKXA 100.5 FM	WTOL Channel 11
WFIN 1330 AM	WBNI 96.7 FM	WTVG Channel 13
WCKY 103.7 FM	WTTF 1600 AM	WNWO Channel 24
		WBNS Channel 10

- ✓ *Parents and students are responsible for knowing about emergency closings and delays.*

VISITORS

Visitors, particularly parents, are welcome at the School. Visitors must report to the office upon entering the School to sign in and obtain a pass. Any visitor found in the building without signing in and having a visitor's pass shall be reported to the Principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School in order to schedule a mutually convenient meeting time.

- ✓ *Students may not bring visitors to school without prior written permission from the Principal.*

LOST AND FOUND

The lost and found area is in the school auditoria. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

USE OF TELEPHONES

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

- ✓ **ALL ELECTRONIC DEVICES MUST BE STORED IN THE STUDENT'S LOCKER IN THE OFF POSITION.**

ADVERTISING OUTSIDE ACTIVITIES

- ✓ *Students may not post announcements or advertisements for outside activities without receiving prior approval from the Principal.*

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School's co-curricular and extra-curricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips.

- ✓ *Attendance rules apply to all field trips.*
- ✓ *Students who violate school rules may lose the privilege to go on field trips.*

SECTION II - ACADEMIC INFORMATION

GRADES

New Riegel Schools has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. Grades indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas when determining a grade and will so inform the students at the beginning of the course. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The School applies the following grading system:

98.5 to 100 = A +	91.5 to 92.49 = B+
93.5 to 98.49 = A	84.5 to 91.49 = B
92.5 to 93.49 = A-	83.5 to 84.49 = B-

82.5 to 83.49 = C+	73.5 to 74.49 = D+
75.5 to 82.49 = C	65.5 to 73.49 = D
74.5 to 75.49 = C-	64.5 to 65.49 = D-

0 to 64.49 = F

F = Failure

I = Incomplete

GRADING PERIODS

Students will receive a report card at the end of each 9 week period indicating their grades for each course of study for that portion of the academic term. Midterms will be given to each student half way through each 9 weeks grading period.

When a student appears to be at risk of failure, reasonable efforts will be made to notify the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

HONOR ROLL

The Honor Roll will consist of students earning at least a 3.0 G.P.A. A student earning a "C", "D", "F", or "I" will be disqualified from the Honor Roll. In order to be on the honor roll, a student must have earned letter grades of "A", "B" totaling one full credit for the quarter.

- 4.0 Superintendent's List
- 3.5 Principal's List
- 3.0 Regular Honor Roll

HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the achievement tests and graduation.

GRADUATION REQUIREMENTS

Please note that all required courses listed under class requirements below must be passed in order to graduate from New Riegel High School. A minimum total of 23 credits are required for graduation.

Language Arts		4	credits
Social Studies		4	credits
Mathematics		3	credits
Science	3		credits
Health		½	credit
Physical Education		½	credit
Business/Technology or Fine Arts or Foreign Language		1	credit
Personal Finance/Consumer Economics		1	credit
Electives*	6		credits

Fine Arts credit include: Any of the art classes, music classes, Applied Science, Animal & Plant Science, Agri-Business & Leadership, Agriculture Power & Technology, and Agriculture Wood Technology.

HONORS DIPLOMA (COLLEGE PREP)

Students must meet at least eight (8) of the following nine (9) criteria to be awarded a Diploma with Honors:

General Curriculum or College Prep:

- a. Language Arts 4 credits
- b. Social Studies 3 credits
- c. Math 3 credits in algebra & geometry or a sequence of courses that contain equivalent content
- d. Science 3 credits
- e. Fine Arts 1 credit
- f. Foreign Language 3 credits in 1 language or 2 credits in 2 languages

- g. Business Technology 1 credit and 2 credits from (a) through (f) above or 3 credits in (a) through (f) above
- h. Overall high school GPA of at least 3.5 up to the last grading period of senior year
- i. ACT composite score of 27 or SAT equivalent composite score of 1210

HONORS DIPLOMA (TECHNICAL)

Vocational Curriculum:

- a. Language Arts 4 credits
- b. Social Studies 3 credits
- c. Math 3 credits
- d. Science 3 credits
- e. Foreign Language 2 credits or Business Technology 2 credits or 1 credit each
- f. Vocational or technical curriculum 3 credits
- g. ACT composite score of 27 or SAT equivalent composite score of 1210
- h. Complete a career passport
- i. Overall high school GPA of at least 3.5 up to the last grading period of senior year
- j. Two additional units in (a) through (f) above, or in fine art

AWARD OF MERIT

This award is in addition to a regular diploma offered at graduation. The criteria for the award include:

- 1) An attendance requirement equal to or exceeding a state average high school attendance rate.
- 2) A grade point average of 3.25 for four (4) years or 3.5 for the last two (2) years on a 4.0 scale or rank in the top 25% of the class.
- 3) Participation in co-curricular, extracurricular or community activities in accordance with procedures established by the district board of education.
- 4) Demonstrate outstanding citizenship/character traits in accordance with criteria established by the district board of education.

STUDENT ASSESSMENT

Unless exempted, each student must pass all portions of the State-mandated assessment test as a requirement for graduation. The test will be administered twice a year until the student passes all parts of the test. Students are only required to retake those parts of the test they have not yet passed. While the School District does schedule make-up dates for testing, students should avoid unnecessary absences.

October 22-November 4, 2007

Grade 11-12: Ohio Graduation Tests (all five tests)

March 10-23, 2008

Grades 10-12: Ohio Graduation Tests (all five tests)

April 28-May 9, 2008

Grade 3: Reading and Mathematics Achievement

Grade 4: Reading, Mathematics and Writing Achievement

Grade 5: Reading, Mathematics, Science and Social Studies Achievement

Grade 6: Reading and Mathematics Achievement

Grade 7: Reading, Mathematics and Writing Achievement

Grade 8: Reading, Mathematics, Science and Social Studies Achievement

July 7-27, 2008

Grades 10-12: Ohio Graduation Tests

- ✓ Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests help the staff determine instructional needs.
- ✓ Classroom tests are given to assess student progress and assign grades. These are selected or prepared by teachers to assess student achievement on specific objectives.
- ✓ Vocational and interest surveys may be given to identify particular areas of student interests or talent. These are often given by the guidance staff.
- ✓ College entrance testing information can be obtained from the Guidance Office.

POST SECONDARY ENROLLMENT OPTION

Heidelberg College and Tiffin University

The purpose of the PSEO program is to promote rigorous academic pursuits and to provide a wide variety of options to high school students. If you are a junior or senior, this program provides you the opportunity to take classes at eligible post-secondary institutions while attending NRHS. This program would allow a student to participate in college courses on college campuses with funding being provided by the state. A student would be able to receive both high school and college credit for this work. This course work could be in addition to regular high school curriculum. Students will have to be accepted by the college or university through their program standards.

You and your parents MUST attend an informational meeting held in the spring to discuss the specific guidelines involved with this program. Parents/Guardians and students interested will sign a LETTER OF INTENT (even if you later decide not to pursue PSEO) ***By March 30th**. Denial of post-secondary privilege may occur if attendance requirement is not met.

Post-secondary classes will not be weighted when calculating GPA and class rank. High school credit is awarded on the basis of one credit for each five-semester hour (71/4 quarter hours). Such credits will be considered in computing honor roll, class ranking and GPA. Only final semester grades will appear on grade cards.

Students who choose the PSEO must fulfill all requirements for NRHS graduation. No requirements will be waived. The high school schedule will not be changed to accommodate college enrollment or individual needs caused by such enrollment. Those participating in activities and/or athletics should check with the principal or counselor on meeting eligibility requirements.

Transportation to and from college classes will be the responsibility of the student and his family. The school district will not transport students.

Students in most cases will not be responsible for the cost of tuition, fees, books or any cost directly related to course work. Those who fail to complete the course or drop out, except for illness, will assume financial obligations for the course.

- ✓ When classes do not meet, post secondary students must be at New Riegel High School.

Consequences of Failing or Not completing a Course

- 1) If students withdraw from the college course within the first two (2) weeks of the course, they will be rescheduled for the appropriate high school courses, and no record of the college course will appear on the transcript.

However, if students withdraw from the college courses after two (2) weeks of the classes, the course will appear on the transcript and will carry a grade of Withdrawn/Failing, which will be computed in the same manner as a failing grade on the high school transcript.

- 2) Any course taken for high school credit at a college or university and completed (or recorded as Withdrawn/Failing) will be clearly identified on the transcript along with the name of the college where the work was undertaken.

STUDENT RECORDS

- The School District maintains many student records including both directory information and confidential information.
- Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such “directory information” upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board’s annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found in elementary, middle school and high school offices.
- Other than directory information, access to all other student records is protected by (FERPA) and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student request that prior written consent be obtained.
- Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.
- Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to Principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.
- Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student’s privacy. A parent or adult student must request the amendment of a student record in writing and if

the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

- Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.
- Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning the student.
- Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.
- Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; PPRA@ED.Gov.

SECTION III – STUDENT ACTIVITIES

NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non-school-sponsored student groups may meet in the school building during non-instructional hours. The application for permission to use school facilities can be obtained from the Principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities, and that nonschool persons do not play a regular role in the meeting. All school rules relating to student conduct and equal opportunity to participate apply to such activities.

- ✓ *Membership in any fraternity, sorority, or other secret society as proscribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.*
- ✓ *Non-district-sponsored organization may not use the name of the school or school mascot on any materials or information.*

STUDENT EMPLOYMENT

The School does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that s/he must maintain a job in addition to going to school, s/he must first contact his/her counselor to discuss any legal requirements and to obtain any required documents.

STUDENT ATTENDANCE AT SCHOOL EVENTS

The School encourages students to attend as many after school events as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students participating in the event.

It is strongly advised that students attending evening events as nonparticipants be accompanied by a parent or adult chaperone. The Board is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

SECTION IV – STUDENT CONDUCT

ACCEPTABLE USE (COMPUTER TECHNOLOGY AND NETWORKS)

Before any student may use the School's computer network and the internet, s/he and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the School District's *Student Network and Internet Acceptable Use and Safety Policy* and the requisite student and parent agreement will be distributed at opening day packet.

The Internet is an electronic highway connecting computers and users in the District with computers and users worldwide. Access to the Internet enables students to explore thousands of libraries, databases, and bulletin boards, while exchanging messages with people throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges.

The Board has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The Board utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet. Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

- ✓ *Users who disregard this policy and its accompanying guidelines may have their use privileges suspend or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's*

computers, assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

- ✓ *Use of the school's computer network including the internet and in some cases email is a privilege not a right and can be terminated at any time.*

ATTENDANCE POLICY

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important lessons are learned through active participation in classroom and other school activities which cannot be replaced by individual study.

Attendance is important in the development of a high quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day on time. This is a habit the School wants to help students develop as early as possible.

STUDENTS ATTENDING SENTINEL CAREER CENTER

Students attending Sentinel Career Center must follow and abide by all rules pertaining to Sentinel Career Center. Sentinel students must follow Sentinel Career Center's school calendar.

- ✓ Attendance is mandatory even if New Riegel High School is not in session.
- ✓ If Sentinel is delayed or cancelled and New Riegel is in session then report to your first New Riegel scheduled class.

TRUANCY

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed.

- ✓ A student will be considered habitually truant if the student is absent without a legitimate excuse for five (5) or more consecutive school days, or seven (7) or more school days in one (1) month, or twelve (12) or more school days in one (1) school year.
- ✓ A student will be considered chronically truant if the student is absent without a legitimate excuse for seven (7) or more consecutive school days, for ten (10) or more school days in one (1) month, or fifteen (15) or more school days in one (1) school year.

If a student is habitually or chronically truant and the student's parent has failed to cause the student's attendance, a complaint will be filed with the Judge of the Juvenile Court in compliance with State Law and Board Policy 5200.

EXCUSED ABSENCES

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests:

1. Personal Illness
2. Severe illness in immediate family
3. Medical appointments- students will not be excused for the entire school day unless it can be shown that the appointment necessitates this.
4. Death of a relative
5. Religious observance
6. Emergency at home (validity determined by principal)
7. Family vacation – students who request to be absent from school due to vacation must **MAKE APPLICATION TO THE OFFICE AT LEAST FIVE DAYS PRIOR** to absence and pending principal's approval, make arrangements for making up class work prior to absence.
8. College visitation – 11th grade student – 1 per school year, 12th grade student 2 per school year
 - ✓ Prior notification to office is necessary for family vacation and college visitation

Reasons for absence from school other than the above must be approved by the principal.

NOTIFICATION OF ABSENCE

If a student will be absent, the parents must notify the School at (419) 595-2256 by 8:15 and provide an explanation. If no notice of a student's absence, the school office will attempt parent contact at home or work. If prior contact is not possible, the parents should provide a written excuse with date and parent's signature, reason for absence as soon as possible after the student's absence. When no excuse is provided, the absence will be unexcused and the student will be identified as truant for that school day. If the offered excuse for a student's absence is questionable or if the number of student absences is excessive, the school staff will notify the parents of the need for improvement in the student's attendance.

Students who are absent during the day will not be permitted to practice or take part in extracurricular functions occurring that day unless the student returns to school prior to 10 a.m. unless pre excused by the athletic director or principal.

A student must have permission from the office before leaving the building due to illness or other reasons and must sign out in the office.

- ✓ A skipped class or part of the school day will be identified as an unexcused absence and students will not be permitted to make-up missed class work. The student will also be subject to disciplinary action.
- ✓ Students with a health condition that causes repeated absences must provide the administration with an explanation of the condition from a registered physician.

TUTORING REQUIRED AFTER 18 DAYS OF ABSENCE

The staff of New Riegel High School knows that as a parent or guardian, you want to be kept informed of your student's attendance in school.

Absences are considered as being excessive when they exceed 18 for a year course and 10 for a semester course.

Students who exceed this number of absences must make them up by being tutored in each subject area by a certificated person one hour for each day in excess of the maximum allowable absences.

All tuition fees incurred for such tutoring is the responsibility of the student and/or parents.

- ✓ The only exceptions to this policy are:
 1. Hospitalized for any period of time
 2. Extended illness or confinement under a physician's care
 3. Epidemic

NOTE: Each of these exceptions will require appropriate certification by the physician of record or the health department.

- ✓ This tutoring is to be given by a certified teacher compensated by the parent at the current rate prior to the start of the following school year.
- ✓ After a student has been tutored to make up the time that exceeded the limit, an affidavit signed by the tutor-teacher and listing the certificate number, must be presented to the principal in order for credit to be given.
- ✓ Parents will be notified via letter for students who are chronically absent.

MAKE-UP OF TESTS AND OTHER SCHOOL WORK

Students who are absent from school with an excuse shall be given the opportunity to make-up missed work.

The number of days for completion of make up work will be equivalent to the number of excused days of absence.

SUSPENSION FROM SCHOOL

A suspended student will not be allowed to make-up school work missed due to suspension and will receive no credit for work assigned on days missed.

UNEXCUSED ABSENCES

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State.

- ✓ No credit shall be given for any school work not completed as a result of truancy.
- ✓ Any unauthorized vacation will be counted as an unexcused absence.
- ✓ Unexcused absences will be subject to equivalent make up time.

If a student, under the age of 18, has ten (10) or more consecutive or fifteen (15) total days of unexcused absence during a semester, he/she will be considered habitually absent and will be reported to the Judge of the Juvenile Court and to the Bureau of Motor Vehicles for suspension of his/her driver's license, if appropriate, as a result of this excessive absence.

If a student, under the age of 18, has consecutive unexcused absences, he/she will be reported to the attendance officer.

TARDINESS

- ✓ All students who are not present in their first period classrooms by 7:55 will be considered tardy. Students who arrive to school after 8:15 will be considered unexcused and will be subject to disciplinary actions. Students who are late to class will be considered tardy.
- ✓ An unauthorized skipped class or part of the school day will be identified as an unexcused absence and students will not be permitted to make-up missed class work. The student will also be subject to disciplinary action.
- ✓ Three tardies to school (per semester) or to any class or a combination will receive a 1 hour detention. A fourth tardy to school or to any class or a combination will receive a 1 hour detention. After 4 tardies a Saturday School will be assigned.
- ✓ Tardy students are to sign in at the office and receive a pass to class

VACATIONS DURING THE SCHOOL YEAR

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

- ✓ A **vacation form** must be completed at least 5 days prior to the absence and must be approved by principal. This form allows the teachers to make arrangements for assignments and make-up work.

SECTION V – CODE OF CONDUCT

A major component of the educational program at New Riegel Schools is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards.

EXPECTED BEHAVIORS

Each student shall be expected to:

- ✓ abide by national, State, and local laws as well as the rules of the School
- ✓ respect the rights of others
- ✓ act courteously to adults and fellow students
- ✓ be prompt to school and attentive in class
- ✓ work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background
- ✓ complete assigned tasks on time and as directed
- ✓ help maintain a school environment that is safe, friendly, and productive
- ✓ act at all times in a manner that reflects pride in self, family, and in the School
- ✓ never be in high school or elementary teachers' lounges for any reason
- ✓ no playing games or music on computers
- ✓ no book bags at lunch

FOOD IN SCHOOL

Eating and drinking are permitted in the auditoria. They are not permitted in classrooms. Bottled water is allowed according to each classroom teacher's rules.

- ✓ Any food stored in lockers should be in a sealed container.

DRESS AND GROOMING

Students are expected to dress appropriately at all times. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.

- ✓ Violators of the dress code will be subject to disciplinary action

The following styles or manners of dress are prohibited:

1. Shirts or clothing with alcohol, tobacco or drug advertising.
2. Shirts with suggestive remarks or symbols.
3. Clothing with un-mended holes or tears even if considered "in-style".
4. Cut-offs/sweatpants/warm-ups are not to be worn to school unless principal has pre-approved for spirit type days.
5. Shorts may be worn in the months of August, September, May and June or whenever the administration deems appropriate. Length of shorts, skirts/dresses and/or the opening of a slit skirt/dress must be appropriate length.
6. Hats, curlers, hairnets and bandanas will not be worn at school.
7. Unacceptable are bare midriffs, transparent clothing, bare shoulders, bare back styles including dresses, over-sized cut-out arm holes, see through clothing.
8. Strapped undershirts as outerwear and shirts without sleeves are unacceptable.
9. Grooming and dress of students involved in extra-curricular activities may be governed by the rules and regulations established by the coach/advisor of the activity.
10. Hairstyle/coloring, attire and/or personal adornment which is disruptive to the educational process is unacceptable.
11. Jackets/coats shall not be worn in the building during the school day.
12. All undergarments should be covered, and worn only as undergarments.
13. No chained wallets are allowed on school premises.
14. Pants are to be worn at the waist.
15. The waiving of dress code can only be done by administration.

Students who are representing New Riegel Schools at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

GANGS

Gangs which initiate, advocate or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment are not tolerated.

Incidents involving initiations, hazing, intimidations or related activities which are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the building principal.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The School is not responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school.

- ✓ Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student or his/her parents will be required to pay for the replacement or repair. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

STUDENT DISCIPLINE CODE

The Student Discipline Code addresses the types of misconduct that will subject a student to disciplinary action.

Each of the behaviors described below may subject the student to disciplinary action including, but not limited to, detention, in-school discipline, suspension and/or expulsion from school. Furthermore, any criminal acts committed at or related to the School will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

For future reference OSS will represent Out of School Suspension and ISD will represent In-School Detention.

The discipline actions listed below are a guide. They may be amended accordingly.

USE OF DRUGS AND/OR ALCOHOL

Students are prohibited from possessing, using, transmitting or concealing, or being under the influence of any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, look-alikes, over the counter stimulants or depressants, anabolic steroids, or drug related paraphernalia.

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|--------|---|
| Step 1 | 3 days OSS and referral to the Seneca County Sheriff's Department |
| Step 2 | 6 days OSS with recommendation for expulsion and referral to the Seneca County Sheriff's Department |

If a building principal has a reasonable individualized suspicion of drug or alcohol use, s/he may request the student in question to submit to any appropriate testing, including but not limited to, a breathalyzer test or urinalysis. In such circumstances, the student will be taken to a private-administrative or instructional area on school property for such testing with at least one other member of the teaching or administrative staff present as a witness to the test. If a student refuses to take the test, s/he will be advised that such denial leaves the observed evidence of alcohol or drug use un-refuted thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test.

USE OF TOBACCO

The use of tobacco products (or paraphernalia such as lighters) is a danger to a student's health and to the health of others. The School prohibits the possession, consumption, purchase or attempt to purchase, and/or use of tobacco products in school, on school grounds, on school buses, and at any interscholastic competition, extra-curricular event, or other school sponsored event. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. Smoking clove cigarettes is also prohibited.

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|--------|------------|
| Step 1 | 1 day OSS |
| Step 2 | 3 days OSS |
| Step 3 | 5 days OSS |

USE AND/OR POSSESSION OF A FIREARM

Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the Superintendent using the guideline(s) set forth in Board Policy 5772.

Firearm is defined as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in the Federal Gun-Free Schools Act of 1994). Firearms include any unloaded firearm and any firearm which is inoperable but which can be readily operated.

Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an object and that it is a firearm or knowingly displaying or brandishing the object and indicating it is a firearm.

USE AND/OR POSSESSION OF A WEAPON

A weapon is any device which may be used for offensive or defensive purpose, including but not limited to conventional objects such as guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion.

A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for, or is readily capable of causing death or serious bodily injury.

Step 1 10 day OSS with recommendation for expulsion and referral to the Seneca County Sheriff's Department

Step 2 Recommendation for expulsion and permanent exclusion and referral to the Seneca County Sheriff's Department

USE OF AN OBJECT AS A WEAPON

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, and jewelry.

Step 1 10 day OSS with recommendation for expulsion and referral to the Seneca County Sheriff's Department

Step 2 Recommendation for expulsion and permanent exclusion and referral to the Seneca County Sheriff's Department

KNOWLEDGE OF DANGEROUS WEAPONS OR THREATS OF VIOLENCE

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

PURPOSELY SETTING A FIRE

Anything such as fire but not limited to fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

Step 1 10 day OSS with recommendation for expulsion and referral to the Seneca County Sheriff's Department

Step 2 Recommendation for expulsion and permanent exclusion and referral to the Seneca County Sheriff's Department

PHYSICALLY ASSAULTING A STAFF MEMBER/STUDENT/PERSON ASSOCIATED WITH THE DISTRICT

Physical assault of a staff member, student, or other person associated with the District which may or may not cause injury will not be tolerated. Assault of any other individual may result in criminal charges and may subject the student to expulsion.

Step 1 10 day OSS with recommendation for expulsion and referral to the Seneca County Sheriff's Department

Step 2 Recommendation for expulsion and permanent exclusion and referral to the Seneca County Sheriff's Department

VERBALLY THREATENING A STAFF MEMBER/STUDENT/PERSON ASSOCIATED WITH THE DISTRICT

Any statement or noncontact action that a staff member, student, or other person associated with the District reasonably feels to be a threat will be considered a verbal assault and is prohibited. Profanity directed toward a staff member in a threatening tone may also be considered a verbal assault which may subject a student to discipline.

Step 1 5 days OSS

Step 2 10 days OSS with recommendation for expulsion

MISCONDUCT AGAINST A SCHOOL OFFICIAL OR EMPLOYEE OR THE PROPERTY OF SUCH A PERSON, REGARDLESS OF WHERE IT OCCURS

The Board prohibits misconduct committed by a student against a school official or employee, including, but not limited to, harassment (of any type), vandalism, assault (verbal and/or physical), and destruction of property.

MISCONDUCT OFF SCHOOL GROUNDS

Students may be subject to discipline for student misconduct even when such misconduct occurs off school property when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the District.

Misconduct is defined as any violation of the Student Discipline Code.

- Step 1 Detention
- Step 2 Saturday School
- Step 3 ISD or OSS

EXTORTION

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law and is prohibited by the Student Discipline Code.

GAMBLING

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering and is prohibited by the Student Discipline Code. Students who bet on any school activity in which they are involved may also be banned from that school activity.

FALSIFICATION OF SCHOOL WORK, IDENTIFICATION, FORGERY AND PLAGIARISM

Forgery of hall/bus passes and excuses, as well as use of false I.D.'s are forms of lying and are not acceptable. Students found engaging in such practices may be subject to discipline in accordance with the Student Discipline Code.

Plagiarism and cheating are also forms of falsification and may subject the student to academic penalties as well as disciplinary action.

- Step 1 Saturday School and loss of credit for work done
- Step 2 1 day ISD and loss of credit
- Step 3 3 days ISD loss of credit for work done and failure of course

FALSE ALARMS AND FALSE REPORTS

A false emergency alarm or report endangers the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the building. What may seem like a prank is a dangerous stunt that is against the law.

- Step 1 Violations will be subject to 10 days OSS with recommendation for expulsion and charges will be filed with the Seneca County Sheriff's Department

EXPLOSIVES

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous.

Step 1 Violations will be subject to 10 days OSS with recommendation for expulsion and charges will be filed with the Seneca County Sheriff's Department

TRESPASSING

Although schools are public facilities, the law allows the Board to restrict access to school property. When a student has been removed, suspended, expelled, or permanently excluded from school, the student is prohibited from being present on school property without authorization of the principal. Any violations will be reported to the Seneca County Sheriff's Department.

THEFT

Students caught stealing from school, staff, teachers or other students will be disciplined and may be reported to law enforcement officials. Students should not bring anything of value to school without prior authorization from the principal or administration. The School is not responsible for personal property.

Step 1 Saturday school, restitution
 Step 2 3 days OSS suspension and referral to the Seneca County Sheriff's Department
 Step 3 10 days OSS with recommendation for expulsion and referral to the Seneca County Sheriff's Department

INSUBORDINATION

Students are expected to comply with the reasonable directions of staff. Failure to comply with directions or acting in defiance of staff members will result in disciplinary action.

Step 1 Saturday School
 Step 2 3 Day ISD to OSS
 Step 3 10 days OSS with recommendation for expulsion

DAMAGING PROPERTY

Vandalism and disregard for school property, student property, staff property will not be tolerated. Students engaged in such activity may be subject to disciplinary action.

Step 1 1 – 3 days OSS and restitution for damages
 Step 2 10 days OSS and restitution for damages and referral to the Seneca County Sheriff's Department

Step 3 10 days OSS and recommendation for expulsion, restitution and referral to the Seneca County Sheriff's Department

DISRUPTIVE BEHAVIOR

Refers to any negative behavior that disrupts the educational process.

Step 1 Detention
Step 2 Saturday School
Step 3 3 days ISD or OSS
Step 4 10 day ISD to OSS with recommendation for expulsion

OFFENSIVE LANGUAGE OR GESTURES

The use of offensive language/gestures towards student or staff or in the presence of students or staff is prohibited.

Step 1 Detention
Step 2 Saturday School
Step 3 3 day ISD or OSS

LEAVING BUILDING WITHOUT PERMISSION

Permission from the school office is needed to be out of the building or to leave the building when not scheduled to do so. Whenever a student leaves the building they must sign out in the office and have permission of high school secretary or principal.

Step 1 Saturday School
Step 2 3 days ISD
Step 3 10 day ISD or OSS with referral to the Seneca County Sheriff's Department

AIDING OR ABETTING VIOLATION OF SCHOOL RULES

Students assisting other students in the violation of any school rule will be disciplined. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

DISPLAYS OF AFFECTION/SEXUAL ACTIVITIES

Affection between students is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Sexual activity of any nature is prohibited and will result in disciplinary action.

Step 1 Warning with parent notification
Step 2 Detention

Step 3

Saturday School

POSSESSION OF ELECTRONIC EQUIPMENT

The School will supply any electronic equipment or devices necessary for participation in the educational program. Students shall not use or possess any electronic equipment on school property or at any school sponsored activity without the permission of Principal. Examples of prohibited devices include but are not limited to radios, "boom-boxes", headphones, CD players, portable TV's, electronic games/toys, pagers, cellular telephones, beepers, other paging devices, and the like. Unauthorized electronic equipment will be confiscated from the student by school personnel and disciplinary action will be taken.

All electronic devices must be stored in the student's locker in the off position.

Step 1	Warning
Step 2	Detention
Step 3	Saturday School

VIOLATION OF INDIVIDUAL SCHOOL/CLASSROOM RULES

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules within each learning environment, all of which will be consistent with the policy of the School.

Step 1	Detention
Step 2	Saturday School
Step 3	1 day ISD

VIOLATION OF BUS RULES

Please refer to Section V on transportation for bus rules.

DISRUPTION OF THE EDUCATIONAL PROCESS

Any actions, or manner of dress, that materially and substantially disrupts or interferes with school activities; or the educational process, or which threaten to do so are unacceptable. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

Step 1	Detention
Step 2	Saturday School
Step 3	1 day ISD or OSS

HARASSMENT AND/OR BULLYING

The harassment and/or bullying of other students or members of staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Individuals engaging in such conduct will be subject to disciplinary action.

Step 1	Saturday School
Step 2	1 day ISD referral to Guidance Counselor
Step 3	1-3 OSS
Step 4	5 days OSS recommendation for expulsion

Any student who believes that s/he is the victim of any of the above actions or has observed such actions by another student, staff member, or other person associated with the District, or by third parties should contact the District's Complaint Coordinator(s): [list from Administrative Guideline 5517]

The Complaint Coordinators (guidance counselor, principal, superintendent, dean of students) are available during regular school hours to discuss a student's concerns related to harassment and/or bullying, to assist a student who seeks support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student.

The student may report his/her concerns to the Complaint Coordinator either by a written report or by telephone or personal visit. In reporting his/her concerns, the student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and/or bullying and the nature of the harassing/bullying incident(s). The Complaint Coordinator will promptly compile a written summary of each such report, which will be forwarded to the Principal.

Each report will be investigated in a timely manner and as confidentially as possible. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. All individuals involved in an investigation as either, a witness, victim or alleged harasser/bully will be instructed not to discuss the subject outside of the investigation.

If an investigation reveals that a harassment/bullying complaint is valid, appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment/bullying or its recurrence.

Given the nature of harassing/bullying behavior, the School recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment/bullying allegations or charges.

Some forms of sexual harassment of a student may reasonably be considered child abuse, which must be reported to the proper authorities.

Under no circumstances will the School tolerate threats or retaliation against anyone who makes harassment/bullying complaint or participates in an investigation. Individuals who engage in retaliation will be subject to disciplinary action.

HAZING

Hazing by any individual, school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Hazing activities are prohibited at any time in school facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property.

All incidents of hazing must be reported immediately to any of the following individuals: the building principal or other administrator; teacher; coach; student club advisor/supervisor, and/or Superintendent. Students who engage in hazing may also be liable for civil and criminal penalties.

VIOLENT CONDUCT

Students may face expulsion for up to one school year for committing an act at school, on other school property, at an interscholastic competition, extracurricular event, or any other school program, or directing an act at a Board official or employee, regardless of where or when that act may occur, or their property that would be a criminal offense if committed by an adult and results in serious physical harm to person(s).

BOMB THREATS

Making a bomb threat against a school building, school bus or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year and referral to the, Seneca County Sheriff's Department and Federal Authorities.

FIGHTING

Fighting is when two or more students are engaged in violent physical contact toward each other. Fighting will not be tolerated.

- ✓ Subject to disciplinary action

TARDIES

Students are allowed to be tardy 2 times per semester. After 2 tardies a semester:

- Step 1 1 Detention for each tardy after two up to four per semester
- Step 2 Saturday School after 4 tardies
- Step 3 1-3 days ISD

DISCIPLINE

It is important to remember that the School's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

The School is committed, to providing prompt, reasonable discipline consistent with the severity of the incident.

- ✓ Two (2) types of discipline are possible, informal and formal.

INFORMAL DISCIPLINE

Informal discipline takes place within the School. It includes:

- writing assignments
- change of seating or location
- lunch-time detention
- after-school detention
- in-school detention
- Saturday school

Detentions

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one day's notice. Detentions are 1 hour after school every Wednesday. Any exceptions need to be made with the Dean of Students or the principal. Students are expected to be working on homework or classroom assignments during the detention. Work will be assigned if the student brings nothing to work on. When school is delayed or closed the detentions will be reassigned. The student or his/her parents are responsible for transportation.

Saturday School

- ✓ Saturday school will be in session from 8:00 a.m. to 12:00 p.m.
- ✓ It is a work program and students are expected to wear work clothes. If there is inclement weather on the day of Saturday School you will be called.

A student missing any portion of his/her assigned time in Detention, In-School Detention, and Saturday School may be given an additional detentions or hour(s). Failure to timely serve Detention, In-School Suspension or Saturday School may lead to suspension from school for a period not to exceed 10 days. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

In-School Detention (ISD)

ISD will be during school hours and the student will be expected to work on school assignments all day. Students will receive full credit for all work completed. All assignments will be done or NO credit will be given.

The following rules shall apply to Detention, In-School Detention:

- ✓ Students are required to have class assignments with them
- ✓ Students are not to communicate with each other unless given special permission to do so
- ✓ Students are to remain in their designated seats at all times unless permission is granted to do otherwise
- ✓ Students shall not be allowed to put their heads down or sleep;
- ✓ No radios, cards, magazines, or other recreational articles shall be allowed in the room; and
- ✓ No food or beverages shall be consumed.

FORMAL DISCIPLINE

Formal discipline removes the student from school. It includes emergency removal for up to three (3) school days, out of school suspension (OSS) for up to ten (10) school days, expulsion for up to eighty (80) school days, and permanent exclusion. Suspensions and expulsions may carry over into the next school year. Any student who is expelled from school for more than twenty (20) days or for any period of time if the expulsion will extend into the following semester or school year will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion. The Superintendent at his/her discretion may require/allow a student to perform community service in conjunction with or in place of an expulsion. The Superintendent may impose a community service requirement beyond the end of the school year in lieu of applying the expulsion to the following school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

- ✓ Students being considered for suspension or expulsion are entitled to an informal meeting with the building administrator prior to removal, at which time the student will be notified of the charges and given the opportunity to respond.
- ✓ Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules.
- ✓ If a student commits a crime while under the School's jurisdiction, s/he may be subject to school disciplinary action as well as action through local law enforcement.

DUE PROCESS RIGHTS

Before a student may be suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting or be subject to appeal.

Suspension from School

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal meeting, the Principal [or assistant principal or other administrator] will determine whether or not to suspend the student. If the decision is made to suspend the student, he/she and his/her parents will be given written notification of the suspension within one (1) day setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within 3 days after receipt of the suspension notice, to the superintendent. The request for an appeal must be in writing.

If the appeal is heard by the Board's designee, the appeal shall be conducted in a private meeting. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or his/her representative requests otherwise. A verbatim transcript will be made and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

Emergency Removal

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Superintendent, principal or assistant principal may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises.

If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing within one (1) school day. No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extracurricular activity for less than one school day, and is not subject to further suspension for expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day, then a hearing will be held within three (3) school days after the removal is ordered. Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject to an out of school suspension, the student will have the opportunity to appear at an informal meeting before the principal, assistant

principal, Superintendent or a designee, and may challenge the reasons for the removal or otherwise explain his/her actions.

Within one (1) school day of the decision to suspend, written notification will be given to the parent(s)/guardian(s) or custodian(s) of the student. This notice will include the reasons for the suspension, the right of the student or his/her parent(s)/guardian(s) or custodian(s) to appeal to the Board or its designee, and the student's right to be represented in all appeal proceedings. If it is likely that the student may be subject to expulsion, the hearing will take place within three (3) school days and will be held in accordance with the procedures outlined in the Student Expulsion Policy. The person who ordered or requested the removal will be present at the hearing. In an emergency removal, a student may be kept from class until the matter of the alleged misconduct is resolved either by reinstatement, suspension or expulsion.

Expulsion from School

When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear.

Students being considered for expulsion may or may not be removed immediately. A meeting will be scheduled no earlier than three (3), nor no later than five (5) school days after the notice is given. Parents may request an extension of time for the meeting. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the meeting.

In accordance with Board Policy 5610, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student and the student's parents will be provided with written notice within one (1) school day of the imposed expulsion. The notice will include the reasons for the expulsion, the right of the student, or the student's parent(s)/guardian(s) or custodian(s) to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee, and the right to request that the hearing be held in executive session.

Within 5 days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas.

Students serving expulsions will not be awarded grades or credit during the period of expulsion. Expulsion for certain violations including use or possession of alcohol or drugs, may result in revocation of student's driver's license. When a student is expelled, the Superintendent will notify any college in which the expelled student is enrolled under the Postsecondary Enrollment Option at the time the expulsion is imposed.

Permanent Exclusion

State law provides for the permanent exclusion of a student, sixteen (16) years of age or older who engages in certain criminal activity. Permanently excluded students may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one (1) or more of the following crimes while on the property of any Ohio school:

- A. conveying deadly weapons onto school property or to a school function;
- B. possessing deadly weapons onto school property or at a school function;
- C. carrying a concealed weapon onto school property or at a school function;
- D. trafficking in drugs onto school property or at a school function;
- E. murder, aggravated murder on school property or at a school function;
- F. voluntary or involuntary manslaughter on school grounds or at a school function;
- G. assault or aggravated assault on school property or at a school function;
- H. rape, gross sexual imposition or felonious sexual penetration on school grounds, or at a school function, when the victim is a school employee;
- I. complicity in any of the above offenses, regardless of the location.

This process is formal and may follow an expulsion with the proper notification to the parents.

DISCIPLINE OF STUDENTS WITH DISABILITIES

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Act (I.D.E.A.), and, where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973.

SUSPENSION OF BUS RIDING/TRANSPORTATION PRIVILEGES

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal meeting. After that informal meeting, the Principal [or assistant principal or other administrator] will decide whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year.

If a student's bus riding/transportation privileges are suspended, s/he and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension.

SEARCH AND SEIZURE

School authorities are authorized to search a student or his/her property (including vehicles, purses, backpacks, gym bags, etc.) with or without the student's consent, whenever the School authorities reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice.

Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

Anything that is found in the course of a search that may be used as evidence of a violation of school rules or the law and may be taken, held or turned over to

the police. The School reserves the right not to return items, which have been confiscated.

STUDENT RIGHTS OF EXPRESSION

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

- A. Material cannot be displayed if it:
 - 1. is obscene to minors, libelous, is pervasively indecent or vulgar
 - 2. advertises any product or service not permitted to minors by law
 - 3. intends to be insulting or harassing
 - 4. intends to incite fighting
 - 5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act

 - B. Material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch periods, and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.
- ✓ Students who are unsure whether materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to display.

SECTION VI – TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal.

The Principal may approve a change in a student's regular assigned bus stop to address a special need, upon the principal's approval of a note from a parent stating the reason for the request and the duration of the requested change.

BUS CONDUCT

Students who are riding to and from school on transportation provided by the School are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver will assign seating or direct students in any reasonable manner to maintain transportation safety.

Prior to loading (on the road and at school)

Each student shall:

- be on time at the designated loading zone 3 minutes prior to scheduled stop;
- wait until the school transportation is completely stopped before moving forward to enter;
- do not cross a highway until the driver signals it is safe to cross;
- go immediately to a seat and be seated.

- ✓ It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. Drivers will not wait for students who are not at their designated stops on time.

During the trip

Each student shall:

- remain seated while the school transportation is in motion;
- keep head, hands, arms, and legs inside the school transportation at all times;
- not litter in the school vehicle or throw anything from the vehicle;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other riders;
- not eat or drink on bus including gum or candy;
- not tamper with the school vehicle or any of its equipment.

Exiting the school vehicle

Each student shall:

remain seated until the vehicle has stopped;
cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe; and
be alert to a possible danger signal from the driver.

- ✓ The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials and a note from parent or guardian.

PENALTIES FOR INFRACTIONS

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

Students riding to and from school on a bus should realize that this is a privilege and all students must follow the rules of the bus driver. Conduct code items and bus regulations are applicable at all times while riding the bus. Students are assigned to a particular bus by the superintendent; the bus driver shall assign seats. Please review all the bus regulations with your child.

1. Passengers shall arrive at the bus stop prior to the scheduled arrival time.
2. Passengers must wait in a location clear of traffic and away from the bus stop designated by the bus driver.
3. Behavior at the bus stop must not threaten life, limb or property of any individual.
4. Passengers must go directly to an assigned seat so the bus may safely resume motion.
5. Passengers must remain seated at all times, keeping hands, feet to yourself and keeping all aisles and exits clear.
6. Passengers must observe classroom conduct and obey the driver promptly and respectfully.
7. Passengers must not use profane language.
8. Passengers must not eat, chew gum or have any drinks on the bus unless for medical reasons and cleared through the bus driver.
9. Passengers must not use any tobacco products on the bus.
10. Passengers must not have any form of alcohol or drugs in their possession or use on the bus.
11. Passengers must not throw or pass objects on, from or into the bus.
12. Passengers may carry on the bus only objects that can be held on their laps or stored under their seat. Exceptions will be made for band instruments, golf bags or other items related to school with bus driver approval.
13. Passengers must leave or board the bus at the location to which they have been assigned, unless they have parental and administrative authorization to do otherwise.
14. Passengers must not put hands or arms out of the bus windows.
15. Passengers may not bring glass, weapons, explosives, aerosol cans, pointed objects or animals onto the bus.
16. Radios, Walkman or personal CD players may not be used on the bus. Exceptions may be made for athletic trips or extra-curricular with the approval of the bus driver and transportation coordinator.
17. Passengers are not to talk at railroad crossings or dangerous intersections.

- ✓ Any violation of the above rules will result in disciplinary action.

** Note: If a student is suspended from school or removed from the bus, that student may not ride the bus for field trips or extra-curricular activities.

MAJOR OFFENSES

No previous written offenses or warnings are necessary and could result in automatic removal from the busses:

Suspension from school for these offenses will be at the discretion of the administration

1. Fighting, Assault

- Step 1: Three (3) day bus suspension
- Step 2: Five (5) day bus suspension
- Step 3: Ten (10) day bus suspension

2. Possession, use, transmit or selling of alcohol or illegal drugs, look-a-like drugs or drug equipment or drug paraphernalia.

Step 1: Ten (10) day bus suspension with recommendation for expulsion and referral to Seneca County Sheriff's Department. However, with the agreement to meet with certified alcohol counselor for assessment and a commitment to follow the counselor's recommendation, the student may be permitted to return to school after five (5) days at the discretion of the administration.

Step 2: Ten (10) day bus suspension with recommendation for expulsion and referral to the Seneca County Sheriff's Department.

3. Smoking/Lighting of matches/Lighters

- Step 1: Three (3) day bus suspension
- Step 2: Five (5) day bus suspension
- Step 3: Ten (10) day bus suspension

4. Profanity/Vulgarity/Abusive Language/Obscene Gestures

- Step 1: Three (3) day bus suspension
- Step 2: Five (5) day bus suspension

5. Injury to another student or damage to another student's property

- Step 1: Three (3) day bus suspension with restitution
- Step 2: Five (5) day bus suspension with restitution
- Step 3: Ten (10) day bus suspension with restitution

6. Damage to bus or tampering with bus equipment

Step 1: Three (3) day bus suspension with restitution, if applicable

Step 2: Five (5) day bus suspension with restitution, if applicable

Step 3: Ten (10) day bus suspension with restitution, if applicable

SELF-TRANSPORTATION TO SCHOOL

Driving to school is a privilege, which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the School.

The following rules shall apply:

Students under age eighteen (18) must have written parent permission prior to driving to school.

Students shall complete the Student Vehicle Form 5515 F1 and provide evidence of:

driver's license;
insurance certificate;
vehicle registration.

- ✓ Parking lot speed limit is 10 mph.
- ✓ A Parking Permit must be obtained in high school office before a student is allowed to drive to school, unless written permission is granted by their parents and approved by the Principal.
- ✓ Sentinel students must use school transportation. Sentinel students are not permitted to drive own vehicles to Sentinel Career Center unless authorized by principal.
- ✓ Approved student drivers may not transport other students to a school-sponsored activity without written permission from the parents of the passenger students and approval by the Principal.

- ✓ All vehicles entering school property may be subject to search and inspection.

SECTION VII – ATHLETIC CODE OF CONDUCT

The most important goal of the interscholastic athletic program is to provide every participant the opportunity to grow mentally, morally, physically and emotionally. To insure that the program can provide these opportunities, a degree of self-discipline is required of each participant. Self-discipline involves compliance with rules and regulations concerning personal behavior. Rules and regulations promote order and safety, and assist participants in reaching their maximum performance potential.

The Board of Education, administration, athletic department and staff feel strongly that the high standards of conduct and citizenship are essential in maintaining a sound program of athletics. We also believe that, due to their high visibility, athletic participants have a strong influence on members of the student body as well as in the community, is seen as a direct reflection upon the athletic program and the standards of the school.

With this belief, the following code of conduct and policy is set forth as a minimum standard for the Athletic Department of the school, fitting within the rules and regulations of the New Riegel Board of Education and the Ohio High School Athletic Association.

It must also be remembered that participation in athletic activities is not a right but a privilege that will be regulated.

- I. GENERAL REQUIREMENTS OF ATHLETIC PARTICIPATION
 - A. Adherence to all provisions as stated in the Student Handbook.
 - B. Adherence to any additional rules established by the coach(es) of athletics in which the athlete participates.

- C. All athletes in grades 7-12 are expected to follow the prescribed training rules and regulations, which are in effect 24 hours every day during the season of the particular sport, including camps and out of season events.
- D. Athletes (only contestants and cheerleaders) must complete an O.H.S.A.A. Student participation and Physical Exam Card. All athletes must complete an All-Sport Training Policy Contract and Emergency Authorization Form, which must be turned in to the coach/athletic director before the student can participate in any activity.
- E. Financial obligations resulting from equipment fees, replacement of lost or stolen equipment, and/or unpaid balances from sales projects, must be paid prior to participation in any present or future athletic activity.
- F. Athletic eligibility (7-12) is determined by the preceding nine-week grading period. All high school students involved in athletics must pass five one- credit courses, not counting physical education, each grading period and earned a 1.50 or better GPA during that period.

Seventh- and eighth–grade students must be passing 75 percent of subjects in which they are enrolled.

Any athlete (7-12) who is declared academically ineligible may still participate in practices only with permission from coach (es), athletic director, administration and parent. Written parental permission must be received before an academically ineligible athlete may participate during practice only.

Any athlete who is declared academically ineligible at the beginning of each 9 week grading period may become eligible at the midterm of the current grading period provided the athlete meets the above requirements

- G. Students enrolling in the ninth grade for the first time will be eligible for the first grading period regardless of the previous academic achievement.

II. ELIGIBILITY RULES

- A. Athletes must meet all eligibility requirements of the New Riegel Local Schools and any governing agency, such as the Ohio High School Athletic Association, including but not exclusive to, those requirements pertaining to scholarship, residence, age and attendance.
- B. Athletes are required to be in school attendance by 10:00 a.m. and finish the remainder of the school day to be eligible to practice or participate**

on any given school day unless pre-excused by the athletic director or principal.

- C. An athlete leaving a team for any reason and wanting to go out for another sport must do so within seven days after the official start of practice or prior to the first scheduled scrimmage/contest, whichever occurs first. Beyond this, the athlete would not be able to participate in other sport (including organized conditioning and/or weight room) until that sport season is complete, unless consent of the head coach and athletic director is given.
- D. If an athlete is denied participation from a sport because of a violation, he/she is not eligible to join an organized conditioning program, try out for or participate in another sport until all the other members of the sport from which he/she is denied participation are also eligible or until such time as the denial of participation is over.
- E. Any athlete suspended or expelled from school is also denied participation from athletic activities including practices, scrimmages and contests
- F. Any athlete ejected for unsportsmanlike conduct or flagrant foul shall be ineligible for contest in that sport, at all levels, until two regular season/tournament contests are played at the same level as the ejection. If necessary, a carry-over penalty will be invoked.

An athlete who is ejected a second time shall be denied participation for the remainder of the season in that sport and additional penalties may be imposed by the O.H.S.A.A. commissioner.

- G. All athletes assume responsibility for regulating his/her personal life in such ways as will make him/her an efficient member of a team and worthy representative of his/her school. Any student-athlete may be denied from participating in athletic team practice or competitions for a period of time, designated by the administration, or infraction of school rules and regulations or any other unacceptable conduct in or out of school.

III. CONDUCT RULES AND CONSEQUENCES

Any individual representing the District and found in violation of this policy will be penalized according to the tobacco, alcohol and drug policy established by the New Riegel Board of Education in policy . It will be considered a violation when reported by the athlete, law enforcement agency or responsible adult(s) who must be willing to:

- a. Sign a statement/affidavit to the effect that he/she personally witnessed the violation;
- b. Participate in an investigation conducted by the appropriate officials; and

- c. Appears at a hearing or legal proceeding relative to the incident.

In the case of a student coming from another school district; any violations from that school district will be carried out at New Riegel. This applies to any open- enrollment students or students who have recently moved into New Riegel School District.

B. Tobacco

The use, possession or purchase of tobacco in any form (cigarettes, cigars, chewing tobacco, snuff in any form etc...) is prohibited.

1. 1st Offense – Denial of participation for 20% of the contest in that sport season with carry-over penalty into the next season in which the athlete participates.
2. 2nd Offense – Denial of participation for the remainder of that sport season and no local post-season awards
3. 3rd Offense – Any other offense during the same school year will result in denial of participation from athletics for one calendar year.

C. Alcohol, Mind-Altering Chemical and Body-Altering Chemicals

The use, possession or purchase of alcohol in any form, mind-altering chemicals and their related paraphernalia or Build -Altering chemicals is prohibited.

1. 1st Offense – Denial of participation for the remainder of the season and no local post-season awards.
 - a. In the case of alcohol violation, if the athlete agrees to go through an alcohol rehabilitation program approved by the school administration, and to follow the program recommendations, the denial of participation will be lifted upon completion of the program. Minimum denial of participation for 40% of the contests in that sport's season with carry-over penalty.

Self-Referral Policy: If an athlete seeks assistance for dealing with an alcohol problem by self-referral to a coach or administrator and agrees to participate in an alcohol rehabilitation program approved by the school administration and agrees to follow the program recommendations, there shall be 20% denial of participation and the self-referral will be considered as a first violation.

- b. In the case of drug violation, if the athlete agrees to go through a drug rehabilitation program approved by the school administration and to follow the program

recommendations, the denial of participation for 60% of the contests in that sport's season with a carry-over penalty.

Self-Referral Policy: If an athlete seeks assistance for dealing with a drug problem by self-referral to a coach or school administrator, and agrees to participate in a drug rehabilitation program approved by the school administration and agrees to follow the program recommendations, the denial will be 20% of the remaining season with carryover policy and the successful completion of the rehabilitation program.

2. 2nd Offense – Denial of participation for one calendar year and no local post-season awards.

Any combination of three (3) offenses or violations from sections A & B will result in a denial of participation for one calendar year with no reduction in the consequences or penalty.

- D. Alcohol, Mind-Altering Chemicals and Body-Altering Chemicals
The sale, supplying or transmitting of alcohol in any form, any mind altering chemicals is prohibited.

1. 1st Offense – Denial of participation for one calendar year and no local post-season awards.
2. 2nd Offense – Denial of participation indefinitely/permanently

- E. The involvement of socially unacceptable behavior, underage drinking, criminal activity or violations of the law is prohibited

Recognizing the varying degrees of severity of violations (misdemeanors vs. felonies), consequences for involvement may result from a minor reprimand to the denial of participation for a calendar year, depending upon the nature of the offense.

- F. All athletes are expected to behave in a manner, which reflects positively on the school and their team. Unacceptable behavior or conduct is prohibited. This would include, but is not limited to, such offenses as:

1. Repeated truancy from school or class
2. Act of immorality, theft, vandalism or physical abuse of persons or property.
3. Repeated infractions of school rules, disrespect or chronic incorrigible behavior.
4. Abusive language, gestures or profanity.
5. Disrespectful behavior or unsportsmanlike conduct at school-sponsored events.

6. Underage drinking.

G. All athletes shall abide by all the following curfews while their respective sport is in session:

1. Any curfew set forth by communities in which the athlete resides.
2. Any curfew set forth by coaches.

Any exception to the curfew may be granted by the coach of the sport on receipt of a written request from the parent(s)/guardian when the athlete will be with the parent(s)/guardian.

IV. DENIAL OF PARTICIPATION AND DUE PROCESS

A. In the event of a violation of this Code of Conduct and/or the training policy established by the coach, the following procedure will take place:

1. The administration/coach will inform the athlete (in writing) of what the violation is and what discipline might take place within 3 days of the confirmation of violation.
2. The administration/coach then will conduct an informal hearing to allow the athlete to explain his/her actions.
3. If the administration/coach denies the athlete the opportunity to participate, he/she shall inform the athlete and his/her parents of the fact in writing within 24 hours of the informal hearing.
4. The athlete and his/her parents shall be informed that they may appeal the decision to the building principal.
5. If appealed, the principal will meet with the athlete his/her parents and the coach to hear the issue. A representative of the athlete's/parent's choosing may attend this hearing with the athlete, his/her parents or in his/her place. The principal will then decide to uphold, vacate or modify the decision.

V. DEFINITION

Athlete	Any student participating in an athletic sport as a contestant, manager, statistician or cheerleader.
Build-Altering Chemicals	Includes, without limitation, anabolic steroids, growth hormones, testosterone or its analogs, human chorionic gonadotrophin (HCG) and other hormones.
Calendar year	Shall mean the period of twelve (12) consecutive months from the date of a determination pursuant to the principal's, AD's, coach's judgment.

Carry-Over	The consequences may extend into another sport season or a new school year.
Drug/Alcohol	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.
Counterfeit Controlled	Any unmarked or unlabeled substance that is represented
Chemicals	to be a controlled substance manufactured, processed, packed or distributed by a person other than the person that manufactured, processed, packed or distributed it.
	Any substance that that is represented to be controlled substance but is not a controlled substance or is a different controlled substance.
	Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size and color or its markings, labeling, packaging, distribution or the price for which it is sold or offered for sale.
Drug/Alcohol tangible Rehabilitation	A recognized treatment program with a history of positive results. (All costs for assessment, treatment, rehabilitation or counseling shall be the responsibility of the athlete and his/her family.)
Mind-Altering	Includes without limitation, narcotics, depressants, stimulants, hallucinogens, counterfeit controlled substance, marijuana and prescription drugs, unless authorized by a medical prescription from a licensed physician and kept in the original container shall state the athlete's name and the directions for proper use.
Participation	Participation is defined as competing in contests against other schools. It is recommended that any athlete who is under a denied participation may be allowed, with coach's permission, to practice with the team and attend team meetings. The athlete may not sit on a team bench, enter the locker room or be affiliated with the team in any way traveling to, during or traveling after a contest. All training rules and requirements of the sport must be followed by the

rules and requirements of the sport must be followed by the participant during this time.

Possession

Physical control of alcohol, mind-altering chemicals, build-altering chemicals or tobacco or permitting other persons to possess the aforementioned substances in locations (automobile, home etc.) for which the athlete has responsibility, in the absence of a responsibility, in the absence of a responsible adult to exercise meaningful supervision. In a car with students when alcohol or illegal drugs are present, or at a location (including a vehicle) where alcohol or illegal drugs are present, and the athlete was aware or should have been aware of its presence.

Self-Referral

When an athlete seeks assistance for dealing with a problem (alcohol or drug) by self-referral to their coach/advisor and/or school administrator before a violation is detected.

Sport Season

The season begins with the first day of organized practice, as per the O.H.S.A.A handbook, and ends with the conclusion of the respective sport season.

NOTE: Be advised that the following forms must be available in the School Office as they are referenced in the Student/Parent Handbook:

- **Title VI, IX, 504 Grievance Form 2260 F2**
- **Notice of Nondiscrimination and Grievance Procedures for Title II, Title VI, Title VII, Title IX, Section 504 and ADA Form 2260 F8**
- **Parent Request & Authorization to Administer a Prescribed Medication/Drug or Treatment Form 5330 F1**
- **Authorization for Nonprescription Medication or Treatment, Secondary Version Form 5330 F1a**
- **Authorization for the Possession and Use of Asthma Inhalers/Other Emergency Medications Form 5330 F3**
- **Authorization for Nonprescription Medication or Treatment, Secondary Version Form 5330 F1a**
- **Student Handbook Certification Form 5500 F1**
- **Memorandum to Parents Regarding School Board Policy on Drug-Free Schools Form 5530 F2**
- **Annual Notification to Parents Regarding Student Records & Specific Events/Activities Form 8330 F9**
- **Notification to Parents on Blood-borne Pathogens Form 8453.01 F5**
- **Student Network and Internet Acceptable Use and Safety Agreement Form 7540.03 F1**

On the New Riegel School website (newriegelschools.org) under the Board of Education tab, all New Riegel School District Bylaws & Policies including forms are available.

**SIGNATURE PAGES
2007-2008 SCHOOL YEAR**

STUDENT'S NAME _____

GRADE _____

Missing Child Registration Form

In compliance with the **Ohio Revised Code 9.55.3 (Senate Bill 321), Missing Child Registration Act**, parents/guardians of New Riegel Local students are asked to notify the school office the day a student is absent or to send in a note if the absence is known about in advance. If the school is not notified, we are required to contact a parent/guardian by telephone. Please notify the school of your child's absence: Grades K-6 call 595-2265; Grades 7-12 call 595-2256.

In order to be prepared to do this, if necessary, we need to have on file a current phone number for home, work and an emergency number.

Work Phone Number: Mother _____
Father _____

Emergency Contact Person: _____ Phone: _____

Parent – Student Handbook

By checking this box I agree that my child and I have reviewed the New Riegel Parent – Student Handbook for the current school year and agree to follow its contents.

Field Trips

By checking this box my child has permission to participate in school sponsored field trips and/or activity trips, walking or using a school bus or van for the current school year. A short notice will be sent home prior to a trip indicating the type of experience, lunch provisions, admissions, and full details. By having your permission signature on file we can avoid last minute problems and possible disappointments. A particular experience can be refused by the parents by a note. (See Field Trips – Page 15)

Directory Information

By checking this box, I DO NOT object to the New Riegel Local Schools releasing directory information to non-profit organizations.

Athletic Code of Conduct

By checking this box I agree that my child and I have reviewed the Athletic Code of Conduct for the current school year and agree to follow its contents.

Assumption of Risk/Athletic Training Policy

Checking this box does not release the school from any negligence. However, with your checking of this box it verifies you are aware various injuries do occur while participating in athletics. "We do understand and assume that there is always the risk of a possible injury to our son/daughter in athletics." Our son/daughter will participate in the following sports for the 2007-2008 school year:

Media Release

By checking this box I understand that:

- A. Newspaper photographers may ask to take pictures of student activities. I give permission for my child to appear and to be named in newspaper photographs.
- B. My child may be videotaped and/or photographed for educational purposes.
- C. There are times during the school year when parents and/or room mothers require a class list of student names, phone numbers, and/or an address for various reasons such as; classroom events, birthday parties, etc. I give permission for my child's name, phone number, and/or address to be distributed on a classroom list.

Unless I revoke my permission in writing, the New Riegel Schools have permission for all of the above activities for the current school year.

✓ (Please circle any of the above in which you DO NOT wish your child to participate)

Acceptable Use (Computer Technology and Networks)

By checking this box I understand that:

I have read the acceptable use policy and have completed an acceptable use form for the 06-07 school year and would like it to be used for this school year.

✓ Please DO NOT check the above box if you wish to update or review last year's form. (Please contact the office if you have any questions)

Severe Weather Emergency

Occasionally weather conditions become such a concern for us that we feel it is necessary to dismiss school early. We make every effort not to send children home early because we understand the burdens this places on working parents. By completing the form below, you can assist us in guaranteeing the safety of each child under severe conditions.

Directions in the event of: Early School Dismissal

____ My child will always be able to get into our home or to a neighbor's home and is to be sent home in the usual manner. (This choice is best for the child and the school if it can be arranged).

____ My child should be sent to the following residence:

Name Address

Phone Number

We have discussed this situation at home and my child is aware of the procedure to be followed should early dismissal be necessary.

I have read all above information and have check marked all that apply. By signing below, I verify the information is correct.

Parent/Guardian Signature _____

Date _____

Please return these pages by Friday August 24, 2007